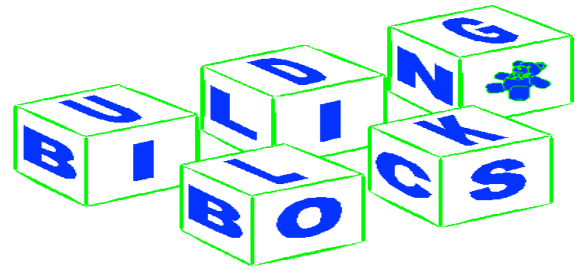


Out of School Club Parent Pack

Little Leigh Out of School Club, Shutley Lane, Little Leigh, Northwich, CW8 4RN

Telephone Number: 07803 862 055

Email: littleleighclubs@bbdn.co.uk



Introduction

Little Leigh Out of School Club is based in the hall at Little Leigh Primary School, in the village of Little Leigh.

The Out of School Club provides care for children attending the school aged between 4 and 11. The Club provides a high quality environment for children who attend, providing a variety of activities both indoors and outdoors.

We also provide a Holiday Club which is based at Little Leigh Primary School. This caters for children aged between 4 and 11 from any school in the local area.

The owner of the Club is Sue Swain who established her first nursery in Northwich 18 years ago and also owns Little Leigh Pre-School and Building Blocks Day Nurseries in Anderton and Bold Heath. Sue is qualified Early Years Teacher with a B.Ed (Hons) degree in Early Years Education and she also holds Early Years Professional Status.

Staff

The management team at the Club is made up of Yvonne Large and Adam Marycz.

Yvonne holds a Diploma in Childcare and Early Years Education, Yvonne was previously the Deputy Manager of Little Leigh Pre-School for a number of ago.

Adam has just achieved his Level 5 in Teaching Assistance and is currently completing the final stage of his BA (Hons) in Childhood and Youth Professional Studies. He has worked within the company for over 5 years and also manages Little Leigh Pre-School.

The other members of our team are Lisa Hirst and Shelly Horridge. Lisa Hirst has a Diploma in Childcare and Education and along with Shelly has vast experience of working with children.

What we offer.....

Activities and resources

At the Club we offer a range of different activities. In the hall everyday we offer creative activities such as; drawing and painting. We also provide a variety of different construction activities. These include; small unit blocs, lego, popoids as well as the large car mat and mega blocks. There are also Nintendo DSi's an xbox 360 with Kinect. As well as these there are board and role-play opportunities too.

Each half term we, alongside the children will choose a different theme for the Club to base their more specific activities around. For example space or sport or Australia. Using this theme we plan creative, cooking, outdoor and sensory activities which link to the specific theme. You will be updated on these themes half termly through newsletters and also on our website www.bbdn.co.uk. Further evidence of the activities and opportunities we provide both at the Out of School and Holiday Club is provided in the activity books which are on display in the Club.

Food

The food at the Club follows a two week menu rota which is followed all year round. This is on display in the Club or a paper copy can be requested from staff.

At Before School Club we provide breakfast and at After School Club a snack tea will be served. Our menu is wide ranging and we aim to provide food in the form of snack meals. For breakfast we offer things such as; toast, crumpets, a choice of cereal and yogurt. For the snack tea we offer a choice between a hot tea such as beans on toast or jacket potato along with a cold option, which the children prepare themselves, such as a sandwich or wrap with a choice of fillings. We always have drinks available throughout the Club, the children can choose from; milk, water or fresh fruit juice.

Sessions and Prices

Before School Club is from 07:45 until 09:00 and is priced at £5 per child.

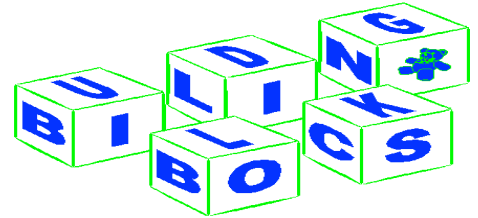
After School Club is from 15:00 until 18:00 and is priced at £11 per child.

Holiday Club:

The Holiday Club offers three different session lengths. A packed lunch is required for all sessions however breakfast is provided on the full day or morning session and a snack tea is offered during the full day and afternoon session.

- Full day 07:45 – 18:00 cost £22.50 per child.
- School hours 09:00 – 15:15 cost £15 per child.
- Half day 07:45 – 13:00 OR 13:00 – 18:00 cost £12 per child.

A 5% discount applies to siblings or full time places.

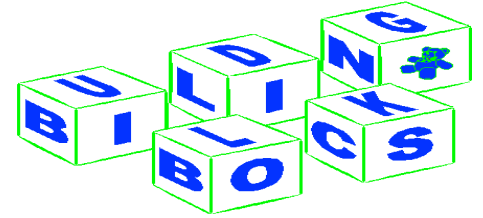


Aims and Objectives

The aim of the Club is to provide a safe, caring and stimulating environment where children and parents feel welcome.

We will achieve this by:

- Ensuring that the health and safety policy is implemented.
- All staff are well qualified and thoroughly vetted before employment.
- All staff are considerate of parents and children and their individual needs.
- All staff are aware of the current legislation.
- Following the guidance in Every Child Matters and the Early Years Foundation Stage.
- Liaising with outside agencies to meet the needs of all children.
- Following the child protection policy.
- Liaising with Cheshire West and Chester Council.



Little Leigh Out of School Club

Name of Child.....

Date of Birth.....

Address.....

.....

Contact Telephone Number.....

Parents / Guardians Name.....

Breakfast Club:	Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After School Club	Monday	Tuesday	Wednesday	Thursday	Friday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Breakfast sessions begin at 07:45 until 09:00 at the cost of £5 per child during term time. After school sessions run from 15:00 until 18:00 at the cost of £11 per child during term time. The club is closed on School Inset Days and bank holidays.

All sessions reserved for your child must be paid for unless we receive a minimum of one week's notice for changes or any cancellations. This includes sickness, holidays or school trips.

All fees are payable by direct debit on a monthly basis. Direct debits are collected on the 15th of every month. We will accept workplace childcare vouchers as a means of payment which will also need to be paid into our account by the 15th of every month.

Please note we do NOT accept cheques.

In the event of your child not being collected before 18:00, an additional charge of £5.00 per 15 minutes will be charged.

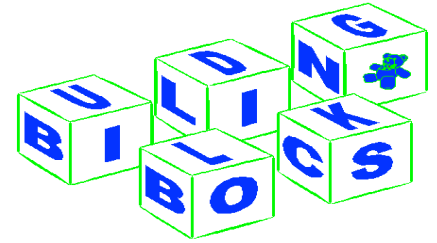
A parent / guardian will be required to sign our register every evening when your child is collected as it is part of our arrivals and departures policy.

Declaration: I understand and agree to the above terms in this request for Out of School Club sessions.

Direct Debit & Payment Contact Details Forms Received..... Date:.....

Parent / Guardian..... Signature.....

Manager..... Signature.....



INFORMATION REQUIRED FOR THE ADMISSION REGISTER AND IN CASE OF EMERGENCY

Childs Name.....
Name known as.....
Date of birth.....
Gender.....

Name of Parent(s) with whom the child lives

1.....

Relationship to child.....

Does this parent have parental responsibility YES/NO (delete)

2.....

Relationship to child.....

Does this parent have parental responsibility YES/NO (delete)

Address.....

.....

Telephone

Parent 1 Mobile.....

Work.....

Parent 2 Mobile.....

Work.....

Name of Parent with whom child does not live with

.....

Relationship to child.....

Does this parent have parental responsibility YES/NO (delete)

Does this parent have legal access to the child YES/NO (delete)

Address.....

.....

Telephone..... Mobile.....

Person to be contacted if parents/Guardian unavailable

Name..... Name.....

Address..... Address.....

.....

Tel No..... Tel No.....

Relationship to child..... Relationship to child.....

Personal details of child

Doctors Name and address.....
Telephone number.....

Health Visitors Name and address.....
.....
Telephone Number.....

Has your child had a 2 year old assessment Yes/No

Does your child attend any other
setting.....
.....

Does your child have any special dietary needs or preferences YES/NO delete

How would you describe your child’s ethnicity or cultural background?

What is the main religion in your family.....

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?.....
.....

What language(s) are spoken at home.....
If English is not the main language, will this be your child’s first experience of being in an English Speaking Environment? YES/NO (delete)

If so discuss with Key person how you will support your child when settling in:

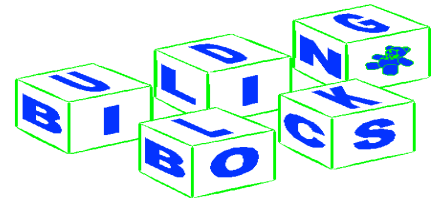
Does your child have any special needs or disabilities YES/NO delete
Details.....
.....

If your child is receiving any long-term medical treatment and needs to take drugs or medicine of any kind, please inform the Nursery in writing. Staff will not be able to give any medicine to any child unless written authorisation is given first by the parent and a doctor has prescribed the medicine.

Declaration: I give permission for Nursery staff to undertake emergency medical advice or treatment in the future, if I cannot be contacted.

Signed..... Date.....

If any of the above details change, please inform the Nursery immediately.



Medical Form

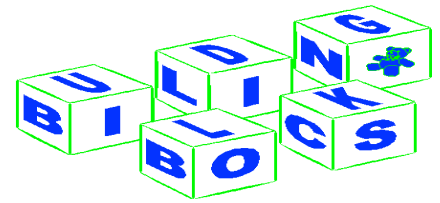
Child's Name.....

D.O.B.....

Address.....

.....

	Comment/Additional Information
Vision <i>Any problems with sight?</i> <i>Does your child wear glasses?</i> <i>When?</i>	
Hearing <i>Any problems with your child's hearing?</i>	
Speech <i>Does your child have any problems with speech? E.g. stuttering, unable to pronounce some sounds etc</i>	
Physical <i>Does your child have any physical difficulty?</i>	
Medical <i>Does your child have any allergies?</i> <i>Does your child have any dietary requirements?</i> <i>Does your take any kind of medication?</i>	
<i>Are there any other medical factors, which do, or may affect performance or behaviour in nursery?</i>	
<i>Is there any other information, which the Pre-School needs to be informed of? e.g. emotional concerns, behaviour problems, etc</i>	
<i>Has your child had all the recommended vaccinations?</i>	



Permissions Form

Whilst your child is in our care we need your consent to carry out the following:

Photographs: Due to recent regulations we need to have your permission to take photographs of your child for their observation folders and for our displays. The folders will be kept confidential and available for you to look at any time you wish. Photographs may be stored on computers and removable data storage devices.

I give permission for photographs to be taken of

Signed.....Date.....

Photographs: Due to recent regulations we need to have your permission to take photographs of your child for our marketing materials (i.e. brochures, website, press releases). Photographs may be stored on computers and removable data storage devices.

I give permission for photographs to be taken of

Signed.....Date.....

Walks: There may be occasions when we will children off the premises for short walks or visits to local facilities. The correct adult to staff ratio will be maintained and a thorough risk assessment will be carried out of the location prior to the children leaving. We would appreciate if you gave consent for this to take place.

I give permission for to be taken on walks.

Signed.....Date.....

Sun cream: We will be unable to allow children to play outside while the weather is hot if they have not had any sun cream on. We would appreciate if the sun cream was kept in your child's bag. If there is an occasion where there was no sun cream available then we would use our own sun cream, which would be of a high factor.

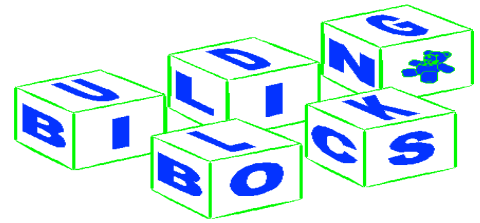
I give permission for my child.....to have sun cream applied.

Signed..... Date.....

Cream: Should your child need cream administering for conditions such as eczema and nappy rash we would ask that you leave this in your child's bag and advise us on when to be applied.

I give permission for my child.....to have cream applied.

Signed..... Date.....



Contact Details for Fees/Statements/Payments Information

Name of child _____

Setting name _____

Primary Contact

Name of Parent _____

Home Telephone _____

Work Telephone _____

Mobile Telephone _____

Email Address _____

Home Address _____

Post Code _____

Signed _____

Date _____

Secondary Contact

Name of Parent _____

Home Telephone _____

Work Telephone _____

Mobile Telephone _____

Email Address _____

Home Address _____

Post Code _____

Signed _____

Date _____

