

# PARK 'N' PLAY

THE PARK PRIMARY AFTERSCHOOL CLUB



**PARENTS REGISTRATION**

**INFORMATION AND AGREEMENT PACK**

**Park 'n' Play is a scheme providing quality care after school in a safe environment for Primary school children.**

**Eligibility Policy and Scheme Rules**

- 1 The club is open to all Pupils of the Park Primary School who attend school full-time. Reception children are welcome as soon as they attend school full-time during the month of October.
- 2 The club workers will obtain and hold a copy of the contact sheet from the main school so all contact and medical information will be deemed to be correct. You must therefore ensure any changes are reported to the main school office.
- 3 Parents/Carers are requested to give at least 24 hours notice if, for any reason, their child cannot attend. However all booked sessions will still be charged.
- 4 Any Parent/carer unable to collect their child on time, must inform the school office before 4.30pm. If you need to contact the club later than this, please ring 01454 866855, this will connect you to the afterschool club assistants.
- 5 Children will not be allowed to leave the premises unless accompanied by their parents/carer. Any parent who wishes to vary this must put their request in writing and sign it.
- 6 Children are expected to be responsible for their own property, and to be considerate of equipment owned by the club, to help with tidying up after play and at the end of each session.
- 7 Parents are requested not to send children with sweets, toys or money to the club.
- 8 Disciplinary procedures together with all Policies and Procedures are available to view in the Afterschool Club Folder, which is kept on site.
- 9 If a parent/carer has a complaint which cannot be suitably resolved by the Afterschool Club Supervisor, it should be raised with the Business Manager at the next available time.

## **Fees, Bookings, Registration and Payment**

- The afterschool club operates from 3.15pm to 6.00pm Monday to Friday, term time only.
- There is an annual Registration fee of £13 per child per year.
- The fee for 2017-2018 is **£9.50** per child per session
- Parents are asked to adhere to the finishing time of the club. A charge of £10 per half hour will be made if a parent is late collecting a child after the 6pm finish time.
- Fees should be paid in advance.
- Due to high demand payment is due 7 days of invoice date to secure the following place next term
- The payment of fees reserves the place regardless of attendance therefore it is not possible to refund fees for absence.
- Single day attendance is permitted provided there is availability. The annual registration fee is payable for each child attending and both this and the session charge must be paid at the school office prior to, or on the morning of the day of attendance.
- If a child is hospitalised, fees may be waived at the discretion of the School. A written request should be made to the Business Manager.
- Fees for the last week of a school year must be paid in cash if paying in the final week. No cheques will be accepted at that time.

## **Safeguarding**

While your child is attending Park 'n' Play our aim is to provide them with an enjoyable and safe place to spend time after school. We will therefore ensure that your child's contact details, complete with medical notes is held at the club. Children will not be released to anyone not known to the Club Assistants unless permission has been gained from the Parent/carer. Children will not be allowed to leave the club until they have been 'signed out' by their Parent/carer.

## **Communication**

All enquiries regarding the club should be made to the Business Manager at the School Office before 4.30pm.

If your child is booked to attend Park 'n' Play that day and you need to advise the club of any changes etc, please contact the Business Manager before 4.30pm. After this time you should contact the Club Assistants on the dedicated Park 'n' Play telephone number as follows 01454 866855.

Please note: this number is to advise the Club Assistants of any changes happening that day such as someone else coming to collect your child etc and not for general enquiries which should be directed to the Business Manager.

## **Fun at Park 'n' Play**

Below are just some of the activities children can enjoy at the club.

Arts and crafts  
Sports and physical activities  
Games – traditional and electronic  
Books  
Chill out zone  
Cooking  
Team games  
Celebrations for special events and festivals  
Lots more .....

## **Medical Information**

If a child suffers from a recurrent medical condition it is essential we are made aware of this in writing.

Staff will administer oral medication only, if the medication consent form has been completed by the parent/carer.

Any medicines must be clearly labelled with the child's name and state the dosage with instructions.

Over the counter medication may be administered by staff for a period of time not exceeding three days. The Club reserves its right to decline to administer over the counter treatments, at the Business Manager's discretion.

## **Complaints Procedure**

The Club aims to provide a high quality of service, in all areas, to children and carers alike. However if you have any complaints about any aspects of the operation of the Club, please follow this procedure:

In the first instance discuss any problems or suggestions with the Business Manager.

In the second instance, if you feel the response from the Club has been unsatisfactory, please put the complaint in writing to the Business Manager, giving any relevant facts, names and dates. The Business Manager undertakes to acknowledge the complaint in writing within two school days, and to respond to the complaint in detail within two weeks. If for any reason an investigation is required taking more than two weeks, you will be advised of this before the end of the period, and kept informed in writing.

In the third instance, satisfaction not having been achieved, please inform the Executive Head Teacher who has indirect influence over the activities of the Club.



## **Membership Agreement – Park 'n' Play**

Children are expected to maintain the same high standard of behaviour displayed in school, whilst attending the Club.

Behaviour at Park 'n' Play is managed in accordance with the School Behaviour Policy. Parents may obtain a copy by contacting the Business Manager at the school office.

The Club expects staff and children to relate to each other in a positive manner. What this means is that children are encouraged to:

- Respect school property and the property of others
- Listen to and carry out instructions
- Co-operate and work with adults and children through sharing, turn taking and adhering to a basic set of rules
- Avoid confrontation, inappropriate language and aggressiveness

### **Behavioural Sanctions**

Club staff are trained to deal with behavioural problems in line with the School Behaviour Policy which states that:

- There will be a clear system rewarding good behaviour and clear sanctions for rule breaking
- Children will be encouraged to make positive choices about their behaviour
- We are active in our uncompromising rejection of bullying
- Providing positive adult role models to children
- Parents/Carers may be consulted in the circumstances of severe behaviour problems
- **Specifically for the afterschool club, in extreme circumstances parents may be called to remove the child from the club and recurrences may result in temporary or permanent exclusion from the club.**

In addition Parents are asked to make sure that their children understand the following requirements and restrictions, which are necessary for the safety of the children and Club Assistants.

We expect that:

- Children will not leave the club unless accompanied by their Parent/carer or Club Assistant
- Children will be courteous and respectful of each other and other people's property.
- Children will look after and respect the Club equipment
- Children will not operate electrical or electronic equipment without first gaining the permission of the Club Assistants.
- Children will not remove any items from the cupboards without first gaining permission from the Club Assistants.
- Children will not bring to the Club any item or substance which is likely to be injurious to their own, or another child's health
- Children will tidy up their playthings before leaving and/or help tidy up when asked to do so by a Club Assistant

Loss or damage of equipment is a serious issue. Deliberate damage or theft of another child's belongings or of the equipment belonging to the Club will result in the cost of replacement being sought from the Parent/carer.

**Without acceptance of the above your child will not be permitted to attend the Afterschool Club.**

Child Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Signature: \_\_\_\_\_ Parent/Carer

Password: \_\_\_\_\_ (to be quoted by unknown adult before children are released)

### **Club Membership Agreement**

I agree to pay invoices by the due date specified on the invoice

I understand the operating hours of the club and agree to be charged additional fees should I collect my child after 6pm.

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

**September 2017 – July 2018**