**Milford Morning Club - Terms of Use 2019/20**  
*(Service Agreement)*

Welcome to Milford Morning Club and thank you for choosing us to help you with your out of school childcare.

We have been operational since November 2014 and aim to support busy parents and carers during the School Term by offering a safe, happy, fun and stimulating place for pupils to have a sociable start to the school day. Children come to our club for a healthy breakfast and then participate in a variety of activities or, if preferred, just attend for the activities. As we operate for less than 2 hours a day we are not a stand-alone Ofsted childcare facility so we do not need independent Ofsted registration - we still however, have to comply with all of Ofsted’s Early Year's Childcare requirements and we are inspected as part of the schools’ Ofsted audits.

The club operates during term-time only and is closed on INSET days and on occasional days when the Junior School requires the use of the school hall earlier than normal for curriculum and educational purposes. All dates when the Club is not open are communicated in advance to parents/carers.

The club is run by our Play Leader. She manages a team of experienced and qualified Play Workers and Breakfast Assistants who are there to facilitate the service and ensure that all members enjoy “Fun and Food with Friends”.

Milford Morning Club is a non-profit making childcare service and is charged by the Governors of both schools with being self-sustaining - official educational funding received from the Department for Education cannot be used to finance this service. For this reason, a few non-negotiables are in place and are set out in this document. As a user of the provision we would like you to read these and sign to say that, whilst using Milford Morning Club, you will adhere to them.
Terms of Use

1. Booking & Payment

Both are required in advance for each of the sessions that your child/children attend at the Club. This is because, as with all childcare facilities, numbers of pupils for each day are needed in advance to plan staff ratios and food purchasing. If we have too many staff and/or are wasting perishable food it will impact on future session charges and the overall sustainability of the club. Persistent failure to book and pay in advance for sessions will result in your child losing their place at the club.

*Please note ALL members must register with Parent Pay and book and pay in advance - if you receive contribution payments from Pupil Premium Funding you must still make a booking online to indicate which sessions you require.* The club will advise members if and when individual funding limits are near to being exceeded. The costs associated with being a club member are as stated in the 2019/20 Milford Morning Club Parent Handbook.

Bookings & payment (including the registration fee) must be made online via Parent Pay. This online system requires just 2 days’ notice of a bookings, i.e. log in on Thursday to book for Monday onwards.

2. Cancellations

Whilst we fully understand that there are times when circumstances mean changes in arrangements, due to the non-profit making nature of our Club there is a 3 school day cancellation policy. This is to enable us to offer the place to others on the waiting list so that the club remains self-sufficient - as we are at capacity for most sessions it is essential you inform us if your child is unable to make a session. We ask that you agree to this and you will be charged if a last minute cancellation occurs or your child/children do not show up for the booked sessions.

Cancellations are made via the Club mobile number (a messaging service available), Club email address or via verbal communication with the Play Leader.

| PLEASE DO NOT USE THE MAIN SCHOOL PHONE NUMBERS OR EMAIL ADDRESSES TO CANCEL BOOKINGS OR TO LEAVE MESSAGES ABOUT THE MORNING CLUB |

3. Contacts

When you complete your Registration Form you are asked to supply contact details for responsible adults who can be called on whilst your child is at the club. We would ask that you give us access to a minimum of two adults not including the main parent/carer.

It is important that you keep these details current and up to date so that we can contact you if necessary.
It must be noted that only adults who have been named on the registration form or subsequent updates will be able to pick your child up from Milford Morning Club.

4. Policies

Please be aware that the Milford Morning Club has additional policies to the schools relating to Safeguarding, Safety and Security, Risk Assessment, Missing Child Procedure, Use of Images and Behaviour Management. Please ensure that you read these - they are on the school’s website under Milford Morning Club or available as a hard copy from the Play Leader.

5. Allergy & Food Safety

Due to allergen and food safety guidelines for schools only breakfasts served by the morning club can be consumed in the club. If you do not book for a breakfast please refrain from providing your child with food to consume whilst attending the sessions. Food with unknown allergens brought in from home (including from out of lunch boxes) to consume at the club puts those children with allergies in danger.

6. Staff Safety

As a general rule, our schools are orderly, safe places, where relationships between staff and visitors, especially parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils’ welfare, educational progress and happiness. Parental involvement is an important factor in success and in dealing with emerging problems at an early stage. However, on occasion, the behaviour of a few parents/carers can cause severe disruption or worse, result in abusive or aggressive behaviour towards staff, pupils, or other members of the school community. The Department for Education, being responsible for the Health and Safety of all the staff who work in Community schools, will not tolerate, any form of violence, threatening behaviour or verbal aggression against school staff (including Governors) or other members of the school community. This expectation of a certain standard of behaviour extends to those parents/carers using an extended school facility such as our Morning Club. Our staff has a right to expect that their working environment is a safe place for all and they do not expect to be verbally abused or be on the receiving end of any form of adult misbehaviour. Where such misbehaviour does occur, the Local Authority will play a proactive role in taking all possible action to deal with it, in response to the wishes of the individual school.

7. Medicines

Milford Morning Club staff will not administer medicines during session times. Parents/Carers must adhere to the Administering Medication procedures for each individual school. If parents/carers of pupils attending the Junior School wish to leave medicine under the Administering Medication procedure for the Junior School then they should place it in the secure “Out of School Hours Medicine Box” which is located in the Junior School reception area. Medication deposited in this manner
must be accompanied by the appropriate forms and instructions as per the school policy. For a child/children with Asthma please follow the individual school’s Asthma Policy. If your child/children have a pre-existing condition or allergy which the Club needs to be aware of then it is essential that you complete and submit the appropriate form from the Registration pack.

8. Parking & Pathways

No matter what time of the day there is NO parent/carer parking on the Milford site - this includes times when the site barrier appears to be raised. Parking prohibitions near the schools apply Monday to Friday 8.30 am - 9.15 am and 2.45 pm to 3.30 pm. Outside of these times cars can park appropriately on the road, respecting the school clear road markings and access arrangements of those who live near the school. We ask that all parents/carers respect our neighbours, pedestrians and other road users when dropping off and picking up children from the schools. We work closely with the local Police Community Support Officers and the Safety Officer from Somerset County Council to ensure that all parking restrictions around the school are adhered to and that drivers respect the access arrangements of those who live near the school. The safety and well-being of all our community is an absolute priority.

When on school premises all pedestrians and visitors AT ALL TIMES are responsible for their own safety and anyone in their care. During early mornings school employees are arriving for work and there are many cars driving into and manoeuvring around the site. Please therefore ensure that the designated pathways are used and that walking on the school field and/or driveway avoided. Gates should be closed after use and children should not be allowed to use, climb or play on any structures or equipment unless authorised and supervised by a member of the schools’ staff.

The Club very much appreciates the co-operation of all parents/carers in helping to keep our school community safe.

Finally, we aim for your child to enjoy their time with us. Please feel free to contact us at any time if you think there is something that needs to be shared or discussed.

Best regards,

The Milford Morning Club Team.
I/we have read the terms of use of the Milford Morning Club and I/we are signing to agree to them.

Parent/Carer Name(s) block capitals:

_____________________________________________

Signature(s):

_____________________________________________

Registered Child/Children:

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Date: ___________________________