

Ivy Leaves Information

(For you to keep)

Ivy Leaves is managed by Ivy Bank Primary School and is an extended provision for quality childcare of children attending our school.

Please be aware that we do not provide childcare when Ivy Bank Primary is closed to pupils (for example INSET days/election days etc).

Ivy Leaves is available for children from Foundation Stage 2 (reception classes) through to Year 6. Hot meals are served as part of the Ivy Leaves service. *Please note that you will need to "opt out" on the monthly booking form if you do not wish for your child to eat at the provision.*

Opening times and fee structure

Provision	Times	Cost
Breakfast Club	7:30am to 9am	£5.75 per session (£5.25 for siblings)
After School Club	3:30pm to 6pm	£12.50 per session (£12.00 for siblings)

Ivy Leaves runs on site, in our large nursery area. The provision closes at 6pm prompt. Access to Ivy Leaves is via the side gate which leads to a canopied area. Please ring the bell by the door for attention.

Collections after this time **will incur a charge** of £5.00 for every 15 minutes (or part of) after this time. Please advise a member of staff as soon as possible if you are delayed as this will enable them to prepare your child and organise for their own late arrival home.

Billing and payment

Invoices are produced in advance and fees are due 7 days from the date of invoice.

If your child is eligible for Pupil Premium, please speak to the school office regarding the cost of Ivy Leaves as a discounted rate may be available.

Payment can be made by cash, cheque, bank transfer or childcare vouchers. Please ask at the office for further information.

Ivy Bank accept childcare vouchers for payment of Ivy Leaves bookings. (Please be aware that, under HMRC rules, any overpayment of childcare vouchers cannot be refunded directly to parents due to the tax benefits received on purchase.)

Bookings

A notice period of four weeks is needed to cancel these sessions. The sessions are booked a month in advance using the online Google Docs booking form, a link is emailed out each month. The form must be submitted by the date and time stated to secure a place please.

Emergency sessions - once registers are established for the month, should you need emergency childcare, please email ivyleaves@ivybank.cheshire.sch.uk

Non-Attendance

All fees are due if a place has been booked for your child/children, irrespective of attendance.

Medical Information

Ivy Leaves use the school's data management system – Arbor. It is essential that parents keep us informed about any changes to contact details, medical information or dietary needs.

No medication will be given to a child unless it has been prescribed by a doctor and a medication form has been completed.

Accidents occurring at Ivy Leaves will be recorded and parents/carers notified on collection. In the event of any serious accident, emergency contacts (held on Arbor) will be telephoned immediately.

Collection of children

Children can only be collected by the parent/carer or emergency contacts named on the registration form.

Any person unknown to staff will be challenged to provide a code word (provided on the registration form).

If another family member or friend are collecting, please inform the school office. The person collecting children from Ivy Leaves must be over the age of 16.

Staffing

The day to day running of Ivy Leaves is led by the Ivy Leaves Manager Mrs Carol Williams.

They are responsible for leading the sessions under the supervision of Mrs Gill (Headteacher and Safeguarding Lead). We also have a fantastic team of playworkers supervising the children.

All staff can be identified via the display board at the Ivy Leaves door entrance.

Terms and Conditions (these form part of our registration form)

- A registration form must be completed and returned to Ivy Bank school office prior to a child attending Ivy Leaves
- One month's written notice is required from the parent/carer should a cancellation/amendment be required to annual bookings
- Charges will still be made for places that are booked but not attended.
- If your child attends extra-curricular activities and then attend Ivy Leaves, a full session will be charged
- Collections after 6pm will incur a charge of £5.00 for every 15 minutes (or part of) after this time.
- Sessions need to be booked in advance by the date given on the Ivy Bank website
- Invoices will be issued in advance of sessions and must be paid within 7 days
- Ivy Leaves has no obligation to continue to provide childcare in the event of fees becoming outstanding
- Failure to pay will result in the withdrawal of child care
- In cases of non-payment the Ivy Bank bad debt process will be followed which may result in court action
- Any costs incurred relating to the recovery of fees will be added to any outstanding amount
- All Ivy Bank policies and procedures will be followed (including the complaints procedure)
- You agree to keep our Data Management System (Arbor) up to date with contact numbers and keep us informed with regard to medical and dietary requirements