

# Welcome to After Bridlewood Club

For all pupils of Bridlewood Primary  
School

Opening times – 3.15pm – 5.30pm  
Prompt

When you collect your child please ring the bell at the  
back gate by the car park, where you will need to sign  
your child out.

## Term Time Only

Quote from Ofsted Report (March 2012)

“The breakfast and afterschool clubs exemplify the  
warm, stimulating, high quality care given to pupils.”

Hello and welcome to the After Bridlewood Club.

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but if not please feel free to ask a member of staff who will be more than happy to help you.

### Why run a After School/Childcare Club

We cater for all pupils within our schools. Sixteen places are available.

Once the children have arrived at the club which will be run in Chestnut they will participate in a wide and varied range of activities chosen to meet the needs of the individuals.

Now that you have expressed an interest in our After Bridlewood Club please complete the registration form at the back of the pack along with the signed After Bridlewood Club Agreement. The places you have requested have been booked. If you would like to make a long term booking, please do so by way of a letter stating your requirements eg every afternoon, Monday and Friday afternoons only...

Other ad hoc bookings can be made a week in advance by completing a booking form and making payment on Parent Pay.

In order for the club to maintain its correct ratios and costs kept to a minimum we ask that you keep 'paid up' at least a week in advance and give 5 working days notice to cancel any sessions not required including any school trips. Cancellation due to illness is 24 hours notice.

The School will charge an additional cost of £5 for every letter sent chasing payment for sessions booked. Please note it is the parent's responsibility to cancel bookings due to trips etc.

If you have any queries you can contact the school on 01793 706830, we are happy to help with any queries and we want your child to enjoy their time at After Bridlewood Club. Should you need to contact the after school club once school has finished please call **07799788823** and speak directly to a member of staff.

We are committed to Equal Opportunities and all children are invited to attend the After School Club

### Staffing

A Play Leader and Assistant Play Leader will staff the After Bridlewood Club. They are both qualified and meet the criteria to work with children and regularly attend training sessions to update their skills.

## Children's Personal Records

Included in this pack are all the consent and information forms that we need you to complete. We are asking for a lot of information but providing this information will help us to give the best care for your child.

We are required by the Children's Act (1989) Regulation to keep and maintain this information about your child. The information is mainly concerned with their well being. All information given is CONFIDENTIAL and used on a need to know basis. Records are kept locked away and you are free to see them at any given time.

## Fees

£8.40 per day – payable in advance on Parent Pay

### **IMPORTANT**

**PLEASE NOTE:** Full fees are payable even if your child is absent e.g. due to illness during term time. This ensures that the club is run on the correct childcare ratios and costs are kept to a minimum. An additional fixed £5 charge will be applied if we need to send a letter or email asking for payment of outstanding fees.

**Fees may be paid weekly, monthly or termly in advance. All payments must be made through Parent Pay. We also accept various child care vouchers.**

## Working Family Tax Credit

You may qualify for Working Family Tax Credit – YOU MAY BE ELIGIBLE FOR UP TO 70% OF YOUR CHILDCARE FOR FEES BEING PAID BY THE CREDIT!

If you are not sure if you are eligible for Working Family Tax Credit please phone the helpline – 0845 300 3900

We now accept the following childcare vouchers

Computer Share

Eden Red

Fidelity

Co-op Employee Benefits

Apple Childcare

Care 4

Tax Credit

Sodexo

Kids Unlimited

## The benefits of an after school club

- \* Each Child will receive a healthy snack
- \* Children will have access to a safe and fun play environment
- \* Each child has the opportunity to have their say in what affects them
- \* A high level of care is available enabling them to gain confidence and learn new skills

## Activities

With all our activities we will pay close attention to the children's safety and security at all time.

## Child Protection

All carers of children have a responsibility to promote the welfare of the children in their care in line with DCSF guidelines. A Child Protection Policy is in place within the school and all staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Head Teacher or other senior members of staff. It is the duty of the Head Teacher to make a referral to the Social Services if necessary.

## Complaints

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our service please speak to a member of staff and we will resolve it as soon as possible. Should this not be the case we do have a complaints procedure in school, a copy of which can be made available to you.

## Policies

Our policies are available at the school office and can be made available on request. These include:

- Equal Opportunities
- Child Protection
- Health and Safety
- Confidentiality
- Complaints

## After Bridlewood Club Registration Form

Please complete ALL PARTS of the form, sign and date where indicated and return to office.

	Name	DOB	Age	Class Teacher
1st Child				
2 <sup>nd</sup> Child				
Address		Home Telephone Number		
		Religious/Cultural Beliefs		
Postcode	Any Special dietary requirements or food allergies			
Name of parent/carer 1		Relationship to child		
Mobile phone number		Work name and phone number		
Name of parent/carer 2		Relationship to child		
Mobile phone number		Work name and phone number		

Please supply names and telephone numbers of any additional carers that may collect your child.

Name	Contact Number

Doctor's Name	Doctor's phone number
Doctor's address	Has your child had all their childhood immunisations?
	Please give date of last tetanus immunisation
Medical History ( <i>including any childhood illnesses which may affect daily care e.g. asthma, allergies, any other medical conditions</i> )	
Please provide any other additional comments that you would like us to know about your child	

<p>I also consent to any emergency medical treatment necessary during the running of the club. I authorise the school staff to sign any written form of consent required by hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.</p> <p>Yes *      No *</p>	
Signed	Date
<p>I also consent to my child being photographed by After School Club staff for display</p> <p>Yes *      No *</p>	
Signed	Date

## After Bridlewood Club Agreement

I have read and understood the contents of the welcome pack. Furthermore I/we agree to:

- \* Give up-to-date information about my child/children including any change of emergency contact details
- \* Pay a minimum of one week in advance of after/childcare club
- \* Pay fees for booked dates – please note that fees are still due if you child is absent for any reason.
- \* I understand if the school needs to remind me to pay outstanding fees an additional charge of £5 will be levied.
- \* Ensure my child is collected by **5.30pm prompt** every day. **Persistent late collection after 5.30pm will result in a late collection fee for every 15 minutes or part of.**
- \* If no one can be contacted after 6.00pm Social Services will be contacted.
- \* Sign out my child/children every day upon collection
- \* Inform the school if my/our child/children are to be absent from the After School Club by phoning 01793 706830

To be completed by Parent/Carer

Childs name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

To be completed by Play Leader/Play Worker

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

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Thank you for completing all sections of this form