

OUR LADY IMMACULATE CATHOLIC ACADEMIES TRUST
ST JOHN RIGBY PRIMARY SCHOOL

God's will be done through work and play, as we follow Jesus day by day



RIGBY RASCALS TERMS AND CONDITIONS

Bookings

- Bookings must be **made in advance** (up to 2.00pm on the day before the booking is required) and, from 01st May 2024, must be made through MCAS (Parent guide to follow) <https://www.mychildatschool.com/MCAS/MCSParentLogin>
- All bookings are subject to availability.
- The person making the booking accepts the booking conditions on behalf of the account holder.
- Bookings **after the 2.00pm** deadline may be made on the same day via the school office. However, this will **incur a £2.00 admin fee**.
- Last minute emergency bookings may not always be possible due to set adult/pupil ratios. Where a booking has not been made and a child attends Rigby Rascals, a **staff fee of £15 per hour** (or part thereof) will be charged.

Cancellation Notice and Charges

- It is the account holder's responsibility to cancel any sessions that are no longer required.
- Cancellation of bookings should be made via MCAS at least 2 days in advance.
- Late notice can be made via the school office and must be given at least **48hrs in advance**.
- Booked sessions which are not attended and/or not cancelled in the given time will still be charged (unless an exceptional emergency is agreed by the office or there is a same day sickness).
- It is the parent/carer responsibility to let the school office know of any late cancellations.
- Parents/carers must inform the school office by email if their child will be arriving late to the Rigby Rascals afterschool provision due to attending an extra-curricular club.

Payments and Overdue Balances

- All payments must be made via MCAS (Parent guide to follow) <https://www.mychildatschool.com/MCAS/MCSParentLogin> (please note this will be from 01st May 2024)
- All payments must be made in advance, or at least at the time of booking.
- Payment can be made by Credit/Debit card, Childcare Vouchers or the Tax-Free Childcare Scheme.
- It is the account holder's responsibility to inform the school office if they wish to pay using Childcare Vouchers, giving the provider name to help locate and verify the voucher payment.
- Payments made by Tax-Free Childcare must include the child's full name as the payment reference to ensure it is allocated correctly.
- Any additional payments or refunds will show as a credit within the account on MCAS and can be used to make future bookings. Refunds of credit will only be made on request to the school office.
- Having an overdue balance may lead to the termination of your child's Rigby Rascal place.
- SJR Rigby Rascals will pass any unrecovered fees to an external debt collection agency. Any fees associated with the debt collection will be passed on to the debtor.
- Whilst every effort will be made to maintain a fair and affordable wrap-around care provision, the school reserves the right to review fees on an annual basis – refer to the handbook for current fees and registration.

Procedure & Policy for Late Collection

- Additional fees will apply where a child is collected later than their booked session.
- A standard charge of **£10, plus £5 per 15 minutes** thereafter, will be applied to all collections made after the advertised end time for Rigby Rascals Dusk provision – refer to the handbook for current timings. Continual late collection may result in the termination of your child's Rigby Rascal place.
- Failure to notify the Rigby Rascal Team of a late collection may result in a call to the police or children's services.

Rigby Rascals Dawn til Dusk

Safeguarding & Welfare

- St John Rigby are committed to safeguarding all the children and staff in our care and, in line with our Safeguarding & Child Protection Policy, are obligated to report any concerns or suspected child abuse or neglect to our Safeguarding Leads and/or relevant authorities.
- If your child does not arrive at a booked Rigby Rascal session and we have not been advised of their non-attendance by you the parent/carer, we will begin our Missing-Child Procedures.
- If your child is regularly left at Rigby Rascals Dawn or Dusk provisions without booking confirmation, we will follow our safeguarding procedures, which may result in a referral to children's services.
- Failure to notify the Rigby Rascals Team of a late collection may result in a call to the police or children's services.
- Children can only be collected by an adult over the age of 16 who has been authorised to collect. This is done by the parents/carers adding collector names and/or passwords on to their account.
*Please note: Children will not be allowed to leave the school site with an adult who has not been named on the account or who is unable to provide the password.

Positive Behaviour and Relationships

- All members of the Rigby Rascals Team will adhere to the St John Rigby's Staff Code of Conduct
- All pupils are required to follow the same expectations as during the school day and adhere to the Rigby Rules: **Be Ready, Be Respectful, Be Safe**. Behaviour choices that are disruptive, disrespectful or Dangerous or demonstrate persistently poor choices may result in your child being excluded from certain activities or, if it felt necessary, exclusion from using the Rigby Rascal provision. In such circumstances, no refund or credit will be paid.
- All parents/carer are required to follow the same expectations in maintaining positive relationships with staff and adhere to the Rigby Rules: **Be Ready, Be Respectful, Be Safe**. The threat or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of all direct contact and access to the provision. Such incidents may be reported to the police and this will always be the case if physical violence is used or threatened.
- St John Rigby reserves the right to exclude or refuse any person without notice, if we consider that their presence compromises the safety or positive atmosphere of the club. In such circumstances, no refund or credit will be paid.

Medication and Illness

- The procedures within care provision are the same as in school. If your child requires medication of any sort, including an inhaler, a medical form must be completed. Please contact the School Office who will discuss this with you.
- Rigby Rascal staff cannot administer medication to children without written consent from a parent/carer. Please be aware that we cannot administer any Paracetamol® based medication and that we can only administer medication that has been prescribed by a Doctor; we can only administer antibiotics that are four times a day.
- If your child falls ill whilst in Rigby Rascals care, staff will contact you in the normal manner. You will be required to make immediate arrangements for your child to be collected early.
- Children who are ill should not attend Rigby Rascals but be looked after at home for the sake of the child, other children and members of staff.

Photography

- Rigby Rascals occasionally take photographs and videos which can be used for marketing and promotional purposes, including on social media. If you would rather your child was not included in any photographs, please ensure your child's school details are up to date.

Lost Property

- On request, Rigby Rascals will endeavour to return items that can be identified – it is important that all belongings are named and pupils should not bring in personal items or valuables, as per the school policy. Unclaimed lost property will be distributed to local charities at the end of each half term.



RIGBY RASCALS REGISTRATION FORM

A form is required for each child being registered

Name of child:	Year/Class:
Name of parent/carers:	Contact details:
Emergency Contact Details	
Contact 1: Name: _____	Telephone No: _____
Contact 2: Name: _____	Telephone No: _____
Contact 3: Name: _____	Telephone No: _____
Name of main person collecting:	Relationship to child:
Name of any other person(s) collecting:	Relationship to child:
If any other persons are needed to collect your child please inform the school office. We will not release your child(ren) to any other persons without being notified in advance.	Password:
Any other relevant information (e.g. food allergies, SEN, health concerns)	
I agree to allow my child to take part in all activities undertaken by the club.	YES/NO
I agree to my child receiving first aid in an emergency	YES/NO
I agree to my child having plasters administered if necessary	YES/NO
(Please delete as required)	
I understand Rigby Rascals cannot accept responsibility for my child's possessions or valuables whilst they are attending the provision.	
I will notify Rigby Rascals Staff and the School Office if any of the above details change.	
I have read, understood and agree to the terms and conditions of St John Rigby Primary School's Rigby Rascals Dawn til Dusk (wraparound care) provision	
Signed (Parent/Carer).....	Date.....

Rigby Rascals Dawn til Dusk