



# West End Primary School

Headteacher: Mrs S. Cliff

Chatsworth Road, Morecambe, Lancashire, LA3 1BW

Telephone: (01524) 411227

E-mail: head@westend.lancs.sch.uk

## Before and After School Club

### 'The Den'

## Parents' Information and Registration Pack

### **Mission Statement**

The primary purpose of our breakfast and afterschool clubs is to provide childcare and allow parents/carers flexibility around the school day in order to fit in with work and family life.

However, all children and young people need to play and the impulse to play is innate. We believe that this is an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity, and well-being.

Please note changes from previous agreement.



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Dear Parents/Carers

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child if they attend the club.

At the before and after school clubs' children have plenty of space to play with access to the school hall and outside play area. The Den has been relocated to the school hall to allow more space for social distancing between the Key Stage 1 & 2 bubbles. Collections will now be via the main gate and from the side door of the hall. When collecting please knock on the door to alert the staff member(s). *(Please note the change of closing times on page 3.)*

A healthy breakfast and afternoon snacks and drinks are provided at the clubs. The staff and children design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of ages, interests and needs.

The clubs are overseen by the school governing body and we are very happy to discuss anything about the clubs with you.

You can also telephone the play leader during school hours on 01524 411227 or call in and see us in operation. Alternatively speak to the school office.

Children will be cared for safely by a team of staff; with at least one staff member per 10 to 15 children. These staff have basic food hygiene, fire safety, first aid certificated and been trained in Safeguarding children. They have also been DBS checked in the same way as the school staff.

This pack contains written information about the club, included is: -

- A Registration and Consents Form which needs to be completed for all children attending the club and which must be signed and returned to the Play leader before your child/ren can start attending.
- Important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- A copy of our Safety and Security Policy setting out the responsibilities of parents, children and staff.
- Booking Form



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## What do I do next if I want to book a space?

Please telephone 01524 411227 or you can come into school or club with your completed form. The office will agree a date when your child can start attending the club.

We can take a regular half termly/termly booking or you can book at short notice if we have space available.

If you are considering using the before and/or after school clubs and want to come and spend time with us to see what we get up to you are most welcome at any time or alternatively call school.

## General Information

Breakfast Club and The Den provides before and after school childcare for children aged 4 to 11yrs.

## Eligibility

Any child of the above age attending school or any child of a member of staff at the school or the club is eligible.

## Opening Hours

The morning sessions start at 8.00am and breakfast is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play before they are taken to class for 8.45 am.

The after school sessions start at **3.15pm (when school ends) and finish at 5.00pm** during normal school days.

Children **must** be signed out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be collecting you will need to give us consent beforehand.

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## Fees

Reserved places **must** be booked at the school office and paid for in advance. In addition, subject to availability, one-off bookings may be made. Please complete the booking form attached to this pack. Further copies can be obtained from the club or school office.

Charges are: -

- £2 for Breakfast Club
- £5 for After school club
- £7 both clubs on same day.

Please note that for The Den (after school) there is a late collection fee of £5 per child after 5:00pm and a further £5 per child every 15 minutes thereafter.

## Payment of Fees

Payment is needed the week before to guarantee the place is available. Late fees must be paid before the next session.

## Payment Methods:

This must be by cash, ParentPay™ or cheque made payable to West End Primary School.



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## **Breakfast Club and The Den Policies and Procedures**

The club operates in line with the Statutory Framework for the EYFS 2020 and alongside our school policies and procedures. Further details and important information concerning the clubs can be found in this pack. We kindly ask you to read and understand them upon registration at the club. We have summarised some key policies below.

## **Sickness, Accidents, First Aid and Emergencies**

As with school if a child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/guardian/doctor.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

## **Coronavirus**

Should your child/ren display any symptoms of coronavirus a Parent/Guardian will be contacted and the child **must be collected immediately** and taken for a test or is to isolate for 14 days before returning to the club.

## **Important Information**

West End Primary School cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/guardian.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date.

To contact the Play leader during a session please telephone 01524 411227

**West End Primary School is a no smoking site.**



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## Safety and Security of Children

The safety and security of children attending our club is an extremely important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

### 1. Responsibilities of parents/guardians

- Making sure that the contact details they have provided to the club are correct and that the Play leader is told about any changes.
- Notifying the Play leader if their child/ren will be arriving late for the club for any reason, e.g. after school activities. This is so they are not assumed as missing by club staff.
- Notifying the club as soon as possible if their child/ren are not attending for a booked session for any reason. Again this is so they are not assumed missing. **Please note that refunds cannot be given for cancelled sessions.**
- Letting the Play leader know during a session if they anticipate being later than planned collecting their child/ren (*lateness will be charged at £5 for every 15 minutes with a minimum £5 fee after 5:00pm*).
- Letting the Play leader know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren ONLY via the club room and not asking children or other parents/guardians to let them in. Keeping all doors/gates locked behind them.

### 2. Responsibilities of children

- Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example, they may not be able to play out every day.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the outside door of the club room to let in parents or anyone else, even if they are known to the children.



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## 3. Responsibilities of club staff

Club staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Collecting any booked infant children from their classroom teacher at the end of school and taking them to the club room.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their registration form.
- Ensuring the time the child arrives and leaves is in the register and obtaining a signature from parent/guardian.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.
- Ensuring handwashing procedures are taking throughout the session.

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## Registration Form

All children attending must be registered with the club by a parent/guardian completing and signing this form. Attendance fees are shown in the registration pack – general information- page 4.

### Child's Details

Child's first name \_\_\_\_\_

Any Siblings at School

\_\_\_\_\_  
\_\_\_\_\_

Child/ren's family name

\_\_\_\_\_

Child's date of birth \_\_\_\_\_ School Class \_\_\_\_\_

Child's date of birth \_\_\_\_\_ School Class \_\_\_\_\_

Child's date of birth \_\_\_\_\_ School Class \_\_\_\_\_

Child's home address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Child's home telephone number \_\_\_\_\_

Any health or special needs, e.g. diets, allergies? \_\_\_\_\_

\_\_\_\_\_

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## Contact Details (people authorised to collect child)

(please supply small photo of each authorised adult if possible)

Name: \_\_\_\_\_

Relationship to child:

\_\_\_\_\_

Location of work: \_\_\_\_\_

Work/day time telephone number: \_\_\_\_\_

Mobile number:

\_\_\_\_\_

## Second contact person

Name

\_\_\_\_\_

Relationship to child \_\_\_\_\_

Location of work \_\_\_\_\_

Work/day time telephone number \_\_\_\_\_

Mobile number \_\_\_\_\_

## Third Contact Person

Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Work/day time telephone number \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

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## Consents

If anyone not on the contact list is collecting the child/ren they will need to know the safeword or phrase that you have notified us of, in able to collect the child/ren for safeguarding reasons.

Please state below your choice:

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Circle as appropriate.

\*I give/do not give consent to my child receiving medical treatment in the event of an emergency.

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\*I give/do not give permission for staff at The Den to photograph my child at club.

\*I understand these photographs will only be used for club displays, activities, as evidence in training folders to show what club has to offer and on the school website. I understand that my child's name will **NOT** be used.

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

\*I have read and understood all policies and procedures relating to The Den

Signed (Parent/Guardian) \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_