



# St Margaret's School

## Exeter

Headmistress: Mrs Sheila Cooper  
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## Holiday Club Terms and Conditions (2009)

- Schedule of activities will be published in advance on the website and full details will displayed on a daily basis on site. Due to unforeseen circumstances it may be necessary to vary the published activities at short notice. Schedules will be balanced, play-based and age- relevant. Should you have any queries regarding this please contact the Holiday Club Leader.
- Snacks are provided in the morning and afternoon, however all children should bring a packed lunch.
- All bookings must be accompanied by a completed registration form (regardless of prior attendance) and full payment to cover the sessions booked. We accept payment by cheque (made payable to St Margaret's School), childcare vouchers and for St Margaret's School parents we add these to your fees.
- All cheques will be cashed within seven working days. For more information regarding childcare vouchers please contact the Bursar's Office on 01392 277132.
- All booking will be confirmed via email. Should you require postal confirmation then please notify us of this when booking.
- Refunds will only be processed with 14 days notice of cancellation of the session booked.
- All information provided will be kept confidentially by the Holiday Leader and staff of St Margaret's to be used as required.
- All medical and other special needs must be disclosed on the registration form to enable your child to take a full part in the programme of events safely and supported as needed.
- Medication (prescribed by a Doctor) can be administered by the Holiday Club Leader or other appointed members of staff. The form in the medication book must be completed by the child's parent or guardian on the first day, before any medication can be administered. If timing of the medication is vital then it is possible for a parent/guardian to visit St Margaret's to administer the medication. We are unable to administer any medication that has not been prescribed by a Doctor.

- St Margaret's provides First Aid cover for all children and staff attending. All accidents are recorded in the First Aid file or Accident Book held confidentially on site. Parents/guardians will be notified upon collecting their child if they had a minor accident during the session and they will be shown the relevant accident file entry, to be read and signed.
- Should a more serious accident occur the Holiday Club Leader, or other appointed First Aider, will assess the situation in order to decide upon the correct course of action and will telephone the emergency contact (as specified on the registration form). Should it prove impossible to contact those people, the Holiday Club Leader will act in the best interests of the child in dealing with any medical personnel and making relevant decisions regarding emergency treatment.
- Should any child become unwell during a session the Holiday Club Leader, or appointed person, will contact those named on the registration form in order to decide on a course of action. Should the Holiday Club Leader decide that a child is too unwell to stay for the duration of their session then the child will be cared for by the staff of St Margaret's until the emergency contacts can arrange to collect the child.
- If any child is suffering from an illness including any of the following, they should be kept away from St Margaret's for the duration as specified in the relevant policy: vomiting, diarrhoea (minimum of 24 hours), infectious rash or other infectious symptoms (refer to Doctor). For further clarification please speak to the Holiday Club Leader.
- On summer days all children should have sun cream applied prior to arriving at St Margaret's. Each child should also bring (named) sun cream to be applied during the remainder of the day. Children who require help to apply further sun cream will be assisted unless parents/guardians indicate otherwise on the registration form.
- If you believe that it may be possible that your child will have a toileting accident, a full change of clothes should be provided for each session. We would recommend that all children attending St Margaret's Holiday Club should bring at least one change of clothes with them.
- All children must be signed in and out by an adult at the start and end of their session. Children will only be released into the care of the individuals nominated on the registration form. If someone else will be collecting your child, you must inform the Holiday Club Leader. Should an adult attempt to collect your child who has not been nominated on the form, the Holiday Club Leader will contact the emergency contact to gain authorisation. If no contact can be made then the child will remain in the care of St Margaret's until such time as approval is given.
- St Margaret's can also accept no responsibility for any other items lost during a session. As far as possible all items should be named. Each child will be allocated a peg to store their belongings. St Margaret's will store lost property for two months and then unclaimed items will be disposed of. Should you wish to check lost property, please contact the Holiday Club Leader.

- Photographs may be taken by the Holiday Club Leader or staff of St Margaret's to be used as a record of activities and for publicity purposes. These images will be held digitally and may be used in print or on the website. If photographs are used in this way then no names will be used. If you do not wish photographs of your child to be used then please highlight this on the registration form.
- St Margaret's provides a comments book for parents/guardians to note any comments in. All comments will be responded to within one week. Should you wish to write to the Holiday Club Leader, then please address all correspondence to: Holiday Club Leader, St Margaret's School, 147 Magdalen Road, Exeter, EX2 4TS. All telephone enquiries should be directed to the Holiday Club Leader on 01392 273197.