



The Hub At Park Hill

Before and After Club



Terms and Conditions

The most important thing is for your child to have fun and enjoy coming to The Hub. 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 Hub 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 Hub

The Hub is owned by Park Hill Junior School, and therefore the Governors of the school are responsible for its provision. The leadership of The Hub is delegated to the Headteacher, with The Hub 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 Hub to their classroom.
- After school club: 3.15pm – 6.00pm (term time only). Children are expected to walk to The Hub where they will be met by The Hub Manager.

Making a booking

- All booking must be made by clicking on the following link:
<https://thehubph.onsidelive.co.uk>
- 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 January 2024 the cost to pre-book half termly slots will be:
 - Morning session 7.30 – 8.40am £8.00 per child (includes breakfast)
 - Afternoon session 3.15 – 6pm £15 per child (includes a light tea)
- From January 2024 the cost of **any ad-hoc session** are shown below. Places can be booked up to 3 hours before the sessions start.
 - Morning session 7.30 – 8.40am £10.00 per child (includes breakfast)

- Afternoon session 3.15 – 4.30pm £17.50 per child (includes a light tea)
- Fess will be evaluated each September
- If you have any issues, please email thehubph@welearn365.com to contact the manager.

Signing in and out of sessions

- Children should be dropped off and picked up from The Hub cabin. Parents should come to the The Hub to alert 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 the child(ren) will be recorded by the parent/carer when setting up a booking. If there is going to be a change to the collection arrangements, parents/carers will be required to contact the school during the school day in order to report this; they will need to provide the name of the adult who will be collecting the child(ren) and a password. 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 8.20am. This will be a choice of cereals and brioche. Children who attend the provision after 4.30pm will be given a light team (4.30pm).
- Fruit will be available as a snack during all sessions.
- Individual dietary needs will be catered for.
- Drinking water is readily available.
- Staff have basic food hygiene and preparation certification

Allergies

Parents/carers are responsible for telling The Hub staff if their child(ren) 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/specified training if required.

Non-attendance

- Please notify The Hub 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 makes 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 Park Hill Junior School to be eligible for a place

Behaviour

The Hub 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 of "Be Safe, Be Considerate and Be Responsible". If a child fails to follow these rules, they may need to sit out of a 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 Hub Manager to create a plan to support behaviour.

Resources and equipment

The children will have the opportunity to enjoy a range of resources and equipment that have been purchased specifically for The Hub.

Supporting information

The Hub is run in accordance with school policies and procedures. The following documents may be of particular interest with regard to The Hub 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 Hub is inclusive, and we would like to work with parents to effectively meet the needs of all children
- Please inform us of medical requirements before the child starts at the club. These can be entered of each child on your online account under the heading "Additional Information".

The Hub / Home Agreement



The Hub will endeavour to:	Parents will endeavour to:	Children will endeavour to:
<ul style="list-style-type: none"> ▪ Ensure The Hub 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 The Hub with management of their children’s behaviour ▪ Communicate with The Hub if there are any concerns or wishes. 	<ul style="list-style-type: none"> ▪ Help to set and follow The Hub rules; ▪ Be kind to other members of The Hub ▪ Help with tidying up; ▪ Take care of The Hub property; ▪ Follow safe internet rules, just like at school.