



After School Club – Parent Information

About our Club

GHPs After School Club is managed and run by Great Hollands Primary School. The club is open from **3.15pm** until **5.45pm** weekdays, during term time.

We are based at the Silver Hall, inside the school, which enables us to take advantage of the playing areas and equipment within the secure school grounds.

Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Children are free to choose activities and resources as they wish at the club. There will always be a varied selection available.

We provide a healthy snack for the children who attend for the full session. We always ensure drinking water and fresh fruit is available. Snacks at our club are not intended as a substitute for a main evening meal.

Children who are collected before 4.00pm do not receive snack.

Staff

Our club is staffed by a manager, Hazel Sparshott and in her absence, the deputy manager is Laura Clark. The other staff at the club are Vana Kalampaliki, Claire Frost and Karlie Golding and all our staff are also employed within various other areas of the school. All staff members are DBS checked and undertake training as and when required.

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. If you would prefer to arrange a more convenient time for a meeting, please contact the manager/deputy manager.

Please ensure you read the following Terms and Conditions, sign both copies of the agreement and return one to the Club as soon as possible.

Many thanks
ASC Team



TERMS AND CONDITIONS

Admission

Our club is only accessible for children attending Great Hollands Primary School, from Reception (FS2) to Year 6. We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are as follows:

Short Session: £3.00 per child (no sibling discount)

Full Session:

One child	- £7.00
Two children (siblings)	- £13.00
Three children (siblings)	- £19.00

NOTE: The short session price will only apply if a child is collected before 4.00pm.

Fees are charged when the child has attended a session. After their first session, payments should be made on ParentPay, ideally in advance. Accounts can be paid weekly or monthly but balances must not be allowed to reach excessive amounts.

Non-payment of fees for more than one month may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Payments to the club should be made on ParentPay. Please speak to Mrs Wise at the school office if you have any questions about making payments.

Changes to days and cancelling your child's place

You must give us notice if you do not wish your child to attend club on any booked day. This must be given by text no later than 12.00pm on the day of attendance or fees may still apply. The club's mobile number is **07724 935848**.

If you wish to book your child into club, you must give at least 24 hours' notice to enable us to ensure appropriate staffing levels. Failure to do so may result in your child being unable to attend club on that day.

Visiting the Club

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting, staff and routines. If you wish to do so, please contact the manager or deputy to arrange a mutually convenient day/time.

Arrivals and departures

When children arrive at club, a register is taken and when they are collected, parents and carers MUST sign them out every day without exception. If your child is being collected by a different person, please notify us in advance. We will not release your child into the care of a person unknown to us without authorisation.



Late Collection

The Club finishes at **5.45pm** promptly, if you are delayed for any reason please telephone the Club to let us know. The Club mobile number is **07724 935848**.

Failure to inform us of any late collection may incur a **late fee**. This charge starts at £5.00 and will rise depending on the length of time and reason for late collection.

GENERAL INFORMATION

Behaviour (Children)

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We recognise that poor behaviour can occur from time to time for a multitude of different reasons. However, if your child is violent or if their behaviour poses a danger to themselves or others, we will require you to collect them from the Club immediately.

Behaviour (Adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here.

When collecting your child, we ask that you do not use your mobile phone. Calls should be finished before entering the building. Any parent using a mobile phone in the Club will be asked to stop doing so as a safeguarding measure.

Illness

If your child becomes unwell whilst at the Club, we will contact you and ask that you arrange for them to be collected.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at our Club. There is always a qualified first aider present and we have a fully stocked first aid kit. If your child has an accident whilst in our care, you will be informed when you collect them. Details of the injury will be noted in the Club's Accident Record.

Feedback

We are always interested in your feedback or comments and are committed to providing high quality care for your children.

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the manager, or any other member of staff.



Contact Information

GHPS After School Club
Great Hollands Primary School
Wordsworth
Bracknell
RG12 8YR

Telephone: 07724 935848 (Please leave a voice message or text if there is no reply).

Email: ghpsasc@maidenerlegitrust.org

Club Staff:

Manager: Mrs Hazel Sparshott
Deputy: Miss Laura Clark
Playworkers: Miss Claire Frost
Mrs Vana Kalampaliki
Miss Karlie Golding

Admin: Mrs Karen Wise



GHPs After School Club Parent Agreement (Parent Copy)

Please read the following carefully and sign below

I have read and understand the Terms and Conditions of my child's attendance at GHPs After School Club.

I agree to notify the club by 12.00pm if my child is not attending a session at club and that failure to do so may result in fees still being applied for that session's attendance.

I agree that if I need to book my child's attendance at the Club, I will notify them by text no later than 12.00pm on the day and that failure to do so may result in my child not being able to attend the Club.

I agree to pay regularly for my child's attendance at the Club and understand that fees will be paid either in advance or at least once a week. If I am unable to pay at least weekly, I agree to arrange regular payments with the club manager.

I agree to always ensure that my child is collected no later than 5.45pm or to notify the club if I am unavoidably detained, when late fees may be applied.

If my child has an accident at the Club, they will be treated by a qualified first aider and I will be informed as soon as possible.

If my child needs urgent medical treatment and I am unavailable, I give permission for a member of After School Club staff to give consent for my child to have any medical treatment that medical authorities think necessary.

I understand that aggressive and abusive behaviour towards staff will not be tolerated.

I agree to keep the Club regularly updated with any changes to my child's health or dietary needs, or with changes to emergency contact information. Information held by After School Club regarding my child will be treated as confidential.

Child's Name:

Parent/Carer's Name:

Signed:

Date:



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