



Believe and Achieve

Prees CE Primary School

Contact Us:

Prees CE Primary School

Cross End

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- Breakfast club (8am –8.45am)
- After School “Chill Out “(3.10-6pm)

Welcome to our After School Child Care Provision

We aim to provide a relaxed, friendly and safe environment for your child by offering continuous care from 8am until 6pm. There are two elements to our child care provision, Breakfast club and After school “Chill out” club. Each is staffed by appropriately qualified members of the school team who aim to provide a balance between organised activities and relaxation times whilst maintaining adequate supervision. This care is open to all children between 3 and 11 years of age who attend Prees Primary School and Nursery, **term time only**.

Breakfast Club

Monday to Friday: 8am –8.45am

Staff: Mrs Hancocks

Cost: £3 to include breakfast. Payable direct to Mrs Hancocks.

A choice of juice, cereal, porridge, rolls, spaghetti on toast or special requests!

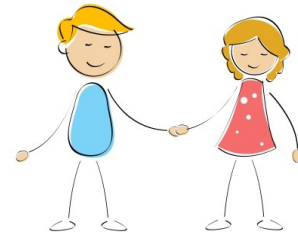
Children then take part in supervised activities including quizzes, menu design, games etc.

At 8.45am the children collect their belongings and go to their classes.



After School "Chill Out" Club

Monday to Friday: 3.10-6.00pm



Staff: Mrs Haycocks; Miss Walton

Cost: Broadly worked out on £3.50 per hour or part thereof.

Option 1: 3.10pm– 4.10pm £3.50 to include a snack

Option 2: 3.10pm –5.10pm £7.00 to include a snack .

Option 3: 3.10pm –6.00pm £10.50 to include a snack.

A reduction of £1 per session for one child will be available on the daily rate if there are 2 or more children from one family attending and if paid in advance at the beginning of the half term

We have registered with two 'salary sacrifice' schemes which enable parents to pay out for childcare before their incomes are taxed or subject to National Insurance, thus making considerable savings. We are registered with *Computer Share (Busy Bees)* and *Accor (Eden Red)*. Both have easy to access websites for further information.

Please note : School is not a profit making organisation and all extra funds will be used for the benefit of the children. However, we do need to cover costs and we will ask that fees are paid in advance, on the first working day of each week.

Absence from a booked place cannot be refunded.

In the event of unpaid fees for longer than a week, regrettably your child will not be able to attend the club until debts are paid and fees are paid in advance.

In the very rare event of repeated bad debts, you will be asked to remove your child from the club.

Places will be allocated on a first come first served basis and in the event of the club being full, we will keep a waiting list.

We will provide:

- A safe, relaxing environment with flexibility for the children to choose how they spend their time.
- Safe handover from classroom to clubs. As with all our clubs, an attendance list is published daily and our Clubs coordinator ensures that all children are where they should be. *Chill Out* staff will check off children on their register.
- Children attending from 3.10pm have the option of participating in any 'in house' after school activity club, subject to places being booked in the usual way. However, the £3 child care cost will still be applicable since the staff are acting as carers.
- A choice of a quiet space for homework, reading or board games; outside activities as the weather permits; a fun activity or craft eg baking; a DVD film area.
- A snack and drinks through out the session eg toast, fruit, cheese and crackers; juice; water etc.
- Friendly feedback on the day to parents, messages relayed from teachers etc.

Booking In

To reserve your place please complete a weekly or half termly booking form as well as a contact and medical details. These will be held securely in the club since the main school office will be closed.

Payment will be required at least one week in advance or half termly if this is more convenient.

We do want to be flexible, so occasional short notice places will be accepted as long as there are places available. These will be payable on the day booked.

Collecting your Child

The main school office closes at 4.00pm and activity clubs generally are all finished by 4.15pm, therefore there is an intercom buzzer connection from the back gate to the demountable classroom. For the safety of your children, the gate has to remain locked whilst children are on the premises. When you arrive to collect your child, please buzz the intercom and a member of staff will accompany your child to the gate.

Late Collection

We understand that occasionally parents are unavoidably held up. However, late collection of your child will incur the charge of the next hour, up until 6pm. Please note that school is locked at 6.00pm. **It is very unfair to expect staff to stay later than their allotted work hours. Children who are uncollected incur an overtime charge of £10 for every 15 minutes, or part thereof, after 6. It is in these instances that it is very important that we have a range of contact telephone numbers for you and for your nominated trusted carers.**

In extreme circumstances, uncollected children with no adult contact available, after school closure are considered abandoned and we are advised that the correct procedure is to place the matter into the hands of the Initial Contact Team.



Clothing and Personal Property

School cannot accept responsibility for personal property and valuables. Children may bring a change of clothes for relaxing and playing but they, as with school uniform, should be clearly named. Aprons will be provided for certain messy activities. Any toys or games brought from home are to be at the parents' discretion.

Behaviour

As in school, a high standard of respect and politeness for others will be required. Any instances of poor behaviour will be discouraged and may be discussed with parents.

In extreme circumstances, the club reserves the right to ask a child to leave, should their behaviour adversely affect the safety and enjoyment of others.

Medicines

In line with school policy, medicines can only be administered when prescribed by a doctor and written permission and instructions are provided. All medication will be documented and witnessed. There will always be a trained First Aider present at the club.

Rules, Regulations, Policies and Procedures

All our wrap around child care provision fall within the usual policies and procedures of Prees Primary School. These policies are regularly reviewed and updated by the Governing body, in line with government requirements and legislation.

We take Health and Safety and Safeguarding very seriously.

Our staff are First Aid trained, have Child Protection, Fire Safety training and where appropriate Food Hygiene certificates.

The school continually strives to provide the very best experiences for our children as it can and our wrap around care is an extension of this. However, if you have any feedback or complaint you should speak initially to the staff running the provision. We try to use parental comments constructively to improve our service. However, should you feel a matter has not been resolved, please contact the Headteacher. A full copy of the Complaints Procedure is available from the office.

And finally..

The staff and governors at Prees Primary School are very excited about being able to provide this child care service to our community. We hope that this booklet provides all the information that you require and answers most questions. However, if you have any other queries that you do not feel are answered here please do not hesitate to contact Mrs McDaniel. Likewise, please feel free to discuss any concerns you have about your child's care with the staff.

We look forward to providing a caring and fun service for our children and peace of mind for parents.

Rules for Members of “Chill Out” Club

- ◆ Always ensure that you have booked in with a member of staff at the start of the session and that you have been registered.
- ◆ Please carry out all activities sensibly and with consideration for others.
- ◆ Please walk when inside club.
- ◆ Always tidy up after yourself ready for the next person to use the games or equipment.
- ◆ Please be aware that this is a working classroom during the day. Please do not touch things that have been made or belong to the younger children.
- ◆ Always listen carefully to instructions.
- ◆ Never leave the Club premises without permission from staff.
- ◆ Show respect to staff, visitors and each other.
- ◆ Do not enter the kitchen/office area.

Parents, please share these rule with your child in order to ensure that everybody has an enjoyable time. The rules will be reviewed by members of the Club from time to time.





Child Record Form

Child's Surname.....Male/female (please delete)

First namesDate of birth.....

Address.....
.....

Home telephone no.....

Mobile no

Work telephone no.....

Parent(s) details and relationship to child

A).....

B).....

Emergency Contacts (names and contact numbers should you be unavailable)

1).....

2).....

Name of the persons who may collect your child from after school club other than yourself

.....
.....
.....

Child's Doctor..... Doctor's telephone number.....

Doctor's address.....

Does your child have any medical condition that we should know about? Please give full details.

.....
.....

Does your child have any Special Dietary Requirements or food allergies?

.....
.....

Anything else that you think it would be helpful for us to know?

.....

We need your permission for certain aspects of involvement in the club– please circle yes or no

I give permission for my child to:

Access the internet Yes No

Be photographed as part of publicity of the school or club Yes No

I consent to my child receiving medical or surgical treatment deemed necessary by a qualified practitioner and/or administration of First Aid in an emergency when my consent cannot be obtained. Yes No

Signature of parent/s Date.....



Chill Out Club Weekly Booking Form

Name of child.....

Age Class.....

Term: AUTUMN/ SPRING/ SUMMER Week beginning.....

Have you completed a Child record form and given it to a member of staff? Yes No

(If not please do so and include with this form)

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

3.10 –4.10pm

3.10—5.10 pm

3.10 –6.00pm

£3 .50

£7.00

£10.50

Has your child booked to attend any after school activity clubs? If so which ones?

(Please note that if he/she attends an activity club the fees for the “Chill Out “ club still applies.)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

I agree to the terms and conditions as outlined in the Wrap Around Club prospectus.

Parent/carer name.....

Parent/carer signature.....

Payment of Received by.....



Chill Out Club Half Termly Booking Form

Name of child.....

Age Class.....

Term: AUTUMN/ SPRING/ SUMMER First or second half term Second..... Year.....

Have you completed a Child record form and given it to a member of staff? Yes No

(If not please do so and include with this form)

Please circle your requirements and add any activity club that you have booked

Week 1 Date.....

	£3.50	£7	£10.50	
Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Week 2 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Week 3 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Week 4 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____



Week 5 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Week 6 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Week 7 Date.....

Monday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Tuesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Wednesday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Thursday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____
Friday	3.10- 4.10pm	3.10-5.10	3.10-6.00pm	Activity club? _____

Please hand your booking form along with payment to the school office.

Thank you