

CROSSACRES OUT OF SCHOOL CARE



WELCOME PACK



CROSSACRES OUT OF SCHOOL CARE

Dear Parents / Carers,

In order to ensure the safety and security of your child, we use a '**PASSWORD**' system.

The adult collecting your child at the end of each day will have to give a password that has been chosen by you and has been logged with the holiday club staff.

Could you please fill in the form underneath and return to your child's Play Leader before your child starts at the club.

Many Thanks,

Miss Gaynor Gorton

Child's name _____

Password _____

Signed _____

(Parent / Carer)

Date _____

PRICE LIST

Holiday Club

- ❖ 1st Child = £20.00 per day
- ❖ 2nd Child = £16.00 per day (20% DISCOUNT)
- ❖ 3rd Child = £18.00 per day (10% DISCOUNT)

ASC

- ❖ 1st Child = £7.50
- ❖ 2nd Child = £6.00 (20% DISCOUNT)
- ❖ 3rd Child = £6.75 (10% DISCOUNT)

The Club will open during the school holidays only, with the following exceptions:

- ❖ Public Holidays
- ❖ In the event of a flood, fire, vandalism or other natural disaster rendering the club unfit for use.

EQUAL OPPORTUNITIES

In line with Manchester LEA policy, this club operates a policy of equality of opportunity which incorporates an anti-racist/anti-sexist approach to childcare. Activities attempt to reflect a variety of cultures and seek to avoid stereotypes.

RECORDS

In order to provide the best possible care for your child the club play leader needs to maintain a record of information about him/her.

This will include such things as:

- ❖ Medical history and name of doctor
- ❖ Details of any special needs
- ❖ Who to contact in an emergency

Parent/Carers are expected to co-operate with the Club Play Leader by supplying such information.

PARENTAL PERMISSION

The club play leader will require parents / carers to give written permission for children to receive medical treatment in an emergency, where the parent, guardian or contact given cannot be reached and in relation to children leaving the club on supervised outings.

Please see the Club's Terms and Conditions for fines, when a child is collected late.

CODE OF PRACTICE

The club adopts the behaviour policy of Crossacres Primary Academy. Behaviour sanctions, when needed, will be practiced by the club. Parents / Carers will be asked to pay for equipment or resources that have been wilfully damaged or lost by their child.

Parents / Carers are also asked to consent to videos / photographs being taken of their child, for the purpose of display and / or publicity.

PERIOD OF NOTICE

To terminate this agreement, two weeks' notice is required in writing. Where a parent fails to give sufficient notice, payment in lieu of notice is required.

REVIEW

This agreement will be subject to review periodically by the Management Committee of the Club.

SIGNED (Parent) _____

Date _____

SIGNED (Play Leader) _____

Date _____

CROSSACRES OUT OF SCHOOL CARE

HOLIDAY CLUB

TERM AND CONDITIONS

- ❖ Holiday Club fees include drinks and snacks.
- ❖ Parents/Carers are to provide their child with a cold packed lunch i.e. sandwiches or wraps, as staff are not permitted to reheat any food on the premises.
- ❖ Times are 8.00am – 6.00pm. Fees will be charged for each daily session your child is booked into the club. There is a flat daily rate, not an hourly rate.
- ❖ Fees are still charged if a child does not attend their pre-booked place. Absence through illness has to be paid for, however five days in any year is allowed and no charge will be made.
- ❖ Ten days are allowed each year for a family holiday. There will be no charge for the first five days, and the second five days will be charged at 50% of the cost.
- ❖ Fees are payable on the Monday morning of the previous week. Payment can be made via cash, cheque or online payment. An administration charge of £10 will be made if a cheque is returned by the bank.
- ❖ Failure to pay fees may result in a child being withdrawn from the club.
- ❖ Please do not send your child to the club if he/she has an infectious or contagious illness. The club reserves the right to exclude a child in this situation.
- ❖ In extreme circumstances we reserve the right to exclude a child for unacceptable behaviour.
- ❖ Please inform the club as soon as possible if your child is absent for any reason.

- ❖ When you collect your child at the end of the session, please report to a member of staff, giving your password and sign out in the register.
- ❖ A child will not be allowed home with a person other than the one who normally collects him/her, unless prior by proper arrangement and the correct password is given.
- ❖ The club opens at 8.00am. No one is allowed in earlier.
- ❖ The club closes at 6.00pm. If you are late collecting your child, you will be charged for this. Please refer to policy for late collection of children for costs.
- ❖ The club accepts no responsibility for items brought into the club that are lost or broken.

I have read and agreed to abide by the above terms and conditions.

Parent / Carer's signature

.....

.....

Date

.....

**CROSSACRES OUT OF SCHOOL
CARE**



CHILD REGISTRATION AND RECORD

Child's name _____

Name to be called _____

Child's date of birth _____

Child's address

Postcode _____

Name and address of the parent/carer

Name of parent/carer child lives with

Contact numbers of parents / carers

Home _____

Mobile _____

Name of child's school / other setting _____

Address of school / other setting

Teacher / Key worker's name _____

Name and Address of child's doctor _____

Who will collect your child from the After School/Holiday club?

Name _____

Address _____

Telephone numbers _____

Emergency contacts:

1. Name _____

Telephone number _____

Place of work _____

2. Name _____

Telephone number _____

Place of work _____

Does your child have any chronic illness or allergies? Please specify

Does your child have any: dietary, cultural, physical needs? Please specify

Please give any other relevant medical information

I CONSENT TO ANY MEDICAL TREATMENT NECESSARY DURING THE COURSE OF THE PLAYCARE SESSION. I THEREFORE AUTHORISE A MEMBER OF CORSSACRES AFTER SCHOOL/HOLIDAY CLUB STAFF TO SIGN ON MY BEHALF ANY WRITTEN FORM OF CONSENT REQUIRED BY THE HOSPITAL SHOULD ANY EMERGENCY TREATMENT BE NEEDED TO PRESERVE MY CHILD'S LIFE.

Signed (Parent / Carer) _____

PLEASE INDICATE RELEVANT ETHICITY OF YOUR CHILD

White – British

- ❖ Irish
- ❖ Traveller of Irish heritage
- ❖ Gypsy/Roma
- ❖ Any other white background

Mixed – White and Black Caribbean

- ❖ White and Black African
- ❖ White and Asian
- ❖ Any other mixed background

Asian or Asian British

- ❖ Indian
- ❖ Pakistani
- ❖ Bangladeshi
- ❖ Any other Asian background

Black or Black British

- ❖ Caribbean
- ❖ African
- ❖ Any other Black background

Chinese

Any other ethnic background

PLEASE SPECIFY ANY LEARNING DIFFICULTIES / DISABILITIES YOUR CHILD MAY HAVE:

- ❖ No special educational need
- ❖ Early Years/ School Action
- ❖ Early Years Plus / School Action Plus
- ❖ Statement

CROSSACRES OUT OF SCHOOL CARE
SAFEGUARDING CHILDREN
NOTICE TO PARENTS

The welfare and protection of your child/ren is paramount.

Crossacres Out of school care staff must recognise their responsibility to children who may suffer or who are at risk of suffering harm.

Harm is caused by one or more of the following:

- ❖ Physical abuse
- ❖ Neglect abuse
- ❖ Sexual abuse
- ❖ Emotional abuse

A child may have or be at risk of suffering harm from any of the following people:

- ❖ A parent or carer
- ❖ Any person known to the child irrespective of where they live, such as a relative or a family friend.
- ❖ A professional who has contact with your child through his or her employment.
- ❖ Another child
- ❖ People organised in abuse

Crossacres out of school care staff are duty bound to report / act on any concerns or allegations made in accordance with the child protection procedure as set out in the Department of Health guidance or the Area Child Protection Committee for the City of Manchester. Crossacres out of School care staff will receive training on the club's child protection /safe guarding policy and procedures and will also undertake child protection training. All the staff team will be aware of how to contact the designated child protection officer (Social Services) and OFSTED and are duty bound to do so if they have any serious concerns.

CROSSACRES OUT OF SCHOOL CARE
SAFEGUARDING CHILDREN

Childcare providers are responsible for informing parents / carers of any accidents or injuries to a child while in their care, and recording such incidents, which must be signed by both parties.

It is important and essential that Parents / Carers inform childcare providers of any accidents, injuries or incidents that their child has sustained at home or elsewhere. These will be recorded and signed by both parties.

All registered childcare providers have a duty to refer their concerns to Social Services if they are concerned that a child is at risk from abuse, or is being abused.

This may mean that childcare providers could make a referral to Social Services without a parent or carer's knowledge or consent, depending on the circumstances.

Parent / Carer _____

Date _____

Play Leader _____

Date _____

CROSSACRES OUT OF SCHOOL CARE

POLICY FOR LATE COLLECTION OF CHILDREN

As stated in the **TERMS AND CONDITIONS** of the Holiday Club and After School Club, there will be charges for late collection of children.

A parent / carer must take every attempt to contact the Club **07984386131** if a situation arises where they are going to be late.

The After School Club and the Holiday Club closes at 6.00pm.

Staff will contact the parent/carer or people listed as emergency contacts for a child. If nobody can collect your child then charges will be incurred. Naturally a member of staff will stay with your child and their extra pay has to be refunded.

The charges for late collection are:

- ❖ £5 for collection up to 6.15pm
- ❖ £10 for collection between 6.15pm – 6.30pm
- ❖ If the manager is unable to contact the parents / carers after 30 minutes, will have to contact the social care team.

These fees are extenuating and emergency situations only. In the case of a pattern developing for late collection of a child, a log will be kept and if a child is collected late 3 or more times in any given

four week period, then the parent/carer will be asked to find alternative child care arrangements and notice will be given.

AFTER SCHOOL CLUB



held at:

Crossacres Primary School

Crossacres Road
Wythenshawe
M22 5AD

tel no: 07989 557817

open school days

3.15pm – 6.00pm

WHAT YOU NEED TO KNOW

cost £7.50 per session

trained staff

snack given

lots of activities!

lots of choice!

lots of fun!

lots of friends!

lots of treats!

it's your club!

have a great time!



stay happy!

MISSION STATEMENT

WE AIM TO OFFER A HIGH QUALITY
CHILDCARE FACILITY IN WHICH EACH
CHILD IS SAFE AND SECURE.



WE WILL OFFER A VARIETY OF
ACTIVITIES WHICH EACH CHILD
CAN ACCESS, WHILST ALSO
OFFERING A HOMELIKE
RELAXED ENVIRONMENT.

WE AIM FOR HAPPY CHILDREN
WHO CAN HAVE FUN WITH THEIR
FRIENDS!!

CROSSACRES OUT OF SCHOOL CARE

PERMISSION SLIP

I give permission for my child _____

To have his / her photograph taken during their time at the holiday / after school club.

Signed _____

Date _____

