



## 57. Extra Curricular and Sports Activities Policy

### EDITION 2

#### Policy Statement

Wherever possible we make the curriculum broad, interesting and relevant, there are areas of learning that are not within the scope of the usual nursery day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by nursery staff and external providers.

By increasing the range of experiences that children have we are enabling them to make informed choices for adult life.

#### The Aims of the Policy

By encouraging extracurricular activities and sports we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage children to develop friendships and work together co-operatively
- Make an active contribution to the nursery through their participation.

#### Procedures

We currently offer Dance, Football Club, Forest School and Swimming.

These activities take place on the same day and time each week. The day and time of the activities is subject to review.

Further activities/sessions may be added subject to demand or may be cancelled due to lack of demand.

Dance and Swimming are available for 37 weeks of the year.

Football Club, Forest School and Teddy Tennis take place for 48 weeks of the year or at the discretion of the activity leaders. Change to the routine may be implemented in order to cover annual leave or requested by the owners of the land for maintenance purposes.

Each activity has a limit of children that can attend dependant on the nature of the activity, staffing and the space in which the activity takes place.

Further details of the activities their fees can be found on our website.

#### Criteria for taking part in these activities:

A child must be the correct age and be developmentally able to take part in the activity.

Suitability of the activity for the child may be discussed with the child's parent/guardian and the Nursery Manager before a child is offered a place to take part.



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A child must attend the nursery on the day that the activity takes place. Exceptions may be made subject to availability and by arrangement with the Admissions Manager.

A child can attend more than one activity.

Places are subject to availability.

We do not run a waiting list for these activities; instead parents of all children eligible to take part will be contacted by our Admissions Team who will allocate places 8 to 12 weeks in advance. Places are offered in the following order of priority from the nursery's register of children attending the nursery:-

- 1) Children who attend the nursery on a full day care basis for 5 days per week
- 2) Children who attend the nursery on a full day care basis for 4 days per week
- 3) Chronologically (oldest to youngest)

#### **Children with medical conditions and/or care plans & ongoing suitability:**

As always the safety and welfare of the children in our care is at the heart of every decision we make. If a child has a medical condition or care plan at the nursery, we will need to assess if the activity is appropriate for the child to take part in and if any adjustments need to be/can be made to accommodate them.

We will continue to reassess the suitability of the activity for the child as the lessons progress to ensure that an activity is and continues to be suitable. We reserve the right to cancel a child's place on an activity if our assessment deems that the activity has become unsafe or unsuitable for a child because of their medical condition or care plan. The parents of the child will be consulted and updated about any decisions made.

At the point of offering an activity to a parent for their child, a member of our Admissions Team will ask the parent whether their child has a medical condition and/or care plan at the nursery.

If a child does have a medical condition and/or care plan, their suitability to take part in the activity will be assessed by our management team before confirming whether the activity is suitable and safe for the child. The management team will assess whether any adjustments need to be made to the activity to accommodate the child's needs or if alternative activities should be considered instead. The management team's decision will then be discussed with the parent before the activity place is finally confirmed.

Parents must fully disclose all information about their child's medical conditions so that we can carefully consider suitability and minimise risks. If an activity is deemed to not be appropriate for a child we will discuss possible alternative activities that the child can take



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#### **Offer and acceptance of an Activities place:**

The parent/guardian of children suitable for the activity will be contacted via telephone and email for their child to be invited to take part in the activity.

Parents will be given 3 working days to accept a place. Places must be accepted in writing in response to the email invite.

Once a place is accepted the parent/guardian will receive email confirmation of their child's place.

If the parent/guardian does not respond to the email within 3 working days, the place will be offered to the next child on the register.

#### **Declining an Activities place:**

If a parent/guardian declines a place they can either opt to be offered a place the next time one becomes available or request that their child be made 'inactive' on the register.

If a child is 'inactive' on the register the parents will not be offered a future place for their child. However the parent/guardian can request that their child be 'reactivated' on the register at any time.

#### **Activities Payment and Fees:**

Fees for Activities include the cost of hiring a teacher, staffing and where applicable venue and travel costs.

#### ***Dance and Swimming (Term time activities):***

Fees are payable monthly in advance for ten months of the year (not including July and August).

Our Dance and Swimming fees are based on 37 weeks of the year (excluding any bank holidays) spread equally over 10 calendar months. We review our fees each September.

#### ***Teddy Tennis and Football Club:***

Fees are payable monthly in advance for twelve months of the year.

Our Football Club and Teddy Tennis fees are based on 50 weeks of the year (excluding any Bank Holidays) spread equally over 12 calendar months.

Payment of these activities is the responsibility of the child's parent/guardian.

The right is reserved to charge interest for late payment at a rate of 5%. Interest will be accrued on a daily basis for each day of late payment.

Activities fees are reviewed each September.

Please see the following links for full fees and information of our Activities.



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#### **Notice to cancel an activity:**

***Dance, Football Club and Teddy Tennis:*** Once a place has been accepted, a minimum of 8 weeks written notice is required to cancel a child's place. Notice must be made in writing to our Head office by email/post to [activities@dickybirds.co.uk](mailto:activities@dickybirds.co.uk) / Dicky Birds Head Office, Dicky Birds Pre School Nurseries Ltd, Anchor House, Burgoine Quay, 8 Lower Teddington Road, Kingston-Upon-Thames, Surrey, KT1 4EU. In lieu of notice fees charged will be 2 full months' fees for Dance, Football Club and Teddy Tennis, or at the rate that would have applied had the child attended the activity.

***Swimming:*** Once a place has been accepted a minimum of 1 full term's notice is required to cancel a child's place. Notice must be made in writing to our Head office by email/post to [activities@dickybirds.co.uk](mailto:activities@dickybirds.co.uk) / Dicky Birds Head Office, Dicky Birds Pre School Nurseries Ltd, Anchor House, Burgoine Quay, 8 Lower Teddington Road, Kingston-Upon-Thames, Surrey, KT1 4EU. In lieu of notice fees charged will be 1 full term's fees for Swimming, or at the rate that would have applied had the child attended the swimming lessons.

Once written notice has been received the notice date for the activity is final and cannot be brought forward or put back. Receipt of notice will be sent to the parent/guardian within 5 working days. If a receipt is not received within this time period the parent/guardian must contact Dicky Birds Head office immediately as the notice may not have been received. The notice is not deemed accepted until a parent/guardian has been sent a receipt. Dicky Birds nursery reserves the right to deduct outstanding fees from nursery funding and deposits.

Forest school: Once a place has been accepted, we ask that you give three weeks' notice via email so that we can offer the place to another little explorer.

#### **Automatic cancellation of an activity:**

A child's Activities place will be automatically cancelled should the parent/guardian give notice for the child to stop attending the nursery on the week day that the activity takes place. Exceptions may be made subject to availability and by arrangement with the Admissions Manager.

Instances where a child's Activities place may be cancelled

#### **Failure to make payment for an activity:**

If the child is no longer attending the nursery at the time of day that the session takes place (i.e. if they move to an opposing term time session, or are away from the nursery during the day because they are attending the classic of a community school nursery.)

If, once the activity has started, the activity no longer appears suitable for the child then a refund of any unattended but paid for future sessions may be made, subject to discussion with the Admissions Manager.

#### **Events where a single activities session may be cancelled:**



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In the event of severe weather the activity may be cancelled. A refund will not be made in the instance of severe weather cancellation.

If an Activities teacher is unwell or unable to conduct the session and a cover teacher has not been available. In this instance the child's account will be credited for the cost of the session. In the event that the child is leaving the nursery a refund of the session fee will be made.

Unforeseen circumstances that prevent the session taking place. Depending on the circumstances a credit to the child's account or a refund may be made.

Parents/guardians will be informed as soon as possible if an Activities session is cancelled. This may be before or after the cancellation has taken place.

#### **Refunds for activities sessions:**

Fees for activities sessions will not be refunded or waived for absence from the nursery due to sickness, family holiday or any other reason that a child does not attend the nursery on their allocated days.

#### **Linked Policies**

- *Swimming*
- *Forest School*
- *Outings*
- *Allergy*
- *Inclusion and Equality*
- *Promoting Equality of Opportunity*
- *Medication*

#### **To be used in Conjunction with the following Nursery Forms, Documents & Resources**

- *Asthma, Allergy risk assessments*
- *Care plans*
- *External teacher insurances, risk assessments, DBS info.*

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<b>Updated by</b>	<i>Lisa Turpin</i>
<b>Date to be Reviewed</b>	<i>February 2019</i>