



Dear Parent/Carers,

Please find enclosed your Wrap Around Care Provision information and booking pack. Enclosed in this pack you will find our admission and fees policy and further information about what you can expect from this facility at Swannington School.

If you would like to book for a place, please complete the paperwork at the end of this document as specified in the Admissions and Fees Policy. As you will see, we will be operating on a first come first served basis with priority given to those families requiring full time places. The service is extremely popular and there are limited number of places available. Unsuccessful bookings will be kept on a waiting list and contacted as soon as a space becomes available. Successful bookings will be contacted and invoiced and asked to sign the terms and conditions via email(admin@lilstarschildcare.com).

If you have any questions about our Wrap Around Care Provision, please feel free to contact us on admin@lilstarschildcare.com or 07727090928

Lil Stars After School Club

Staff have undertaken the necessary qualifications in food hygiene, first aid and continuous training. The After School Club will run from the end of the school day until the last pick-up time of 5:30pm. We will operate during term time only, excluding inset days and on the few occasions when the school closes early (i.e.: Christmas/last day of term). The cost will be £5 per hour and £12.50 up to 5.30pm a session include a light snack .

To ensure the club is sustainable we will be asking for parents to pay in advance during booking. Children will be provided with a light snack including fruits, fresh drinking water and milk will be available at all times. Please see our Terms and Conditions regarding allergies and dietary needs.



Activities

There will be a range of activities available for the children each afternoon including construction, arts and crafts, board games, building activities, a comfy and quiet reading area, Weather permitting; the outdoor area will also be used to offer a range of physical activities including: parachute games, skipping, football, group games, and ball skills. These will, be supervised by an adult at all times.

Collection

All children must be collected and signed out by 5:30pm at the very latest. Of course, if there is a problem, please let us know as soon as possible using the phone number provided and we will ensure that your child is looked after until you arrive. If you do not pick your child up by this time, there will be a late charge of £5 for every 10 minutes after 5:30pm (per child). This charge will be necessary to cover the costs of staff working beyond 5:30pm. We would ask that you ensure you pick your child up in a timely manner every day so that this does not occur. If you repeatedly collect your child late, we will not be able to continue to offer the service to you.

Admissions and Fees Policy

Lil stars after school club will operate a booking system that is based on a first come first served basis and with priority given to those requesting full time places, and siblings. To reserve a place, parents/carers must complete the Booking Form and Registration/Emergency Contact Form at the end of this document and submit them to the school office. Children will not be accepted unless these forms are satisfactorily completed and received by the Team. If allocated a place, you will be asked to sign a contract and you will be invoiced before your start date, in advance.

Ad hoc Bookings

These will be allowed during emergencies and exceptional circumstances for those children who are contracted to Lil Stars After School Club only. Please complete the booking form and state if it is for Ad hoc.

Stay and play has been introduced for parents that need it incase they are running late at the end of a school. This will be between 3:10 and 3:40. This can be on a pay as you go basis but spaces are not guaranteed due to staffing.

Payment

Payments are made via childcare vouchers and bank transfer.

The cost will be £5 per hour and £12.50 up to 5.30pm a session including a light snack. To ensure the club is sustainable we will be asking for parents to pay in advance during booking.

The full amount is payable for each session even if your child arrives late or leaves early for any reason. If your child is unable to attend for any reason, no substitute bookings or refunds will be made. All forms must be completed, and payment received prior to your child starting the club.

You may use childcare vouchers to pay for After School Club. Once you have booked and paid for your child/ren's place it will be non-refundable.

Stay and play

This session has been introduced to cater to parents who want to book at the last minute either because they are running late for normal pick up time or just want a few minutes of childcare after school. This is just a play session in a relaxed atmosphere for children to play and interact with other children. As the name suggests, it is a stay and play session therefore, your child may not have time for a snack. These sessions are £2.50 from 3:10-3:40.

Cancellation

Payment is due prior to the child attending the club. If payment is late and not made within five days of the due date, parents/carers will incur a £10 administration fee per child and your child's place may be offered to someone else.

School Closure

If for any reason there is a school closure, you will be informed by the school as soon as possible via the usual means. Please also refer to the school website.

Please note.

To ensure an effective registration process, we will not be able to pick children up from any other clubs after the initial start time of 3:10 as children will be brought to us by their teachers after school.

Child illness/absence from Wrap Around Care

Please ensure your child does not attend if they are unwell- in line with the school's sickness/illness policy. Please also observe school protocol and NHS guidelines that your child should not attend school for 48 hours clear following the last bout of sickness/diarrhoea. If your child is unable to attend a session due to an illness, when reporting their absence from school please ensure that you also tell the office that your child was also due to be with us. The office will then advise the team who will mark them absent. If your child becomes unwell during the course of the session you will be contacted.



If your child will not be attending for ANY reason, please ensure that you advise us as soon as possible. Failure to let us know causes a lot of extra work in tracing children who are expected but do not turn up.

If your child is unable to attend Lil Stars After School Club for any reason, no substitute bookings or refunds will be made.

Behavior

The club will follow the School Behavior Policy and any child who continually displays unacceptable behavior could be at risk of exclusion from the club.

Accidents

In case of any accidents/ emergency, we will follow our accident and emergency procedures. At least one staff or all will be first aid trained.

Contact Information.

Please make sure that the after-school club team have your most recent contact details and that you have completed the child information sheet and returned it to school prior to your child starting with us.

It is your responsibility to ensure we have the most up to date information and essential that you advise the team of any changes immediately they happen, remembering to keep an eye on e-mail and texts especially in bad weather conditions. The after-school club is here to support all parents therefore, if you have any suggestions or ideas on how we can improve, please let us know.

Allergies/ Dietary requirements

We are not able to cater for preferences in your child's taste (due to the number of children we will have in our club!), however if your child is vegetarian or certain foods cannot be consumed for religious or cultural reasons, please specify this on the booking forms and mention it on your booking form. Every effort will be made to accommodate such needs. It is essential that you advise us of all food allergies or intolerances. Should your child suffer with a medically diagnosed allergy then you should let us know prior to booking a place discuss the situation. We will strictly be nut free and nuts will not be used in any foods or preparation.

Booking Form

Child's Name.....Class.....

Child's Name.....Class.....

Child's Name.....Class.....

I wish to use the After School Club on the following days @ £5 per hour or £12.50 up to 5:30pm daily. Stay and play between 3:10 - 3:40

AFTER SCHOOL CLUB

Day	Full time or Ad hoc	Duration/time	Stay and play
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please tick

I'd like my child to do their homework / reading at the After-School Club (For independent learners only)

I agree to the terms and conditions of Lil Stars After School Club

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

Print name.....



Registration Form/Emergency Contact Form

Child's Details

First Name..... Surname.....

Date of Birth.....

Address.....

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Post Code.....Phone Number.....

E-mail.....

Please feel free to add more than one e-mail. We may use these to advise you of any changes to arrangements/ early closures (usually bad weather) and to keep you up to date.

Emergency Contact 1	Emergency Contact 2	EmergencyContact 3
Name.....	Name.....	Name.....
Relationship to Child.....	Relationship to Child.....	Relationship to Child.....
Address.....	Address.....	Address.....
Telephone Number.....	Telephone Number.....	Telephone Number.....
Work Number.....	Work Number.....	Work Number.....
Mobile Number.....	Mobile Number.....	Mobile Number.....
		password for collection of your child:



School Closure

In the event of a school closure, I nominate the following person to collect my child.

(Please ensure that they are in possession of your correct password).

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

Address.....
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Telephone Number.....

Work Number.....

Mobile Number.....

Medical Information

Name of Doctor.....

Telephone Number.....

Address of Doctor's Surgery.....

Allergies (please provide medical evidence):

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Do you consider your child to have a disability or any additional need? If yes, please provide details below.

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Please use the space below to record any information that you feel is important with regard to your child attending After school Club e.g. dietary requirements, medical needs including details of any medication held in school.

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Sometimes we may photograph the children and display these photos in the room used by the team or on the school website, Twitter feed and Facebook page. It is a legal requirement that we request your permission for this. Please indicate whether you give your consent to this below.

I agree /do not agree * to my child/ren being photographed whilst attending the club and these photos being displayed in the above places (* please delete as appropriate).

Signed:

Thank you for taking the time to complete this form. Please remember to advise us immediately of any changes. Many thanks.

Child Permission/Consent form

<p>Outdoor play equipment consent</p> <p>I agree for the above-named child to use outdoor play equipment in the setting, sports areas, main hall and outdoor areas, whilst in the care of the after school club</p>	<p>YES/NO</p>
<p>Intimate care</p> <p>I give permission for the staff at Lil Stars Childcare to provide intimate care for my child should they need it. This includes some, though limited, support cleaning themselves up after an accident (with their consent only) and making sure that they are clean and comfortable, in line with our intimate care policy (available on request)</p>	<p>YES/NO</p>
<p>PG movies and video games</p> <p>Occasionally, on poor weather days or towards the end of a session when the creative and physical activities have ended, at the request of the children, the club may put on a movie or video game for the children to choose to participate in. I give consent for the above named child to enjoy movies or video games up to, and including, the age certificate PG.</p>	<p>YES/NO</p>
<p>Lone working acknowledgement</p> <p>I understand that it may be necessary for my child to be cared for by one member of staff at the club. I understand that a full 'Lone Working Risk Assessment' has been carried out and that I may see this and the 'Lone Working Policy'. The member of staff is fully qualified to care for children on their own and ratios will not exceed those set out in the Lone Working documentation. I consent to my child being under the supervision of one adult member of staff while at the after school club.</p>	<p>YES/NO</p>
<p>Information sharing</p> <p>I give consent for staff at Lil Stars Childcare to discuss and share appropriate information about the above named child with their teachers and other staff at the school.</p>	<p>YES/NO</p>

Parent/guardian signature:

Full name:

Date:

