



Christ Church CE, Primary School, Walshaw
Cabin Crew Parental Contract

Cabin Crew is available to children who attend Christ Church Primary School.

Subject to availability, sessions can be booked and paid for a day, or up to two week's in advance via our payment system School Money. Sessions can be paid for on School Money via Debit or Credit Card. You can also pay by Tax Free Childcare or childcare vouchers, but this needs to be done in advance so the payment can be credited onto School Money prior to your booking. Bookings are available until midnight the day before on School Money. On the rare occasion you need to make an afternoon booking on the day, please ring before 1.30pm. The details will be entered on to School Money and you will need to make payment prior to the session.

You will automatically receive an email to confirm the sessions you have booked. Please check to ensure the confirmation you receive matches the sessions you require. Failure to book a child in for a session correctly, will result in an administration fine of £10.00 being issued per child plus the session fee– if you require your child in school club that day. If you think you have booked your child in, please forward to us the email confirming your booking, for a credit of the admin fee. This also applies to parents of children who are not collected at the end of the school day, who will be placed in Club.

If you need to cancel a booked morning session, please either **email or ring before 3pm the day before**. If you need to cancel a booked afternoon session, please **ring or email before 10am on the day or before**. If your child does not attend a booked session and we do not receive the cancellation in time you will still be charged. The only exception to this will be if your child is ill and is unable to attend school. If payment was by Debit or Credit Card, the money can be refunded or can stay on School Money for future sessions. If payment was by Tax Free Childcare or childcare voucher, the amount will be credited to your Cabin Crew account for future use.

Late Collection

If you pick your child up late from the session you have paid for, you will be charged extra as follows:

Booked to 4.30pm	Pick up between 4.30pm – 5.00pm £2 late charge	Pick up between 5.00pm -5.30pm. £4 late charge
Booked to 5.00pm		Pick up between 5.00pm-5.30pm £2 late charge

Walshaw, Bury, Lancashire BL8 3AX
01204 883415
ccwalshaw@bury.gov.uk
www.christchurch.bury.sch.uk





Failure to Collect without Notification at the End of the Day

If your child is not collected by 5.30pm, staff will call the parent or carer to ascertain the cause for delay and how long it is likely to last. If, after repeated attempts no contact is made with the parent or carer and a further 30 minutes has elapsed, the manager will call the local social services department for advice.

Failure to collect your child at the end of club without good reason will result in additional charges. A charge of **£25** is made within the first 15 minutes. Thereafter, a charge of £5 per 5 minutes will apply. All late charges will need to be paid via School Money. You will be notified of this charge the next working day and payment should be made within 24 hours. Failure to pay these charges could affect future Cabin Crew bookings.

Safeguarding

If you do not require your booked sessions, please inform Cabin Crew or telephone the school office to cancel your session.

If your personal details or circumstances change, you **MUST** amend your details on the Arbor portal or notify the school Office.

Childcare Collection Procedures

If you have arranged for someone other than an authorised person to pick up your child, please inform Cabin Crew of the person's name which will act as their password. Identification may be requested from the person.

Child Health Policy

The club reserve the right to exclude any child wishing to attend who is suffering from illness or could be a threat to another child or staff due to risk of infection. Should your child require medication please complete a medication form. If your child requires an inhaler, please ensure that one is available for use at Cabin Crew. Unfortunately, we are no longer able to administer any non-prescribed medication during sessions in Cabin Crew. However, we would like to seek your consent to administer Calpol to your child when necessary, if they become unwell during the session. We will always telephone you to confirm your permission before we administer the medicine to your child.

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Christ Church
CE Primary School

Growing and Learning Together in Christ

Head Teacher: Mrs S. Howard

Please ensure staff know about any allergies and dietary requirements.
A full list of allergens and the OSC menus are available to view in the entrance lobby to the cabin.

Behaviour Policy

All the staff and children at club are aware of our School Policies and Procedures and must work alongside these at all times. Parental involvement will be sought if and when it is felt necessary. Should any child become disruptive or abusive towards any member of the Club, written notice will be given to the parent or carer stating how many days' exclusion must be put into force.

Additional Information

Unfortunately, we do not have the staff to provide additional support for children who regularly work with 1:1 support during the school day, this may mean that they are unable to access the club provision safely.

Our Commitments

To care for and safeguard children; provide healthy food choices; provide a range of engaging, creative and age appropriate activities; promptly share any concerns with parents and be friendly and approachable.

Contact number for Cabin Crew: 07796872185

Or ring school and select the Cabin Crew option: 01204 883415

Updated January 2024

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Christ Church
CE Primary School

Head Teacher: Mrs S. Howard

Acceptance of Cabin Crew Contract

Child/ren's name/s _____

I/We have read and understood the terms and conditions of Christ Church Walshaw Cabin Crew Provision

Signed _____ Date _____

Please print name _____

I give permission for Cabin Crew to administer Calpol to my child/ren when necessary.

Signed _____ Date _____

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