



## St John's Kids' Club Terms & Conditions

Stockwell Road  
Knaresborough

North Yorkshire

HG5 0JN

Telephone 01423 869574

[kidsclub@ksjprimaryschool.org](mailto:kidsclub@ksjprimaryschool.org)

***`Kids Club offers unique childcare in a fun friendly environment`***

### **Staff**

Kids Club have a team of dedicated staff, who are responsible for the day to day running of the club and the care of your children. Appropriate adult to child ratios ensures high standards of childcare are always maintained.

### **Opening Times**

Our opening times before school are **7.30am till 8.50am**, and after school **3.10pm till 6.00pm**.

### **Admission**

We welcome all children aged 4 to 11 years old who are enrolled at St John's. Admission can be withheld if pupils don't follow the school's behaviour policy.

### **Registration forms**

All details are held securely and confidentially. On the registration form you will be asked for contact details for yourself and emergency contacts. Please ensure that we are updated with any changes to either of these.

### **Booking/Cancellation**

All bookings are made via the parents My Child at School (MCAS) App. Bookings must be made with a minimum of 5 days' notice and must be paid in advance at booking. If you have any questions, then please contact Kid's Club directly on 01423 869574 or email [kidsclub@ksjprimaryschool.org](mailto:kidsclub@ksjprimaryschool.org) rather than contacting the main school reception. Bookings must be cancelled giving at least 48 hours' notice. However, this requirement will be waived if your child is required to leave school due to illness

### **Current Fees (Sep 2025)**

£5.00 for a breakfast session from 7:30am,

£5.50 for an after-school session to 4:00pm

£9.00 for an after-school session to 6:00p.m.



### **Charges for Late Collection**

Children must be collected by 4:00pm. If a child is collected after this time, the full session charges up to 6:00pm will be applied automatically. Collection after 6:00pm will incur an additional late fee of £5 per child for every 15 minutes (or part thereof) beyond this time. All late collection fees must be made via the parent MCAS app.

### **Childcare Vouchers**

If you wish to pay using childcare vouchers, please contact the school office on 01423 863265 or via email at [a.nelson@ksjprimarieschool.org](mailto:a.nelson@ksjprimarieschool.org) for further information. Please note that payments made via childcare voucher providers can take several days to be processed. The school will confirm receipt of payment once funds have been successfully received and processed. It is the responsibility of parents/carers to ensure sufficient time is allowed for payments to be cleared by any applicable deadline.

### **Arriving at Kids Club**

For the safeguarding of all children, responsibility cannot be accepted until they have been brought into the club by a responsible adult and handed over to a member of staff. Parents/carers must sign their child/ren in on arrival and out again on collection. Failure to sign out may result in a late collection fee being applied.

### **Car Parking**

Staff car parks must not be used when dropping off or collecting children, as this is to ensure the safety of pupils and always allow staff clear access.

### **Special Educational Needs**

We are committed to ensuring that every child is treated as an individual and has equal access to all equipment and activities within the setting. All children are respected, and their strengths and potential are recognised and nurtured. We actively support each child's developing identity and value the unique contributions they bring. To meet the diverse needs of all children, we closely work in partnership with parents and, where appropriate, engage with external professionals and specialist services. This ensures that appropriate support and provision are in place to enable all children to thrive.

### **Behaviour**

We set clear and consistent expectations, reinforcing positive behaviour at all times. If a child persistently refuses to meet these expectations, their place at the Club may be withdrawn and you will be asked to collect them. We follow St John's School Behaviour Policy.

### **Bullying**

We do not tolerate bullying in any form. Children are encouraged to speak openly about any concerns, take responsibility for their actions, and apologise where appropriate. Parents and children should report incidents promptly. We recognise that behaviour may be influenced by other factors and will work with you to support your child.



### **Child Protection – Confidentiality is always maintained.**

The Designated Safeguarding Lead is Mr A Hope (Headteacher). In his absence, the Deputy Safeguarding Lead is Mrs L Richardson. Miss A Westmoreland, Chair of the Local Committee, oversees Safeguarding and Child Protection here at school.

### **Illness and Medicine**

If your child becomes unwell at the club, they will be cared for in a quiet area and monitored. We will contact you if symptoms worsen. All medication must be clearly labelled and handed to a member of staff and a medication form completed before any dose is given. This includes items children may self-administer, such as inhalers.

### **Food**

A healthy breakfast is provided each morning. After 4:00pm, children receive a healthy snack and drink once signed in. Water and fruit are always available. Please inform Kids Club of any allergies or dietary requirements.

### **Activities**

We provide a wide range of activities for the children to encourage all types of play. We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside, we do have access to the school hall. Please send your child with the appropriate clothing for the time of year. During the summer months, please ensure your child arrives in the morning with a good application of sunscreen. If it needs to be re-applied, please send the bottle in a plastic bag clearly labelled with your child's name. We will encourage children to apply it themselves. Please don't forget to send a sun hat!

### **Collecting from the club**

When you collect your child(ren) from the club, you must sign them out in the register and enter the time of collection. Your registered security word must be used if someone not named on your form collects your child. Children will not be allowed to leave the premises in the care of anyone under the age of eighteen without prior agreement. All children must be picked up no later than 6:00pm

### **Late Collection**

We appreciate that there might be a one-off occasion where you may be late to collect your child. Please phone Kid's Club as soon as possible to let the staff know if this is the case. A charge may still be applied.

**Please note: It is the policy of the club that parents and children are not allowed to return to classrooms under any circumstances to collect forgotten belongings.**

Policy reviewed – June 26  
Review date – Summer 27



## St John's Kids Club Registration Form

Stockwell Road

Knaresborough

North Yorkshire

HG5 0JN

Telephone 01423 869574

Email: kidsclub@ksjprimaryschool.org

Full name of child.....

Date of birth...../...../..... Language spoken at home.....

Address.....

.....

Post code.....

Home telephone number.....

Your work or mobile number.....

Any known allergies/ special care/ dietary needs/religious requirements?

.....

.....

Full name of second child.....

Date of Birth...../...../.....

Any known allergies/ special care/ dietary needs/religious requirements?

.....

.....

Emergency contact names and telephone numbers.

(Please ensure we are updated with any changes to these)

First emergency contact

Parent/Carer full name.....

Relationship to child.....

Work contact number.....

Mobile number.....



Second emergency contact

Parent/Carer full name.....

Relationship to child.....

Work telephone number.....

Mobile number.....

Please state the names of the people who will regularly be collecting your child/ren.

.....  
.....

Please state a security word that may be used for identification if you are unable to collect your child/ren

.....

*(Please delete any preparations you do not wish them to use)*

Our qualified First Aiders may have to administer treatment /emergency procedures to your child/ren.

Micropore tape/ Antiseptic wipes/ Elastoplast.

Please may we have your permission, in case of medical emergency, to involve the emergency services? We will always notify you of this occurrence.

*(please delete as required)*

Permission for First Aid treatment/ procedures/ involvement of emergency services.

Yes/ No

Doctor's name.....

Practice name.....

Address.....

.....

Post code.....

Telephone number.....

We will be taking photos for display use and sometimes for inclusion in our newsletter.

*(Please delete as appropriate to indicate your agreement)*

I consent to my child being photographed

Yes/No

**Please sign and date to confirm that you have read the guidelines, policies and agree to abide by the conditions.**

Parent/Carer signature.....

Print name..... Date.....