



Terms and Conditions

The most important thing is for your child to have fun and enjoy coming to The Nest. We will provide a safe and secure environment, where children will be able to take part in a range of creative and fun activities.

The Nest gives children a chance to make new friends, learn new skills, relax, take part in energetic but safe games and enjoy new experiences, all within a caring environment in which parents/carers can place their full confidence.

Management of The Nest

The Nest is owned by Cubbington C of E Primary School, and therefore the Governors of the school are responsible for its provision. The leadership of The Nest is delegated to the Headteacher, with The Nest Manager managing the provision on a day-to-day basis.

Opening Hours

- Breakfast club: 7.30am – 8.45am (term time only). Children will walk directly from The Nest to their classroom, led by a Nest member of staff
- After school club: 3.30pm – 6.00pm (term time only). Key Stage 1 children will be collected by a member of staff from The Nest team. Key Stage 2 children are expected to walk to The Nest where they will be met by a The Nest member of staff.

Making a booking

- All bookings must be made by clicking on the following link:
<https://cubbingtonafterschool.onsidelive.co.uk/sign-in>
- Fees must be paid at the time of booking, half-termly in advance.
- A booking confirmation/receipt will be emailed on completion of your payment.
- We use Stripe to process our online transactions. It is reliable, secure and you don't need an account in order to use the service. We do not store credit card details, nor do we share customer details with any 3rd parties.
- You will be able to use childcare vouchers if this facility is open to your family. Voucher payments must be made in advance so that your account can be credited before you need to make your booking
- From September 2024 the cost to pre-book half termly slots will be:
 - Session 1: 7.30 – 8.45am £5.75 per child (includes breakfast)
 - Session 2: 15.30 - 16.45pm £5.75 per child
 - Session 3 : 16.45 - 18.00pm £5.75 per child
- From September 2024 the cost of any ad-hoc session are £6.25 per session. Places can be booked up to 3 hours before the sessions start. Fees will be evaluated each September
- If you have any issues, please email **nest3144@welearn365.com** to contact the manager.

Signing in and out of sessions

- Children should be dropped off and picked up from The Nest to a member of staff.
- Parents may collect their children part way through a session, but payments must be made for the whole session.
- The names and contact details of those people able to collect each child will be recorded by the parent when setting up a booking. If there is going to be a change to the collection arrangements, parents or carers will be required to contact The Nest by email in order to report this; they will need to provide the name of the adult who will be collecting the child. Only designated adults (over 16 years) will be allowed to collect children.

Snacks

- Children will be provided with breakfast in the morning, as long as they arrive by 8.00am. This will be a choice of cereals, toast, fruit and pastries. Children who attend the provision after 4.45pm will be given a light tea.
- A biscuit will be offered as a snack during session 2.
- a healthy snack including wraps, sandwiches, fruit and vegetables will be on offer during session 3
- Individual dietary needs will be catered for.
- Drinking water is readily available.
- Staff have basic food hygiene and preparation certification.

Allergies

Parents are responsible for telling The Nest staff if their child has an allergy. These can be entered for each child on your online account under the heading "Additional Information". The necessary precautions will be taken to safeguard the child, including displaying medical information in the appropriate places and providing staff with relevant or specified training if required.

Non-attendance

- Please notify The Nest staff with at least 24 hours' notice if a child is not going to be attending their session (unless ill then notify on the day). Otherwise, we will not know an absence is planned and will follow "missing child" procedures.
- Charges will be made for absences.
- Credit Notes will only be given in extreme circumstances.
- Families that persistently cancel sessions may lose their place the following term.

Eligibility

Children must be enrolled at Cubbington C of E Primary School to be eligible for a place.

Behaviour

The Nest uses the school's behaviour policy and holds the same high expectations of behaviour. As with all school activities, children should follow the school rules. If a child fails to follow these rules, they may need to sit out of the session and parents will be informed. If a child is regularly not following these rules, then parents will be invited to a meeting with The Nest Manager to create a plan to support behaviour.

Resources and equipment

Children will have the opportunity to enjoy a range of resources and equipment that have been chosen specifically and provided by The Nest.

Supporting information

The Nest is run in accordance with school policies and procedures. The following documents may be of particular interest and are available on the school website:

- Behaviour Policy
- Anti-bullying Policy
- School SEN Information Report
- Safeguarding and Child Protection Policy
- Complaints Policy
- Data Protection Policy

SEND and Additional Requirements

- The Nest is inclusive, and will work with all parents to effectively meet the needs of all children.
- Please inform us of medical requirements before the child starts at the attending. These can be entered for each child on your online account under the heading "Additional Information".

THE NEST Home Agreement

The Nest will endeavour to:	Parents will endeavour to:	Children will endeavour to:
<ul style="list-style-type: none">▪ Ensure the setting is enjoyable and educational;▪ Cater for children's needs;▪ Be responsive to parents' and children's concerns and wishes;▪ Communicate effectively;▪ Keep children safe, adhering strictly to school policies and procedures;▪ Make policies available to you on request;▪ Set clear boundaries, ensuring consistency	<ul style="list-style-type: none">▪ Pick children up no later than 6pm;▪ Inform the manager if their child will be absent from a session;▪ Keep staff informed about children's medical and dietary needs as they change;▪ Support with management of their children's behaviour▪ Communicate with The Nest if there are any concerns or wishes.	<ul style="list-style-type: none">▪ Help to set and follow The Nest. rules;Be kind to other members of The Nest;▪ Help with tidying up;▪ Take care of The Nest property;▪ Follow safe internet rules, just like at school.