



Community Interest Company (C.I.C)

A Guide for Parents and Carers

Terms and Conditions

Ofsted Registered

Playworld New Forest C.I.C - Out of School Club

Registration Number: EY427719 Netley Marsh

EY469594 Bartley

Welcome to Playworld New Forest C.I.C Out of School Club

This book aims to give parents and carers information on our 'out of school hours' provision. Both settings are Ofsted registered to provide care for children from 4 years up to 11 years. We are registered to take up to 30 children. All our staff are experienced with play workers holding a level 2 or 3 qualification who are committed to providing your child with a safe, stimulating and friendly environment. Club activities are planned and resourced to ensure your child's personal, social and educational development can flourish. Above all we ensure your child has fun!

CHILD PROTECTION STATEMENT

"Playworld New Forest C.I.C Out of School Club is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment."

We operate a breakfast and after school club at Bartley C of E Junior School every day during term time. Children from Bartley and Netley Marsh are both welcome and we provide a transport service to take the children to Netley Marsh in the mornings after breakfast club and again we take them up to Bartley for after school club. This service does incur a small charge to cover petrol and insurance. All of our drivers are insured and we provide maintained booster seats.

Who's who at Playworld New Forest C.I.C?

Director/Manager

Sarah Godfroy - Transport to and from Netley Marsh , breakfast and after school club

Director/ Manager

Sue Hooper - Bartley breakfast and after school club

Play workers

Elaine Stayte - Bartley breakfast and after school club and transport

Kevin Stayte - Transport

Claire Way - Bartley after School Club

Denise Pickering - Transport

Breakfast club at Bartley

Breakfast club currently operates Monday - Friday (term time only) from 7.30am - 9am although children are allowed to go into their class from 8.45am. The cost per session is currently £5.75 (start time 7.30am) or £5.00 (start time 7.45am) per child and includes breakfast from a selection of items such as fresh fruit, yoghurts, toast, cereal, waffles, pancakes, brioche rolls and fruit juice or milk. We are happy to cater for any dietary needs so please inform a member of staff.

Please park in the left hand side car park as you stand looking at the school and go through the big wooden gate at the bottom of the car park. Follow around the back of the school to the right and we are in the last classroom. Please make sure that **ALL** children are handed over to a member of staff at the door to ensure children's safety at all times.

After school club at Bartley Junior School

After school club operates Monday-Friday (term time only) from 3.15 - 6.00pm. The cost for each session is currently £10.50 per child. For families with more than one child, this fee applies to the first child and siblings are charged at a reduced rate of £10.00 per child. Tea time snacks are served from 3.30pm consisting of sandwiches, fruit and salad items, yoghurt or jelly and water or no added sugar squash. When you collect you child/children, please use the car park located on the left hand side as you face the school and press the buzzer to the right of the large wooden gate. A member of staff will let you in.

What does the fee include?

The fee for both our breakfast and after school clubs includes full care with some qualified but all experienced and play workers. Our priority is the safety of all of our children therefore, all staff have an Enhanced DBS check before they are allowed to be left unsupervised with a child. Most of our staff are Paediatric First Aid trained and there is always at least one member of staff at every session. All staff are trained in safeguarding which is renewed every three years and there are two Designated Safeguarding Leads. Most staff also hold a food hygiene qualification in addition to other certificates.

As a setting committed to healthy lifestyles, both the breakfast and after school clubs offer healthy options. A range of healthy snacks and refreshments are available including fresh fruit.

The wellbeing of all of our children is key and embedded in our values so we strive to be inclusive to all and provide activities to meet each child's individual and diverse needs reflecting on religious beliefs and other important events such as Christmas,

Chinese New Year, Remembrance day, Mothering Sunday and Diwali to name but a few.

All parents must complete a registration form providing the club with emergency contact numbers, medical information and nominated persons to collect for their child before a session can be offered. A refundable deposit is also required but will be returned when your child's place is no longer needed.

Transport

All our drivers hold the appropriate insurance, are DBS checked and have booster seats in good working order. All cars are maintained to ensure safety at all times.

Collection of children from after school club

Please note, we can only release children to a named adult who you have informed us of and we cannot release children to anyone under the age of 16. If your child is being picked up by someone different please inform the club so that a play worker is aware and they will provide you with a password otherwise we will not be able to release your child and will need to contact you to confirm collection.

All children must be collected by 6.00pm at the latest. The club is not insured to look after children after this time therefore, we must be off site promptly. **There is a charge of £5 per fifteen minutes that parents or carers are late in collecting their child.** We do understand that there are circumstances beyond control that may result in parents and carers being delayed. We therefore have two Mobile Phones that you can contact the Club or leave a message on:

Sarah Godfroy: 07808 166064

Sue Hooper: 07702 306999

How do parents and carers book sessions?

Sessions can be booked up to 24 hours in advance subject to availability. We may be able to offer a place on the day but once again this is subject to availability. This can be done by contacting the clubs on the numbers above, in person or by email (please use this method only if more than 24 hours notice). Please note, Sarah works within class during the day so we always advised sending a message to both Sue and Sarah to make sure the message has been received.

Please inform your child's school if your child is coming to our after school clubs.

This applies particularly if you have booked a session on the day for that day. It is your responsibility to let your school know even if they attend Bartley C of E Junior School or Netley Marsh C of E Infant School. This is particularly important for those who normally catch a school bus at Bartley. We are independent of all schools and schools may not release your child if they are unaware that they are coming to our after school club.

When do parents and carers pay?

Payments can be made by cash, childcare vouchers or BACS transfer. All payments must be paid in full by the 30th of each month unless arrangements have been made to pay termly or half termly. Occasional sessions and extra sessions from a regular booking must be paid for on the day unless an alternative arrangement has been made with Playworld New Forest C.I.C. Parents and carers will be issued with an invoice for regular bookings. **Please note that there is a charge of £5.00 per week for any unpaid fees. Failure to pay will mean that children will not be able to attend the club.**

What if a child is ill or parents and carers need to cancel the session?

If parents and carers can give Playworld New Forest C.I.C a **minimum of 48 hours** notice of cancellation, they will not be charged for that session. However, if their child is absent from school or is sent home from school unwell on the day a session has been booked, unfortunately they will be charged for the session. **There will also be a charge for the full session rate if less than 48 hours notice is given.** This is due to staffing being arranged around club numbers. Parents and carers **MUST** inform us if their child is absent from school so that we can amend our register.

Failure to inform Playworld New Forest C.I.C of non-attendance at a session will incur a normal session charge.

It is extremely important to notify a member of staff if your child is not attending as it causes undue worry for our staff if they are expecting your child and they do not arrive. It is also parents and carers responsibility to inform us of non attendance and not the child themselves.

Please note once again, Sarah works within class during the day so we always advised sending a message to both Sue and Sarah to make sure the message has been received.

We are unable to take children if they have been sick until 48 hours have passed since last being ill. This is in accordance to all School's sickness policies.

Can parents and carers use child care vouchers at Playworld New Forest C.I.C?

Yes, our clubs are all Ofsted registered which enables parents to use childcare vouchers. Please ask for further details.

Medicines at Playworld New Forest C.I.C

If a child requires medicine during their time at the club, this will only be administered if it is prescription medicine and parents are required to complete a medical consent form allowing our staff to give their child the recommended dose. Failure to do so will mean we unfortunately will not be able to administer medications. This is in addition to any consent forms required by your child's school. Medicines must **not** be kept in children's school bags. Most of our staff are trained in first aid and all accidents are recorded and a letter sent home with the child if they have received a bump to the head informing parents and carers of the steps the club have taken. Parental guidance will be sought and followed for a child who is attending club with a fracture.

Policy and Procedure

Playworld New Forest C.I.C Out of School Club is committed to providing a quality setting and adheres to the Ofsted welfare requirements. For your information, enclosed in this booklet are our Positive Behaviour, Health and Safety and our Child Protection Policies. All other policies are in our Policy and Procedure file for you to peruse in addition to risk assessments including Covid-19 risk assessment which remains a working document.

Outdoor Play

At Playworld New Forest C.I.C, we are very keen to promote healthy lifestyles so encourage outdoor play as much as possible. This also provides an alternative play environment and is always supervised by an accompanying adult/s.

Equipment

Equipment will not be used if damaged. All faulty equipment should be reported to the Play leader immediately.

Children are kindly asked not to bring in personal possessions as we cannot accept liability if they were to get broken or lost.

Smoking

The school site both inside and outside the immediate area is strictly a no smoking environment.

Mobile Phones

Mobile phones are NOT permitted by children onsite. We kindly ask that if a child brings a mobile phone to school that it is kept in their school bag at all times otherwise they will be asked to put it in a basket until they go home. Playworld New Forest CIC except no responsibility for any item that children bring from home.

Parents and Carers are also kindly asked to refrain from using their mobile phone on site as per our mobile phone policy to maintain safety at all times.

Covid-19

As mentioned before, we have a working risk assessment document that we amend as needed and in line with current government and school guidelines.

All information correct at time of printing 01.06.22

