



After School Provision Parent Guide

Parent and Guardian Information Pack

Welcome to the After School Provision at Glasshouses

Dear Parents, Guardians and Carers

We're delighted to welcome you and your child to the After School Provision at Glasshouses.

We're here to provide a safe, friendly and secure environment for your child, which in turn will help develop their full potential through positive, social, emotional, physical and intellectual experiences. Put simply for your children – the club is fun!

This pack has been designed to give you all the information you need about how the provision works and to give you peace of mind about the safety and security of your child.

Please read through all the information thoroughly and if there are any subsequent questions you have, we'd be delighted to answer them.

The After School Provision will have access relating to your child's information and permission forms held in school.

Many thanks for your co-operation.

What we offer

Working and playing together

The expectations and ethos closely reflects those of the school in terms of supporting a family atmosphere and promoting to all children that we value differences and working with others - CHAMPS. We would ask that parents support us in promoting this.

A selection of the activities we offer:

- Arts and Crafts
- Games
- Activities
- Sing-a-longs
- Outdoor play
- Reading

We are always open to ideas and suggestions from the children and their parents, guardians and carers so we keep evolving and providing a great environment for all who use it, so please do come forward with any that you have!

Snack

The food we provide at the Provision is not intended as a substitute for a main evening meal. We provide a simple snack of juice (orange/apple) with crackers and cheese spread. The children come together and sit at the table to eat their snack. They are required to take turns in setting the table and helping to clear away.

Staffing

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. There is always a staff member on site that holds a Paediatric First Aid qualification. We aim to provide a smooth transition between school and club. If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child.

Policies and procedures

The club works within the boundaries of school policies and risk assessments of the school. If you require sight of particular policies, please just ask.

Fees and Times

Session Times and Costs

	Full Session	Short Session
Afternoon	3:30 – 6:00 pm £10.00	£4.50 per hour (or part hour)

Points to note:

- Payments are made by ParentPay. Reminders will be issued periodically for any outstanding payments.
- Childcare voucher schemes are permitted to be redeemed. For further information please visit <https://www.gov.uk/help-with-childcare-costs>
- Please be respectful of the times children are booked in for. If parents are late in picking up their children, additional charges will be incurred, these being:
 - If children are collected after 5:30, the full session fee of £10.00 will be applied
 - If a parent has not picked their child(ren) up by 6:05pm, £5 per child will be charged and an extra £1 per child for each minute thereafter.

Fees are reviewed periodically. Any change will be notified to parents two months prior to the introduction of the change.

Booking your child in

- ❑ Bookings are to be made using the booking form. It is preferable to book weekly by the Friday of the previous week. We encourage parents to give as much notice as possible as this will enable staff to plan appropriately for snacks and activities. Staff will endeavour to accommodate emergency bookings.
- ❑ The form can be found on the school website or the school office. It can be emailed to school or handed in at the school office.
- ❑ If your child requires the same sessions each week, please fill in the booking form and state that it will remain the same each week. A new booking form will need completing each term regardless as to whether the sessions stay the same or not.
- ❑ If your child no longer needs to attend a booked session please inform the school office so the place can become available for use by another child.

Keeping Your Child Safe

Everything we do has safety and security at the forefront, in terms of the design of the setting, the equipment used, the activities undertaken within the room, outdoor play activities, policies in place, and arrival and collection procedures. If you have any specific queries with regard to these, please do not hesitate to speak to any member of staff. We would particularly like to highlight the following aspects regarding children being dropped off and picked up.

Collection

- If there are any changes in collection arrangements, please give full details to the staff prior to this session, regarding the person collecting. Children will not be allowed to leave with anyone other than the parent/carer (as stipulated on the Emergency Contact form) unless prior notification is given to the Staff or School Secretary, by the parent/carer themselves.
- In these circumstances, the staff will attempt to make contact with the designated parent, to clarify the situation.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times. The staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our Illness and Accidents Policy

Medication

We ask that medication, where possible, be given at home. Please note that we are unable to administer Calpol ourselves although we will administer prescribed medication if the 'Parental agreement for school/setting to administer medicine' form has been handed in to the school. All medication needs to be clearly labelled with your child's name.

I have read and understood the After School Provision information pack.

Please sign and return before your child's first session at our After School Provision.

Signed Parent/Guardian:

Printed name:

Date: