

**Parent/Carer read & keep pages 1 to 16**  
**Please complete and return to NYCI**  
**pages 17 to 27 for each child ASAP**

## **Netherley Youth & Community Initiative**

**Breakfast / Afterschool  
& Holiday Sept 2026 – Aug 2027**

**Club Contract**



**Ofsted Number EY337856**

**Charity Number 1112225**

### **Contact Details**

**Telephone: 0151 487 6421**

**Email: [Sarah@nyci.co.uk](mailto:Sarah@nyci.co.uk) [Admin@nyci.co.uk](mailto:Admin@nyci.co.uk)**

**Facebook: Netherley Youth and Community Initiative**

**Instagram: admin\_nyci**

**Website: [www.nyci.co.uk](http://www.nyci.co.uk)**

## **BREAKFAST & AFTERSCHOOL/HOLIDAY CLUB CONTRACT**

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## **About Us**

### **Netherley Youth and Community Initiative**

#### **History and review of the events in 2005-2006**

In 1996, St Gregory's Youth and Community Initiative (SGY&CI) was founded by the Daughters of Charity and supported by the Archdiocese to meet the needs of the community in Liverpool 27. It provided an informal, friendly and safe environment where young people can socialise whilst developing their skills and learning.

In November 2005 SGY&CI incorporated its limited company status, which was proceeded to adopt its Memorandum and Articles of Association in November 2005.

The Church was closed after the Easter Holiday April 2011 and following instructions from the Archdiocese from September 2011 the club changed its name to Netherley Youth & Community Initiative (NY&CI) but our aims and objectives of the charity remain:-

*'Enable members residing in Netherley and its surrounding areas, irrespective of age and social exclusion to participate in activities organised by Netherley Youth & Community Initiative.*

*The aims and objectives are to provide social welfare recreation, education opportunities and leisure provisions in the community with a view to improving quality of living'.*

Netherley Youth & Community Initiative is operated from St Gregory's Church, which is adjacent to the St. Gregory's Primary School. NY &CI are responsible for all running costs such as Salaries; Utilities; Insurance Rent and the Maintenance of the building. NY&CI continues to plan for future sustainability in finding funding to cover overall running costs for the premises.



## Facilities and Services

|                                                      |                                 |                                                   |
|------------------------------------------------------|---------------------------------|---------------------------------------------------|
| <b>Breakfast Club</b><br>Breakfast including pick up | <b>Cost</b><br>£2.00 per person | <b>Time &amp; Details</b><br>From 7.30 am         |
| <b>Afterschool Club</b><br>Afterschool club & snack  | <b>Cost</b><br>£8.50 per person | <b>Time &amp; Details</b><br>From 3.15pm – 5.30pm |

**Children should be collected from Afterschool Club by 5.30pm, if not a £10 late fee will be charged.**

|                                                                                              |                               |                                              |
|----------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------|
| <b>Holiday Club</b><br>All day provisions<br>(Includes breakfast & snacks <u>not lunch</u> ) | <b>Cost</b><br>£22.50 per day | <b>Time &amp; Details</b><br>8.00am – 5.30pm |
|----------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------|

Arrangements can be made for half day if required

### BREAKFAST CLUB

The Breakfast Club is operated daily from 8:00am. This service is available to any of our local schools. Our Lady of the Assumption, St Gregory's Primary, Belle Vale Primary, Norman Pannell and St Paschal Baylon use the Breakfast Club facility.

We offer a door to door pick up service where we can collect your child from home, provide them with breakfast and drop them off at school. Pick up is from 7.30am.

### AFTERSCHOOL CLUB

Afterschool Club facilities are used by the following schools in the area; Our Lady of the Assumption, St Gregory's Primary, Norman Pannell and Belle Vale Primary School children. Children are collected directly from school, brought back to the club where they are given a snack, participate in activities and can remain until 5.30pm.

### HOLIDAY CLUB

We offer a holiday club service during school half terms and summer holidays. The cost is £22.50 per child, per day and runs from 8.00am until 5.30pm. Your child will be provided with breakfast on arrival and a light snack around 4.00pm. **We do not provide lunch.**

We can provide a half day service if required at a cost of £11.50 per child.

### PLAY SCHEME

During each of the school half term holidays and the summer holiday, we have a play scheme which runs from 10.00am – 12.30pm and 1.30pm -4.00pm.

## YOUTH SESSIONS

| Activity group                                            | Time and Details                    |
|-----------------------------------------------------------|-------------------------------------|
| <b>Monday</b><br>Age 4-7 years<br>Age 13-19 years         | 5.30 - 7pm<br>7pm – 8.30pm          |
| <b>Tuesday</b><br><br>Age 4-7 years<br>Age 8 – 12 years   | <br><br>5.30pm-7pm<br>7.00 - 8:30pm |
| <b>Wednesday</b><br>Age 8 – 12 years<br>Age 13 – 19 years | 5.30- 7pm<br>7.00-8.30pm            |
| <b>Thursday</b><br>Age 8-12 years<br>Age 13-19 years      | 5.30pm-7pm<br>7-8.30pm              |

## OTHER FACILITIES AVAILABLE

|                 |                            |
|-----------------|----------------------------|
| Mens Group      | Monday 1-2pm               |
| Bingo           | Tuesday 11-12              |
| Gardening group | Thursday 10.30-11.30am     |
| Gym Open daily  | 9am-3pm                    |
| Food Bank       | Open every Thursday 5.30pm |

Playschemes during the school half terms

## Netherley Youth & Community Initiative

|                 |
|-----------------|
| <b>TRUSTEES</b> |
|-----------------|

Mark Ord

Chair Person

|                         |                  |
|-------------------------|------------------|
| Rachel Ellison          | Treasurer        |
| Fr Stephen Pritchard    | Committee Member |
| Ruth Bennett            | Committee Member |
| Harriett Gandaa-Niagwan | Committee Member |
| Debra Cannon            | Committee Member |
| Jane Harris             | Committee Member |
| Rev Thomas Langon-Smith | Committee Member |

## STAFF

|                   |                                       |
|-------------------|---------------------------------------|
| Sharon Williams   | Project Manager                       |
| Sarah Head        | Children's Services Co-ordinator      |
| Sam Cowperthwaite | Youth & Play Coordinator              |
| Lauryn Jones      | Admin/ Finance Officer                |
| Kelly Griffiths   | Play-worker                           |
| Maureen Fisk      | Play Worker                           |
| Lewis Castleman   | Youth Worker                          |
| Fran Ware         | Youth/ Detached Worker                |
| Dawn Gould        | Domestic Assistant                    |
| Thomas Cornielle  | Bus Driver / Breakfast Club Assistant |

## Mission Statement

### Our club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with the Legal Person Responsible and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and Legal Person Responsible.

## Admission Policy.

NY&CI exists to provide the community with qualified child care whilst you are at work or education. The service is specially designed to cater for the needs of the pupils from St Gregory's, Norman Pannell, Our Lady of the Assumption, Belle Vale and St Paschal Baylon Primary Schools.

To enrol your child for the breakfast / After school / Holiday Club at Netherly Youth & Community Initiative, it is necessary for you to complete the following forms which are in this pack;

Contract

Breakfast / Afterschool / Club Registration

Medical form

Authorisation form

The forms are required to be completed in full and returned, for acceptance before a registration, can be secured. If you require assistance in completing the form, please ask us for assistance. We are here to help.

### 1. Settling In Procedure

**All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Children will be given time to settle in at their own pace, to make them feel welcome, safe and confident in a new environment.**

The club strongly encourages you to visit the premises before children are due to start. We recommend coming along a week before start date, and allow the child to engage with the staff. This helps them to get a feel for the place and gives you an opportunity to meet staff, complete contract paperwork and discuss any issues with staff members.

Depending on the age and maturity of the child, you can stay or leave while we discuss the induction process. Children will be informed about the clubs' routines and the programme of activities. They will be shown around the club, told where they can and cannot go. The Legal Person Responsible will be informed of signing in / out procedures which must be adhered to on collection of their child. Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety Policy.

To also aid settling in you will be offered the opportunity to stay with their child for a period of time during their first week if you so wish.

On their first day, children will be introduced to the other children at the club. The child will be allocated a 'buddy' who, under the supervision of a member of staff, will show them around the club and introduce them to the other children. The child will then be encouraged to get to know the other children and settle into the group.

In addition to a 'buddy', children will be assigned a key person, who has special responsibilities to help the child settle in. The key person will help the child become familiar with the setting, feel confident, safe, and cared for.

All staff will supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences.

## **2. Activities**

NY&CI is an organisation that is committed to providing a safe and interesting environment in an 'out of school setting', which allows children to further develop their skills and talents. In order to do this we provide a good variety of appropriate activities, designed to challenge and stimulate their learning. These activities include crafts, inventive play, quiet play, computer activities, drama and sport, reading and writing.

The children who attend the Breakfast/Afterschool Club are individuals and have all been blessed with their own unique skills, talents and personalities. We will strive therefore to acknowledge this truth, and always endeavour to provide diverse activities to suit the full range of their abilities.

## **4. Care, Learning & Play**

The programme of activities and the atmosphere of our club aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The club will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Staff will undertake sensitive observational assessment. Based on the EYFS principles, staff will be able to recognize where each child is in their learning and put in place the most effective activity to support each child in extending their development and learning, based on their interest and needs.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, the club will recognise a child's individuality, effort and achievement.

## **Special Needs.**

We welcome children with special needs. If your child has special needs then we may request you agree and sign a contract with us, to specifically construct conditions, allowing us to work professionally with you and your child. Our club is aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

## **Code of Conduct.**

Our code of conduct was put together for the protection of the children and staff who attend Breakfast/ Afterschool Club. We have focused on safety, fairness and clarity, to make the code of conduct understandable to children. The code of conduct is open to display for all to see and refer to. Copies are also available on request; please ask a member of our staff should you wish to have a copy.

The purpose of the code of conduct is to protect children from accident. It also allows the Breakfast/ Afterschool Club to function in an organised manner, so all involved can enjoy the experience. We really appreciate you reading the code and ensuring that their children understand the code and of course comply with it. It exists for the benefit of all of the children and the staff.

## **5. Equal Opportunities**

Our club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

The club's equal opportunities procedures aim to help everyone involved in the club to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The club aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The club will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The organisation actively seeks to demonstrate this commitment by adopting policies, codes of practice and action plans to combat discrimination in any form.

Staff and users are required to reflect their commitment to equality of opportunity and anti-discriminatory practices.

### **We will promote equality of opportunity by:**

- Demonstrating opposition to all forms of discrimination in every aspect of its operations
- Identifying and removing practices and procedures, which unfairly discriminate
- Increasing awareness and positive attitudes at all levels in the service towards people experiencing discrimination
- Creating a welcoming atmosphere for all users, staff and visitors
- Monitoring all operations to ensure no form of discrimination or harassment is taking place

Reasonable provision will be made for learner(s) with additional needs by providing suitable locations and technical aids where appropriate, (subject to funding).

**Our full policy is held on site in the policies and procedures file.**

## **6. Health and Safety**

All person(s) present at the premises of NY&CI are required to adhere to the above legislation and the regulations of the organisation.

The successful implementation of this policy depends on the visible commitment and involvement of everyone working for or in association with NY&CI.

NY&CI Management Committee makes the following commitment:

- We shall recognise health and safety as an integral part of our planning.
- We will strive to achieve the highest standards of health and safety performance with compliance to legal requirements as a minimum.
- We will provide adequate resources to implement this policy.
- We will ensure that health and safety is seen as a key responsibility of both management, employees, volunteers and users.
- We will ensure that health and safety standards are understood, implemented and maintained at all levels.
- We will ensure that internal communications from all employees are committed to the health and safety policy.
- We will ensure that all employees at all levels receive suitable and appropriate training to demonstrate competency in the duties that they perform.

In the interests of others, the centre requests that all members of the public and staff adopt sensible and reasonable behaviour. The Management reserve the right to ask you to leave the premises if you do not comply with the above standards, as this may affect the Health and Safety of others on the site.

### **Health, Illness and Emergency**

Under duties of Health and Safety (First Aid) Regulations 1981 Netherley Youth & Community Initiative Ltd recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the club.

The club have qualified members of staff responsible for first aid. These persons have up to date First Aid Certificates. They are responsible for maintaining the correct contents of the First aid boxes and administration of basic First aid when necessary and appropriate.

The Site Manager and qualified members of staff will ensure that there is a fully trained First Aider available at all times during sessions at the club. The Site Manager will be responsible for enabling the qualified members of staff adequate first aid training. The First Aider is responsible for the recording of the accident and the care given. The Site Manager is to be informed and is then responsible for informing the Legal Person Responsible.

## **7. Times and Location - *Breakfast Club sessions and Afterschool sessions***

### **Breakfast Club     7.30am (pick up service only)     7:30am to 9.00am**

Our Lady of the Assumption, Norman Pannell, St Gregory's School and Belle Vale all attend sessions. We offer a pick-up service and will collect children from home and ensure they are safely dropped off, on time, for school.

**'Pick-up will only be made from the address as detailed on the contract. We will require at least 72hrs written notice if you need pick-up service from an address other than the one stated in your contract. NB: Please wait for confirmation - any requests will be reviewed by the Manager, who will then advise if we can / cannot accommodate your request.'**

(If your child attends a different school to those listed, please ask and we will see what arrangements we can make to accommodate you).

We offer a nutritious breakfast to all attending the breakfast club which includes; cereal; fruit; beans/spaghetti on toast and/or yogurt.

When children attend the morning session they will be under the control of the staff at Breakfast Club until a member of staff, takes them into the playground, so they can line up for their school teachers.

### **Afterschool Sessions 3.15pm to 5.30pm**

Belle Vale Primary, Norman Pannell Primary, Our Lady of the Assumption Primary, St Gregory's Primary, St Paschal Baylon's Primary school attend Afterschool sessions. We collect the children from St Paschal Baylon, Belle Vale and Our Lady of the Assumption using the minibus.

When children attend the afternoon sessions they will be collected by staff from Afterschool Club and escorted to NY&CI (St Gregory's Church hall). **Children undertaking activities at the school beyond 3.15pm need to be escorted by a member of the School to the Afterschool Club. NY&CI cannot collect the children other than at the specified time.**

Breakfast and Afterschool Club will essentially operate from St Gregory's Church Hall. Open access is not permitted to the setting, which means children will not be allowed to leave the premises without an authorised adult. Please ensure that if you are unable to collect the child/ (ren) that whoever you instruct to collect them is aware of the password.

### ***Holiday Club Sessions***

We will accommodate children from our feeder schools during the school breaks (half term and holidays from 8.00am until 5.30pm). We will ensure your child is provided with a breakfast and a snack late afternoon. Your child will participate in the various activities during their time at the club. A programme of events will be given to you prior to the start of the holiday club.

**A packed lunch will be required.**

## **10. Arrival and Departures**

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the child is to be collected by someone other than the Legal Person Responsible, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Admissions Form.

If a child is going to be absent from a session, you must indicate this to the club in advance.

**A child who is absent from a session which is not related to school holidays or inset days will be charged for the session.**

If a child is absent without explanation for more than three days concurrently, staff will contact the Legal Person Responsible to try to ascertain the reasons behind this.

## 11. Uncollected Children

**Our club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.**

At the end of every session, the club will ensure that all children are collected by the Legal Person Responsible or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- Children should be collected by 5.30pm. If the Legal Person Responsible or designated adult is late collecting their child, **a charge of £10.00 will be incurred to cover the cost of staff.** Thereafter, at the Managers discretion, an additional charge of £5 per every 15min of time lapsed can be added until the child is collected.
- The manager will call the Legal Person Responsible, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the Legal Person Responsible or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local Social Services department for advice.
- After all efforts have been made to contact the Legal Person Responsible, the Site Manager will contact the Senior Site Manager or Managing Director and arrangements will be made for the child to go with a member of the children's integrated services.

\*Please see Policies and procedures for more information.

## 12. Safe Guarding Guidelines

*NY&CI Safe guarding Policy is in place to ensure you and staff are aware of NY&CI duty to protect the children in their care. The full policy can be viewed on site from the policies and procedures hand book. Below the NY&CI Action plan for child protection is outlined to identify to you the procedures in affect within the company to safeguard the staff and children alike.*

**Policy Statement** -The safety of all children is paramount, NY&CI staff follow to inform Social Services of suspected child abuse, and outline the procedures in place should an allegation be made against a member of staff.

- The welfare and safety of the children attending a NY&CI is paramount at all times. As a childcare provider we have a duty to protect the children within our care.
- Safe guarding procedures are covered during induction training which is carried out with each new member of staff.
- The Legal Person Responsible is required to read and sign NY&CI safe guarding Declaration as part of the registration process.
- The Project Manager and relevant staff member will work closely with both Social Services and the Area safe guarding Committee with regard to child protection issues.

- NY&CI has a duty to report any suspicions of abuse to the Local Authority, who will advise of the next steps to be taken.
- Staff observe the children and know their normal behaviour patterns, any significant change to previous patterns of behaviour and development will be noted and brought to the prompt attention of Project Manager or relevant staff member.
- Written documentation of conversations and observations will be made, in the event of suspected abuse. This information will be stored in a locked cabinet and will only be accessible to as few people as need to know.
- A record of conversations relating to explanations for injuries received away from the Organisation will be documented.
- NY&CI will appoint a designated member of senior staff who will undertake lead responsibility for all child protection issues. This includes liaison with other professional bodies should an abuse situation be disclosed or suspected. Overall responsibility for child protection issues is held by the Project Manager.

Ongoing support will be provided to the parties involved

### **13. Staff Ratios and Qualifications.**

The statutory ratio set by social services is a staff to child ratio of 1:8, for children under eight years. In simple terms this means that Breakfast/Afterschool Club has to provide one member of staff for eight children attending NY&CI. It's because of this understandable regulation, that pre booking a session for the children is necessary, allowing the appropriate staffing to be organised in advance. All staff are qualified in the appropriate discipline, or are in the process of obtaining the appropriate qualification.

### **14. Fees**

**Morning session (Includes mini-bus, breakfast and a drink)**

**£2.00 per child**

**Afternoon session (includes light snack and drink)**

**£8.50 per session, per child**

**LATE COLLECTION OF CHILD £10.00 CHARGED**

**WE DO NOT MAKE A CHARGE FOR A SESSION IF THE SCHOOL HAS HAD TO CLOSE DUE TO UNFORSEEN CIRCUMSTANCES**

### **15. Payment policy.**

Fees are to be **paid up front in advance**, late payment could result in the provision being stopped.

**Payments to be made directly into our HSBC bank account.**

**Account Name: Netherley Youth & Community**

**Account Number: 42709643**

**Sort Code: 40-29-08**

A place request can be made at any time, however if the number of registrations exceeds the 24 - place limit of the club, we will not be able to accommodate you. We advise everyone to reserve a place in advance. By using, the two-week 'Booking request form' places can normally be reserved without problems.

Cheques should be made payable to: ***Netherley Youth & Community Initiative***

If a booking form for a session(s) has not been received by a member of staff, we regret that we may not be able to guarantee a place for the desired session.

In exceptional circumstances where families face financial hardship paying advance payments, NY&CI will negotiate alternative methods of payment. Each case will be assessed on an individual merits.

**Please note fees are to be paid even if you decide your child will not be attending any of the sessions unless prior notice is has been given. We ask, were possible that you give a minimum of two week notice.**

The advance booking system is to that a place is reserved in advance. This enables NY&CI to plan effectively and efficiently. **Please note that we require two weeks-notice if you intend to cancel your contract otherwise you will be subject to paying full fees.**

## **16. National guidelines-OFSTED**

NY&CI aims to achieve all four areas outlined in the EYFS; we also ensure that all members of staff are working towards the eight play-work principles. Breakfast / Afterschool Club is working towards the 14 sections outlined in the National standards for after school clubs. We are registered with OFSTED, who are an invaluable support to our organisation and also act as an auditor to ensure the club operates correctly to the National standards. This prospectus only provides an overview of the clubs activities, for an in depth understanding of how we operate, we invite you to study our "Policies and Procedures Manual" which is located in the club. This allows you to see all our policies, procedures and systems, and covers issues as diverse as staff selection, equal opportunities, quality assurance etc. It is available for you to view during club hours.

## **17. Involvement**

In line with OFSTED and quality assurance guidelines we have an open door policy at all our club sessions at NY&CI recognises that you play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between our clubs and the Legal Person Responsible. The staff team are committed to working in partnership with you to provide high quality, safe and stimulating care and learning and play opportunities for children.

- Ensuring that you are made to feel welcome and valued in all dealings with the club
- Ensuring that NY&CI Ltd always listens to your concerns whenever raised the site manager will ensure that you receive a prompt response from the club
- By working with our mission statement and aims and objectives

- Ensuring that there are regular opportunities for you to meet with the staff and discuss your child's progress and any problems that they might be encountering
- Ensuring that any complaints are dealt with swiftly and affectively
- Encouraging you to undertake supportive roles in the club such as volunteering or participating in the activities.
- Providing you with questionnaires at least annually
- Keeping you up to date by way of a newsletter prior to each holiday

## **18. Complaints Procedure**

Netherley Youth and Community Initiative welcome all comments and suggestions. If you feel the need to complain about any part of our services you may direct your comments to the manager or Put your comments in writing and place them in the suggestion/comments box which is situated in the entrance foyer.

We aim to deal with all complaints/concerns in a confidential manner and the staff informed on a need to know basis. It is our policy to speak to all parties before assessing the action to be taken.

If you are not satisfied with our dealings or the result of your complaint you may voice your concerns to OFSTED via the help line number below:

### **0300 123 1231**

Written compliments, concerns or complaints may be sent to  
The National Business Centre  
OFSTED  
Piccadilly Gate  
Store Street  
MANCHESTER  
M1 2WD

## **Booking System & How to Contact Us**

- 1) Once your child has been registered, you will need to reserve a session for them by using the "booking request form"
- 2) We operate an advance booking system, you need to complete the sessions required and make payment in advance.
- 3) Completed forms should be returned to:

Netherley Youth & Community Initiative Breakfast /Afterschool Club 41 Damson Road, Netherley  
Liverpool L27 8XR

- 4) Payment should be made in advance and the preferred method of payment is via online banking. Netherley Youth & Community;  
Bank HSBC; Account Number: 42709643; Sort Code: 40-29-08

Cheques need to be made payable to: Netherley Youth and Community Initiative

- 5) If a booking form for a session has not been received by a member of staff, we regret that we may not be able to guarantee a place for the desired session.
- 6) In exceptional circumstances where families face financial hardship in advance payments, NY&CI will negotiate alternative methods of payment. Each case will be assessed on an individual merit.

The advance booking system is to ensure requirements are in place for childcare and that a place is reserved in advance. Which enables NY&CI to plan effectively and efficiently.

In periods of school holidays NY&CI will provide advance booking forms prior to the schools breaking up. In the event of not receiving a booking form please contact the office on 0151-487 6421 or via email [admin@nyci.co.uk](mailto:admin@nyci.co.uk) and we can arrange to a copy to be sent.

It is regrettable that we operate a non-refundable policy for fees paid irrespective of non-attendance, sickness or cancellation.

In the event of over subscription we will operate on a first come first serve policy to allocate places.

**PLEASE COMPLETE INFORMATION ON THE FOLLOWING PAGES**

**NETHERLEY YOUTH & COMMUNITY INITIATIVE**

**Breakfast Club/Afterschool Club**

**Contract**

In signing this contract you are agreeing to:

**1. Paying childcare fees on time - Current fees Aug 2026**

**£2.00 B/ Club & bus service; £8.50 AS/Club**

**As outlined herein, fees are to be paid in advance of provision and for non-attendance unless due notice given and agreement made.**

**Cancellation of your contract is subject to a two week notice period**

- 2. Collection of children no later than 5.30pm - £10 penalty if later than 5.30pm, additional £5 can be added for every 15minutes thereafter.**
- 3. Abiding by policies and procedures in operation by NY&CI**
- 4. Familiarising yourself with the club policies and procedures.**

Name: (Legal Person Responsible to the child)

Print \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Childs name:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Netherley Youth & Community Initiative

### Ethnicity Records

Please tick as appropriate ✓

|                                   |  |
|-----------------------------------|--|
| White British                     |  |
| White Irish                       |  |
| Traveller or Irish Heritage       |  |
| Gypsy/ Roma                       |  |
| Any Other White background        |  |
| Mixed – White and Black Caribbean |  |
| White and Black African           |  |
| White and Asian                   |  |
| Any other Mixed Background        |  |
| Asian or Asian British            |  |
| Indian                            |  |
| Pakistani                         |  |
| Bangladeshi                       |  |
| Any other Asian background        |  |
| Black or Black British            |  |
| Caribbean                         |  |
| African                           |  |
| Chinese                           |  |
| Any other ethnic Background       |  |
| Any other background              |  |

# **NY&CI BREAKFAST / AFTERSCHOOL CLUB REGISTRATION**

|                                                                                                                                                                                       |  |  |                                                                       |               |     |     |     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----------------------------------------------------------------------|---------------|-----|-----|-----|-----|
| Childs Name in Full                                                                                                                                                                   |  |  |                                                                       |               |     |     |     |     |
| Name to be called                                                                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Date of Birth                                                                                                                                                                         |  |  |                                                                       |               |     |     |     |     |
| Contact 1 Name                                                                                                                                                                        |  |  |                                                                       | Relationship: |     |     |     |     |
| Address                                                                                                                                                                               |  |  |                                                                       |               |     |     |     |     |
| Telephone numbers                                                                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Email Address:                                                                                                                                                                        |  |  |                                                                       |               |     |     |     |     |
| Contact 2 Name / Relationship to child and address of person collecting child from the club if different from that above.(children will only be allowed to leave with a named person) |  |  | Name:<br><br>Relationship:<br>Address: <i>(if different to above)</i> |               |     |     |     |     |
| Telephone numbers                                                                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Contact 3 Name / Relationship to child of any other person who may be able to collect the child in emergency.                                                                         |  |  | Name:<br><br>Relationship:                                            |               |     |     |     |     |
| Telephone numbers                                                                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Details of child's doctor: Name & Address                                                                                                                                             |  |  |                                                                       |               |     |     |     |     |
| Details of child's First language                                                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Additional information<br>Allergies, serious illness, fear, dietary needs, cultural and religious requirements                                                                        |  |  |                                                                       |               |     |     |     |     |
| Additional support in Educational needs/ requirements.                                                                                                                                |  |  |                                                                       |               |     |     |     |     |
| Breakfast Club: Please indicate which days you require:                                                                                                                               |  |  |                                                                       | Mon           | Tue | Wed | Thu | Fri |
| Bus Pick Up required: Please indicate which days you require                                                                                                                          |  |  |                                                                       | Mon           | Tue | Wed | Thu | Fri |
| Afterschool Club: Please indicate which days you require                                                                                                                              |  |  |                                                                       | Mon           | Tue | Wed | Thu | Fri |
| <b>Holiday Club- Please see back of form</b>                                                                                                                                          |  |  |                                                                       |               |     |     |     |     |
| When would you like the child to start?                                                                                                                                               |  |  |                                                                       |               |     |     |     |     |
| Signature of Legal Person Responsible for the Child:<br><br><hr/>                                                                                                                     |  |  |                                                                       |               |     |     |     |     |
| Print Name<br><br><hr/>                                                                                                                                                               |  |  |                                                                       |               |     |     |     |     |
| Relationship to Child: <hr/>                                                                                                                                                          |  |  |                                                                       |               |     |     |     |     |

Date: \_\_\_\_\_

### Computers Policy/ Photographs

As part of NY&CI club activities, children will be given the opportunity to access the internet in the computer suite on a regular basis under staff supervision. They will also give them the opportunity to use the digital camera to take photographs of each other taking part in club activities and events. Such photographs may be used for display / club promotion.

As it is a statutory requirement that we obtain consent from the Legal Person Responsible for children to take part in these activities, could you please indicate whether or not you are happy for your child to take part in these activities, could you please indicate whether or not you are happy for your child to make use of the facilities.

(PLEASE CIRCLE) **I wish / do not wish** my child to have access to the computer suite and internet during club sessions.

Name..... Signature.....

Date.....

(PLEASE CIRCLE) **I wish / do not wish** my child to have use of digital camera or photos to be taken.

Name..... Signature.....

Date.....

## Sun Protection

NY&CI understands the dangers posed to children and themselves by over exposure to the sun. It is our policy to keep children safe in the sun. To do this we will ensure children are not in direct sunlight for extended periods of time. We ask that during the summer months you send in a hat for protection.

In hot weather you are encouraged to provide sunscreen for their children; clearly labelled with their name. A store of sun protection will also be held at NY&CI club. When necessary, staff may apply sunscreen to children who cannot do so for themselves where prior permission has been given by the Legal Person Responsible.

**(Delete as appropriate)**

I fully understand the guidance of sun protection. **Yes / No**

I will send in a hat clearly labelled with my child's name. **Yes / No**

I will send sun protection in for my child to apply clearly labelled with my child's name. **Yes / No**

I give permission for a member of NY&CI to apply sun cream as a when appropriate. **Yes / No**

Signed: .....Legal Person Responsible to the child

Name of Child.....

## Medication

Where possible children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during the sessions at the club, children should be encouraged to take responsibility for this, where this is appropriate. You will need to discuss requirements with staff and decide together on the best course of action. The Legal Person Responsible will be asked to complete the medication record with the responsible member of staff.

Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the Legal Person Responsible for the child and is in writing at the start of a session, stating frequency and dosage. You can make this request by completing and signing the medication record form.

Staff have a right to decline such request if they are in any way uncomfortable with this. As a club NY&CI is likely to decline a request to administer medication where it involves technical knowledge or training.

## Medical details Form

Child's name .....D.O.B .....

|                                                           |
|-----------------------------------------------------------|
| Please state any medical conditions in the space provided |
|                                                           |
|                                                           |
|                                                           |
| Procedure of your child's medical condition:              |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
| List of current medication                                |
|                                                           |

|                                               |
|-----------------------------------------------|
|                                               |
|                                               |
| Any Learning difficulties with your child has |
|                                               |
|                                               |
|                                               |
| Any allergies your child has                  |
|                                               |
|                                               |
|                                               |

Signed: -----

Date: -----

Netherley Youth & Community Initiative

**Authorisation Form**

Consent for: - Emergency Treatment, Inclusion in Photographs and Traveling on minibus.

Child's name: -----

I consent to any emergency medical treatment or advise necessary during the running of the club.

*Please indicate your wishes by ticking the appropriate box.*

Yes ☐

No ☐

I consent to the club in the course of its activities to include my child's image in its photograph.

*Please indicate your wishes by ticking the appropriate box.*

Yes ☐

No ☐

I consent to my child to travelling on the NY&CI mini bus for Breakfast/ Afterschool ` club provision and holiday club activities

*Please indicate your wishes by ticking the appropriate box.*

Yes ☐

No ☐

Signed: -----

Date: -----

Netherley Youth & Community Initiative

**Authorisation to pick up / collect**

This form is to be completed to authorise collection of a child by persons other than the Legal Person Responsible

Concerning the collection of my child from Afterschool Club,

I hereby authorise \_\_\_\_\_ to have the right  
to collect / sign \_\_\_\_\_ out of Afterschool club /  
pick up – Breakfast Club.

Phone number of person authorised to collect child: \_\_\_\_\_

Any disclosure requesting information about your child and authorised person to collect your child will require verification of password that you have provided prior to the child signing out.

My password is: \_\_\_\_\_.

I accept that once my child is collected and signed out of Afterschool Club, by the authorised person named in this document that the “duty of care” for my child no longer rests with NY&CI After school club.

I instruct NY&CI to place this authorisation, on file with my child’s register details, and for the authorisation to remain in place until instructed in writing to cancel it.

Signature of Legal Person  
Responsible: \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_

| Any other Comments |
|--------------------|
|                    |
|                    |
|                    |
|                    |

|  |
|--|
|  |
|--|

## Booking Request Forms

### Breakfast / Afterschool / Holiday Club

Child name: \_\_\_\_\_

Name of School: \_\_\_\_\_

| Week Start Date:             | Mon | Tues | Wed | Thurs | Fri |
|------------------------------|-----|------|-----|-------|-----|
| <b>Breakfast Club:</b>       |     |      |     |       |     |
| <b>Bus Pick-up Mornings:</b> |     |      |     |       |     |
| <b>Afterschool Club</b>      |     |      |     |       |     |

### Holiday Club Booking

| Week Start Date: | Mon | Tues | Wed | Thurs | Fri |
|------------------|-----|------|-----|-------|-----|
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |
| Week Start Date: |     |      |     |       |     |

Indicate required session with "X"

Signed \_\_\_\_\_ Date \_\_\_\_\_

If you need to change contract information or days please complete a contract amendment form which can be given to you on request.

Office Use Only:

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