



**Headteacher: Mr. Neil McKellar-Turner**

## **Breakfast and Stay & Play Clubs information booklet.**

This information booklet is designed to tell parents all they need to know about the Clubs and how to register their child. It includes:

- Aims & Objectives.
- Terms and Conditions (school copy to be signed, dated and returned to school, parent copy to keep).
- General Information
- Registration Form – Health Allergy Disclaimer
- Registration Form
- Emergency Contact Form (school copy – to be signed, dated and returned to school)

### **Aims & Objectives**

We aim to provide high quality clubs that meet the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones and to be able to try out new activities, relax, have fun and enjoy.

We believe all children have the right to play. Play is the basis to providing healthy development and the well-being of individuals. The club will provide a balanced structure of activities and play experiences.

### **Booking**

Parents are encouraged to book in advance as both clubs are popular. If there is an emergency or unexpected event, parents can contact the office who will check for availability. Booking procedures are available from the office for anyone who has not previously used the online system.

### **Prompt collection procedures**

It is important that children are collected promptly as it can be distressing for children when parents are late arriving and means the staff and Caretaker have to remain to close the school. Children must be collected by 6pm at the latest from Stay & Play club. Parents who arrive after 6pm will be asked to sign a late book. Parents who arrive late twice will be informed that a further lapse may result in their bookings for that term being withdrawn; no refunds will be available in this instance. They will be allowed to resume the following term, however in the event of further late collections, bookings may be withdrawn for the rest of the academic year.

## **Accident and Emergency Procedures**

If your child has an accident at either club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

## **Sick child procedure**

Parents must inform the club if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

### **Infectious & Communicable Diseases**

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, vomiting and fevers of 101 deg F or 38 deg C or over.

## **Parents Authority**

Parents authorise the clubs to take all necessary action to safeguard and promote the welfare of the child.

## **Parental Support**

Parents are expected to give their support and encouragement to the aims of the extended clubs and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

## **Loss of Property**

The clubs will not be liable for loss of property brought onto the premises by parents and/or children attending the clubs.

## **School club registration**

Once a registration form has been completed and returned to us your child will be registered to attend the clubs. To book sessions, please follow the instructions on the booking form.

## **Fees and payment**

Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for absences that do not have at least a day's notice. Payment must be paid in advance either via our online payment system or childcare vouchers. If any fees remain outstanding one working week from becoming due you will receive a verbal reminder. If fees remain outstanding one working week from the verbal notice, a written reminder will be issued. If fees still remain outstanding after the written warning your child's place may be withdrawn. The fees are as follows: The cost of each breakfast club session is £3.00 and the cost of the Stay and Play club is £6.00.

## **Cancellation**

If parents do not wish their child to attend a session they must notify the club as soon as possible. Please note that fees will not be waived if we do not receive adequate notice.

## **Removal from the Clubs**

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the club supervisor considers that the continued presence of the child is incompatible with the interests of the club. There would be no refund of fees in these circumstances.

## **Disclosures/Child Protection**

The clubs must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

## **Confidentiality**

Parents agree to inform the clubs of any information necessary to safeguard or promote their child's welfare. Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

## **Equal Treatment**

Similarities and differences are valued and respected and all children are treated equally. The clubs will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

## **Discipline**

Parents hereby confirm that they accept the authority of the clubs supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the clubs community. The clubs will follow the behaviour policy of the school, which incorporates both anti-bullying and racial equality.

## **Photographs/video**

Parents, who do not wish their children to be photographed or videoed in the clubs setting, must write to the school stating this. Photographs/videos may be used in clubs promotional material such as the school website.

## **Severe Weather**

In the event of the clubs' closure due to severe weather, parents will be contacted via the emergency telephone number provided.

## **Complaints**

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the club staff immediately, following the school's complaints policy.

**Please complete and return this form to the school office:** Memorial Road Hanham Bristol BS15 3LA Email: [office@christchurchhanham.org.uk](mailto:office@christchurchhanham.org.uk) .

**Child's details:**

Child's full name .....

Date of Birth .....

Childs class/year group.....

Parent/Guardian.....

Tel. No. Work .....

Tel. No. Mobile .....

Parent/Guardian.....

Tel. No. Work .....

Tel. No. Mobile .....

Are there any special access or custody arrangements of which we need to be aware? Yes/No.

Please detail if Yes:

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**Health – Medical Condition and Allergy Disclaimer**

Does your child have any condition or illness that we need to be aware of? YES/NO

Please give details of type of condition or illness: – .....

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Is your child currently receiving any medication and if so please give details: – .....

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Is your child allergic to anything? YES/NO

If yes please see below and delete as appropriate: –

Memorial Road  
Hanham  
Bristol  
BS15 3LA

Office@christchurchhanham.org.uk  
www.christchurchhanhamprimaryschool.co.uk  
01454 867145

Nuts  
Milk  
Chocolate  
Other dairy i.e. eggs  
Wheat  
Plasters

If your child has any other allergy apart from those listed above, please advise below:

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**I have read, understood and agree to comply with the Terms and Conditions of Christ Church Primary School extended clubs.**

Name of child .....

Parent signature .....

Name in full .....

Relationship to child .....

Date .....