

Parklands ET Breakfast and After-School Club

Parents Membership Handbook 2019/2020

Introduction

Parklands After School Club aims to provide parents and carers of children attending the school with efficient and good quality childcare before and after school. The club is run by a qualified and experienced Play Leader and assisted by a teaching assistant experienced in facilitating and advocating play, both working within the school during the day. The staff want to create a 'home from home' feel within the club by ensuring the children are relaxing and resting as well as providing plenty of stimulating and engaging activities to help develop their social, physical, intellectual, creative and emotional skills.

The children will have access to indoor and outdoor activities, as well as designated 'chill out' time to ensure the children get some down time during their busy days. The club will provide a variety of activities including arts and crafts, cooking, film nights and constructive junk modelling.

During sessions the children are provided with either a meal for breakfast (toast, cereal, etc) and a snack after school (sandwich, toast, pizza, pasta) as well as plenty of fruit and raw vegetables. Tap water is always made accessible.

How to Register and Book

To enable your child to come to breakfast or after school club a booking form will need to be filled out. These forms are available from the school office. Payments for the clubs are made via your current ParentPay account.

Childcare Vouchers

The club does accept childcare vouchers as payment for sessions. However, your childcare provider must agree to paying for before and after school care. If you have any questions about this please email info@parklandset.org.uk or pop into the office and speak to Sherry.

Cancellation of Booked Sessions

If your child is unable to attend a pre-booked session please inform the school as soon as possible. Unfortunately cancelled sessions are non-refundable or able to be swapped for different sessions due to staffing i.e. staff are committed to working sessions to ensure that the correct ratios of adult to children are met. Your booking may mean asking a staff member to work to cover the ratios. If your child then doesn't attend, the club are at a loss when having to pay that extra staff member.

The only instance that changes this rule is if your child is ill and has not attended school during the day.

Session Time and Late Collection of Children

Club session times and prices:

Breakfast Club	7.45am – 8.55am	£3.50
After School Club 1	3.15pm – 4.45pm	£4.50
After School Club 2	3.15pm – 6.00pm	£7.00

Parklands After School Club provides childcare cover from 3.15pm to 6pm. Please note that due to insurance restrictions and government legislation, the school is not insured to keep your child/ren after 6pm.

Please make every effort to collect your child before 6pm to ensure the staff can leave work on time. The staff finish working at 6pm and it is not fair to keep them from their own lives to continue safeguarding your child/ren. If you are unable to collect your child on time, please contact the school and let a member of staff know you will either be late or your child/ren will be being picked up by someone else.

We understand that on rare occasions it may be impossible to pick your child/ren up by 6pm due to severe traffic, etc and will not charge extra for this. However, if you are regularly picking your child up more than 5 minutes after the agreed pick up time (4.45pm or 6pm) you will be charged an extra amount agreed by Steve which will go towards covering the cost of the staff's time.

Sickness/Accident/Injury

In the unfortunate event of your child falling ill, please do not send them to breakfast or after school club, but do notify the Club of your child's absence.

If they are not in school and therefore unable to attend breakfast or afters school club please notify the Club of their absence. This can be done by emailing info@parklandset.org.uk

If your child becomes ill during a Club session, every attempt will be made to contact one of the people listed in your emergency contacts to arrange collection of the sick child. The child will be cared for until collected, and in the case of a minor accident, First Aid will be administered – there is always at least one first aider at the Club. In the case of a more serious accident or illness, the emergency services will also be called, with first aid administered as appropriate whilst waiting for their arrival.

In the case of more serious accidents, every attempt will be made to contact the parent /guardian to advise or discuss with them the course of action to be taken.

Please note the registration form contains an AUTHORISATION giving the Play Leader permission to act "in loco parentis". If the parent/guardian cannot be contacted in time, the Play Leader will invoke that authority to take action to gain appropriate medical treatment for the child.

All accidents and emergencies are entered in the Accident Book, which must be signed when you collect your child.

Staff need to be informed of any allergies or medical conditions (e.g. food allergies, asthma, etc) that your child may have to ensure they receive adequate care in the event of an emergency.

If your child requires a prescription medicine to be administered at the Club, please discuss this with the Club Play Leader in advance. A form will need to be completed. This can be done during drop off at Breakfast Club or with Sherry in the office if your child is attending an Afterschool session only.

Child Protection and Safeguarding

The Club is committed to safeguarding the children in our care and follows school policies and associated procedures for Safeguarding, which are kept under review to ensure that they remain up to date with current legislation and best practise. Copies for parents/carers will be provided on request. If you have any other concerns about Safeguarding or any element of Child Protection, please contact the school via phone, email or face to face meeting.

Designated Safeguarding Lead is Steve Davis
Deputy Safeguarding Lead is Natalie Williams

Complaints

If you are unhappy with any aspect of the care provided for your child/ren please speak to the Play Leader/Manager (Natalie). We are committed to providing our children and their families with the best care possible and would like to hear any comments you may have.

If you are not happy with the response you receive from the Play Leader, please feel free to contact Steve via head@parklandset.org.uk

General Information

- Emergency changes to bookings i.e. those that arise during the day for after school care ONLY on that day should be notified to the school office on 01934 404555 between the hours of 9.00am and 3.00pm.
- The after school club provides a snack ONLY – this not a replacement for their evening meal. Children are welcome to bring a packed tea if needed.
- To avoid any potential upsets, we would ask that children do not bring their own toys to the club and they use the toys provided. Any toys brought into school should remain in their bags to ensure they do not get lost or broken.
- Please ensure your child brings appropriate clothing for the weather/season.

Contact Details

Phone: 01934 404555

Email: info@parklandset.org.uk