



## TERMS AND CONDITIONS

1. Happy Days Play Scheme operates during the Spring (Easter) and Summer Holidays. (Dates to be decided annually.)
2. The Play Scheme is open from 9am-3pm. Children must arrive and be collected on time.
3. Unfortunately transport cannot be provided.
4. A packed lunch from home will be required.
5. Parents must ensure that all emergency contact details for their child/ren are up to date.
6. In the event of non-attendance, parents must ring the Play Scheme telephone (tel no. will be issued to all parents) and let Play Scheme staff know the reasons for your child's absence.
7. Children who attend the Play scheme, and do not currently attend Northway School will not be able to start with us unless an "ALL ABOUT ME" form is completed.
8. Children who attend from schools other than Northway will undergo assessment to ensure Happy Days can meet their needs and the Head Teacher's decision, as to suitability, will be final.
9. Your children's safety is our priority. COVID safety guidelines will be in operation in line with Northway School policies.

### WHO CAN ATTEND?

10.
  - a. Priority is given to children who attend Northway School on a first come first served basis.

- b. Parents who choose Northway as a commissioned service, rather than using a personal budget card will be considered priority. This is because they are unable to use their allocated hours elsewhere.
- c. Children who are due to start at Northway in the September following the Summer Scheme date (by special arrangement).
- d. Siblings of children attending Northway aged 5-11 years (by special arrangement and if spaces available).
- e. Children from schools in the locality with SEN (by special arrangement and if spaces available).
- f. There are 40 full time places available and the Head Teacher's decision is final as to who can attend the Play Scheme. In the event of more than 40 children applying, less hours may be offered to those applying later, this is to ensure that all children are offered at least some time at Play Scheme.
- g. Late applications may not be accepted. Parents will always be informed of application deadlines.

#### **THE COST TO ATTEND:-**

11.

- a. Parents must pay all monies due by the date they are given, failure to pay by the agreed date will result in the place being offered to another child on the waiting list.
- b. The Total cost to attend Happy Days Play Scheme is £85 per child, per day.
- c. Families who reside in Barnet can apply for a funded place through SHORT BREAKS - [www.barnet.gov.uk/shortbreaks](http://www.barnet.gov.uk/shortbreaks) . If your child meets the criteria for funding, SHORT BREAKS will fund £80 per child, per day. Parents must pay the additional £5 per child, per day.
- d. Families residing outside of the London Borough of Barnet can apply for funding through their local authority SEN Team.
- e. Families who cannot access funding can pay the full cost to attend at £85 per child, per day.

#### **CANCELLATION:-**

- f. Full payment must be received at least 10 working days before the start of the Play Scheme. If no payment has been received by then your child will not be able to come to Play Scheme.

- g. Parents must contact Play Scheme Staff to advise them if your child is not attending as arranged and give reasons for the absence. Unfortunately we are unable to offer any refunds if your child is absent due to illness.
- h. Happy Days have the right to cancel the Play Scheme due to Pandemic or other major incident. As much notice as possible will be given to parents to make alternative arrangements. Cancellation by the Play Scheme will only be made in exceptional circumstances.
- i. No refunds will be given if a child is unable to get to Northway School due to transport difficulties.
- j. If your child has a high temperature or cough and shows signs of COVID 19, or has been tested positive for the virus, they must not attend. **Play Scheme must be informed.**
- k. For those that claim funding via SHORT BREAKS in Barnet - if your child does not attend as planned, you will still be charged by Short Breaks and the necessary hours will be deducted from your annual allocation.
- l. Parents who claim funding from outside the Borough of Barnet will have to look to their funders for the agreed arrangements regarding cancellation. However if a parent living out of borough is requesting a place and will be paying directly for their child's place, the same rules as in f. above apply.
- m. Parents cannot cancel their child's place any later than 10 working days prior to the start date of the Play Scheme. After that time Parents will still be charged THE FULL AMOUNT if their child/children do not attend. Unfortunately we cannot provide refunds as we will have already have recruited the staff to care for your children.
- n. We cannot change any days that have been agreed later than 10 working days prior to the start of the Play Scheme and this may not always be possible. You will also be unable to adjust any days attending the scheme whilst the scheme is in progress. The safety of your children at Play Scheme is our absolute priority and as such we have the correct adult to children ratios in place based on the planned/original requirements. **YOU WILL ALWAYS BE CHARGED THE AMOUNT AGREED/DAYS REQUESTED AND NO REFUNDS WILL BE AVAILABLE.**

### **COLLECTION OF CHILDREN**

Children must be collected on time at 3pm each day.

Children who are ill or their behaviour proves unsafe during the day will have to be collected by a "responsible adult" as soon as possible. A member of the Play scheme staff will contact parent/Carers. Children cannot be released to minors.

## **EVALUATIONS**

Parents and children will be asked to complete an evaluation after the Play Scheme has finished. Your views are important to us, as we are always looking at ways to improve our provision. Our work is monitored by the Local Authority and as such these documents are read to ensure quality of service.

**February 2023**