

Collection of children from our activities

1. Children may only be collected by your named adult. If parental permission has been expressly granted in writing via our booking system or by email, children may leave to walk home at the end of the session.

2. **Late collection of children**

It is essential that you keep your contact details up to date and that you ensure you have provided us with a backup emergency contact number in case you cannot be reached. You can access your account with us at all times by logging onto the booking system and editing your account <https://bookings.kidsartsacademy.co.uk/> .

The clubs finish at the times stated on your booking form.

If for any reason, you are delayed, please use the contact number 07967 653946 to let us know.

A late collection fee of £25 will be charged if children are collected after the session's office end time.

Social services will be informed if your child remains uncollected at 6pm and you have failed to contact us.

In case of illness

1. Please remember that we need to know if your child (or children) **will not** be attending activities booked – to do so please call the manager on 07967 653946 and email bookings@kdisartsacademy.co.uk .
2. Staff will contact parents/carers and request that a sick child be taken home if they become ill when they are in our care, please ensure you provide us with an emergency contact number as well as an primary contact number – these details can be updated on the online booking system under 'My details'
3. During term time - children that are recorded as unwell/sick during school hours may be accepted into the after school clubs at the discretion of our staff. If they are not accepted, they will remain the responsibility of the school.
4. We are unable to accept children into our care who are unwell. Please inform us of any infectious illness your child contracts.
5. If your child has had sickness or diarrhoea please do not send him/her to the Club for 48 hours after the illness has ceased.

ADDITIONAL NOTE DURING COVID-19

6. If your child is unwell whilst at school on the day that we are running the clubs the child will remain in the care of the school until the child is collected. You will be contacted by us to inform you of this
7. If a pupil or staff member tests positive, we will have up to date contact information for everyone attending classes so NHS test and trace can speak directly to those that have been in contact to offer advice
8. If your child becomes unwell and receives a positive result to a COVID-19 test it is essential that you contact us so that we can take the appropriate action with our activities.

Kids Arts Academy Terms and Conditions



Policies and procedures

The Kids Arts Academy operates under a number of policies and procedures including our Safeguarding Policy and Procedures which are contained in the Parents Information Guide.

Equal Opportunities

1. Our clubs provide a high level of accessibility to the community at large whenever possible; when using school premises for our after school clubs the access has to be limited to the pupils of that school.
2. Kids Arts Academy operates an inclusive admissions policy, taking positive action wherever necessary to ensure that equality of access is provided to all children irrespective of race, gender and disability.
3. Kids Arts Academy seeks to promote equal opportunities and counter discrimination and stereotyping in the materials presented to the children and experiences offered to them.

Admissions

1. Bookings are made using our online booking system <https://bookings.kidsartsacademy.co.uk/>. This is a live booking system which is up to date with availability.
2. Your booking is only secured on receipt of payment.
3. Some of our activities run from venues which we have registered with Ofsted on the Voluntary Childcare register. Childcare Vouchers can be used to pay for activities at those registered venues only.
4. If paying by Childcare Voucher, confirmation from your CCV provider of payment to us (KAA) must be received within 48 hours of booking after which your booking will be released.
5. For our after- school clubs we operate a waiting list for all clubs that are full. The waiting list is operated on a first come first served basis, please contact the bookings manager for more details of this by emailing bookings@kidsartsacademy.co.uk.

Payment details

Payment Methods for the Ofsted registered holiday clubs:

For our Ofsted registered holiday clubs, we accept payment by WorldPay and Childcare Vouchers (CCV).

Childcare Voucher Payment Details

Please note the Kids Arts Academy is a trading name for the Little Acorn Education Company Ltd.

Name of Childcare Voucher Company	Kids Arts Academy Account/Carer/Reg. Number
<u>Accor/Edenred:</u>	P20449505
<u>Busy Bees/Computershare</u>	0014078650
<u>Sodexo</u>	809654
<u>Care-4</u>	19593739
<u>Fideliti</u>	KID347C
<u>Kids Unlimited</u>	00470998 / Tapton Secondary School
<u>Kiddivouchers</u>	Kids Arts Academy
Computershare Voucher Services	0019630010
Salary Exchange/Caboodle/The Deal	Kids Arts Academy
Government Childcare Scheme	

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RG Childcare	
Childcare Grant Payment Scheme (CCGPS)	

Ofsted Registration Numbers:

<u>Venue & address</u>	<u>Ofsted Registration Number</u>
Tapton School, Darwin Lane, Sheffield, South Yorkshire S10 5RG	Ref. EY435071

Payment Methods for KAA after school clubs:

1. Payment must be made by debit card for all clubs.
2. Payment is not accepted by any other means at after school clubs, with the exception of 59th Scout Hut, Botanical Road, Sheffield S11 8RP which is Ofsted registered on the Voluntary Childcare register and as such can accept childcare vouchers from the above named CCV companies.

<u>Venue & address</u>	<u>Ofsted Registration Number</u>
Scout Hut 17 Botanical Road, Sheffield S11 8RP	Ref. EY539382

Cancellation Policy:

Holiday clubs:

1. Cancellation of your booking must be provided in writing by parent/carer and emailed to bookings@kidsartsacademy.co.uk
 - 100% refund will be given if your booking is cancelled with 10 working days' notice
 - 75% refund will be given if your booking is cancelled with 5 working days' notice
 - 50% refund will be given if your booking is cancelled 3 working days' notice
 - No other refunds will be provided
 - We are unable to offer refunds for non-attendance
2. **Cancellation by the Provider:**

The Provider is entitled to cancel all bookings/registrations at any time up to 7 days prior to the commencement of the activities whereupon registration payments will be refunded in full.
3. In the event of cancellation, details of a local alternative childcare provider will be provided.
4. The Provider reserves the right to exclude any child who is disruptive.

After school clubs:

Please note – the following info applies to bookings made via our online booking system.

1. Our after-school clubs are organised and enrolled for the full school term.
2. We do not provide any refunds for absences of any children during term time.
3. If our activities are cancelled due to poor weather or staff illness a credit will be applied to your account.
4. If our activities are cancelled due to poor weather or staff illness we will contact you by text and/or email to inform you. For this reason it is essential that you keep your contact details up to date in the 'My details' section of your account.

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DURING COVID-19

If our after school activities are affected by COVID-19 we will not be refunding for activities, instead we will move our after school activities to online classes. In this event we will contact you by email with instructions and information about how we will manage this.

If our holiday clubs are affected by COVID-19 we will offer all parents/guardians the option to join us online or be refunded.

Contact Information

Manager & Safeguarding Officer: Hannah Pearson 07967653946

hannah@kidsartsacademy.co.uk

Bookings Manager: Jane Cooper Freeman: booking@kidsartsacademy.co.uk

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COVID 19 Prevention measures

Class sizes:

We have greatly reduced the capacity of each class to 16 children. This is to ensure we can maintain social distancing between year groups.

Seating and social distancing:

- Pupils will be asked to use hand sanitiser when entering and leaving the room, which will be provided at the door.
- We will be seating the children in year groups which will be distanced at 2 metres apart

Materials and equipment:

- Separate material and equipment packs will be used for for each venue/school
- Seperate material and equipment packs will be provided on the desks for each year group at every venue/school.
- The children will be reminded each week and at regular intervals throughout to ensure they stick to using their allocated equipment.
- Pencils will be colour coded to help identify them.
- Each pack will be cleaned at the end of the session and not used again until the following week.

Cleaning and ventilation:

- All areas will be cleaned prior to starting the activities and at the end of the activity- desks, tables, handles, toilets etc.
- The space will be kept well ventilated where possible by keeping windows/ doors open.
- Pupils will be using the toilets one at a time and the toilets will be cleaned in between use