

HOLIDAY RESPITE/SATURDAY CLUB Terms and Conditions

1. Opening Hours & Location

- 10am to 4pm Fortnightly on Saturdays, term time only (dates on website)
- 10am to 4pm Weekdays during school holidays (dates on website)
- Based from Unit 5, Britannia Trading Estate, Leagrave Road, Luton, LU3 1RJ
- Best available support worker will be matched to the young person for the day
- Parent's responsibility to provide the most up to date information to FUN, preferably via email.

2. Saturday Club Activities

- On site activities include bouncy castle, softplay, ball pond, themed rooms, music area, electronic gaming, table football, arts & crafts etc
- Rolling programme of community activities: Bowling, adaptable bikes, Wall climbing, Stockwood discovery Centre and other ad hoc trips to theatre etc.

During holiday respite club stay on site and structured workshops will be available such as movement and dance, music therapy, arts and crafts, party etc

3. Cost

Luton based Families/Family Finances

- £20.00 per day per person for admission to the Saturday Club.
- No discount for siblings
- This includes 1-1/2-1/3-1 support, minibus hire (entrance fee to external activities for Saturday Club)

Central Bedfordshire Families in receipt of Direct Payments or Personal Budget:

- £90 per session to be booked via the office: 01582 420800
- No discount for siblings

(Central Beds are NOT assisting with the funding however, the £90 is a discounted rate that FUN is providing)

Unit 5, Britannia Estate, Leagrave Road, Luton LU3 1RJ

Registered Charity Number: 1091474.

Office Telephone Number: 01582 420800. E-mail: info@familiesunitednetwork.org.uk

www.familiesunitednetwork.org.uk



4. **Booking & Payments**

Diary management

- Parents are responsible in maintaining their own records of the dates they have booked

Dates of Sessions:

- New session dates are released 25th of each month, 2 months ahead
- Session dates are available on the website (or phone office)
- All bookings will need to be paid in advance
- Non-website payments must be received within 48 hours to secure the booking. Payment can be Cheque or BACs

Scheduled release of club dates (Saturday Club & Holiday Respite Club): -

- a. January = April
- b. February = May
- c. March = June
- d. April = July
- e. May = August
- f. June = September
- g. July = October
- h. August = November
- i. September = December
- j. October = January
- k. November = February
- l. December = March

Invoices: -

- After Induction: Parents to request for their social worker to email FUN confirming FUN can invoice DRC for payment.
- All invoices to DRC will need to be paid by DRC 7 days before the Respite Club session.
- If DRC do not pay, parents will be advised to pay for the session themselves and request refund by DRC.
- FUN is not able to reserve places for unpaid sessions.
- If parents are not able to pay FUN directly, unfortunately the place will be given to another child.

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5. Signing in Sheet

- For safety reasons you will be required to sign your child in and out of the Clubs and write down who will be collecting your young person.

6. Lunch & Food

- Families must provide suitable packed lunches and snacks for their child in named lunch bags.
- Squash, water and some snacks are provided by Families United Network throughout the day.
- We are unable to heat food and drinks. You will need to supply warmed food in a food flask.
- All the young people will be given the opportunity to have their lunch in the middle of the day.
- A healthy balanced meal is recommended.
- For those who have specific dietary requirements or have a larger appetite - parents must supply additional food.

7. Dress & Personal Care

- Please ensure that your child is suitably dressed based on the activities planned and the weather conditions etc.
- Please also provide pads, wipes and change of clothes in named bags. In summer, it is recommended that once a day sun cream is put on young person before attending club. Additional sun cream should also be provided.
- Experienced staff will carry out intimate care for your young person (with the assistance of another support worker)
- Support worker will assist the young person with personal care such as with dressing, buckles, belts, buttons etc

8. Medication

- Where it is necessary to administer medication between the hours of 10.30am and 3.30pm please provide the medication in a suitable named bag such as cool bag with clear instructions on our profile form.
- A member of the support team will administer medication after information is provided by main carer.
- Any medication must have the doctors label.
- We CAN NOT administer over the counter medication such as calpol and antihistamines.

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9. Collection

- Collection time is 4pm.
- Any child collected beyond 4.15pm their carer will be invoiced £5.00 for each quarter of an hour to the nearest quarter of an hour. For example, a child collected at 4.17pm – the family will be invoiced £5.00.
- To ensure the children's routine is not disturbed please avoid collecting too early and without prior arrangement.

10. Late Arrival

- If you are late arriving at the Saturday Club on a day when an early trip is scheduled, we may not be able to wait for you due to pre-booked transport/venue etc. During such circumstance we will not be able to offer a refund.
- Some flexibility is offered if it does not interfere with planned schedule.

11. Non-Attendance

- You can cancel a session up to 7 days ahead of the booked session.
- When cancelled 7 days in advance you will be given a refund.
- If you do not notify us of any changes a week before you will lose your fee.

12. Child Sickness

- If your child becomes ill whilst at Club on site or on a trip; you or a nominated person will be required to collect your child **ASAP** and within 1 hour of being contacted.
- If sickness occurs whilst on a trip we will contact named individuals and bring the child/young person back to our venue ASAP ready for collection. Alternatively, carers can collect from the outing venue depending on situation.
- If there is a need to phone an ambulance we will contact the emergency contacts ASAP.
- We are unable to refund any expenses due to this kind of emergencies.

13. Venue Closure

- If we were required to cancel sessions due to unforeseen circumstances (bad weather, breakdown of equipment etc) a refund will be provided

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14. Extreme challenging Behaviour

- If your child shows challenging behaviour we will work with the parents, partner agencies, and service users to assist in behaviour management.
- We will use a range of resources and tools to assist us, including but not limiting to: School behaviour plans and pictures etc.
- The safety, health, enjoyment and wellbeing of each of the young people in our care is paramount and we will always try to work with the parents to help meet positive outcomes for all.

15. Valuables

- It is recommended that children and young people do not bring valuable items to the Club as we cannot take responsibility for lost or damaged personal belongings.
- Young people are not allowed to take photos of other service users with personal electronics brought to club (ie mobile phone, ipad etc)

16. Registration Fee

- Access to FUN's Respite Clubs is open to registered members of FUN and to those who have had an induction with the Co-Ordinator of the Respite Services.

17. Insurance

- FUN has comprehensive public liability and employer's insurance in place for the Saturday Club.

I have read and understood the Terms & Conditions of the Saturday Club/Holiday Respite Club

Signed: **Name:** **Date:**