



Morning Club – Parent Information

About our Club

GHPS Morning Club is managed and run by Great Hollands Primary School. The club is open from **8.00am** weekdays, during term time.

We are based in the Silver Hall, which enables us to take advantage of the facilities within the secure school grounds.

Aims

We aim to provide a safe, secure and relaxed environment, providing a range of activities to reflect the interests of the children in our care and enabling a smooth transition to the start of their school day.

What we offer

Children are able to choose between a variety of activities to enjoy as they wish at the club. There will always be a selection available including Lego, colouring, quiet reading and board games.

We do not provide breakfast and ask parents to ensure that children have had their breakfast before arriving at club.

We always ensure drinking water is available.

Staff

Our club is staffed by members of our school team.

These are:

Ms Sharp, Miss Clark and Mrs Ivanusic.

Admin support is provided by Mrs Wise.

All our staff are also employed in various other roles and areas of the school and are all DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you drop off your child. If you would prefer to arrange a more convenient time for a meeting, please contact Mrs Wise via email at ghpsasc@maidenerleghttrust.org

Please ensure you read the following Terms and Conditions before your child starts to attend our morning club.

Many thanks
Morning Club Team



TERMS AND CONDITIONS

Admission

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

The form can be found here: <https://forms.office.com/e/Sk8JZ4mN4m>

Payment of fees

The current fees are as follows:

One child	- £3.00
Additional siblings	- £2.00 each

Fees are payable at the time of booking and must be paid either weekly or monthly in advance.

Payments should be made via ParentPay.

Parents/carers who pay via Childcare vouchers should email Mrs Wise to confirm when payment has been made, this will then be confirmed and added to the child's ParentPay account.

All places at club will be confirmed via email once payment has been received.

Please email ghpsasc@maidenerlegthrust.org 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. We require 48 hours' notice or fees may still apply.

If you wish to book your child into club, you must give at least 48 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.

All bookings, cancellations and amendments can be made via email to ghpsasc@maidenerlegthrust.org

Arrivals and departures

When children arrive at club, they are signed in by a member of staff.

Children must be brought to Morning Club by an adult or responsible older sibling. They should not arrive unaccompanied.

At the end of the session, children are escorted to their classrooms by a member of staff, ready to begin their learning for the day.



GENERAL INFORMATION

Behaviour (Children)

The Club promotes an atmosphere of care, consideration and respect for everyone attending, including 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.

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 dropping off your child, please use the doorbell on the Silver Hall doors to alert staff of your presence. Your child will then be signed in by staff and taken through to Silver Hall.

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, we will notify you by telephone.

Details of the injury will be noted in the Club's Accident Record Book.

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 do get in touch.

Contact Information

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

Email: ghpsasc@maidenerleghttrust.org