

**Drayton Acorn Club
and
Reception
Afternoon Club
Prospectus/
contract**

**Drayton Community Infant School
School Road
Drayton
Norwich
NR8 6EP
01603 860272
after 3:30p.m. 07833 171157
OFSTED registration number: EY293248**

May 2010

Welcome to Drayton Acorn Club and Reception Afternoon Club

Drayton Acorn Club is for the care of children from all year groups at Drayton Community Infant School and past-registered or sibling-entry Years 3-6 from Drayton Junior School.

Reception Afternoon Club is for enrichment and enjoyment activities of part time children in Reception for the Autumn Term, numbers permitting.

Our aim is to provide a safe, friendly and stimulating environment supervised by professional, experienced staff.

We are situated in Drayton Community Infant School. Please note that cars can be parked in school grounds after 3:15pm.

Opening Times:

The After School Club will be open from 3:00pm until 6:00pm. Year 3-6 children can be collected from Drayton Junior School and escorted to Drayton Infant School. Children will be picked up from outside the School Office. A fee of £1 is made for this collection.

The Reception Afternoon Club will be open from 12:00 noon until 2:45pm.

Booking a place

A completed registration form will be required before attendance, these are available from the School office.

Any information given will remain confidential.

Food

After School: a snack and a drink will be given during the session, water will be available at all times.

Reception Afternoon Club: Children will be required to bring their own packed lunch, water will be available at all times.

Health and Safety

Children will be asked to follow certain Club rules. Please be assured that these rules are to protect the children and to ensure their health and safety while attending the Clubs. A copy of the Health and Safety Policy is available in the School office during normal school hours.

Emergency Numbers

It is most essential that we have an up-to-date telephone number, mobile telephone number, to contact you and/or your emergency helper during the day in case of your child's illness or accident. Please let us know at once if your contact number changes.

Play and Activities at the Club

The clubs offer a wide range of indoor and outdoor activities for the children to choose from. We believe by playing the children learn and develop as individuals, the adults' role is to enhance opportunities for creative play.

Indoor activities include board games, use of computers, construction toys and various arts and crafts. Weather permitting, we offer daily outdoor play using the school play area.

We recognise that some children may prefer less energetic activities such as TV or DVD's, however we do monitor the time watching TV. Any child needing time to do homework or who prefers to spend their time quietly (e.g. reading) will be offered a quieter area.

Conduct

We like to offer an informal and recreational atmosphere whilst ensuring a clear code of conduct. We expect the children to show consideration for their peers, the building, equipment and indeed the staff! Aggressive, disruptive or discriminatory behaviour is not tolerated. The rules for behaviour are outlined in Drayton Community Infant School Behaviour Policy which is reviewed annually. A copy is available on our website.

Cancellations

Please give as much notice as possible should you wish to cancel a session, due to sickness etc. Unfortunately we will still require payment for the booked session(s).

Should you wish to cancel your booking, 4 weeks' notice is required and all fees due will be payable for this period. Please do contact us if your child will be absent for any reason, as we are concerned when a child booked does not show up. For the After School Club this can result in us having to contact staff to try and locate your child. As you can imagine this takes time and causes worry for the staff and disruption for the other children.

Medical consent forms

Should your child require medication to be administered whilst at the Clubs you will be asked to complete a medical consent form. Please note that the staff may only administer medicines which have been prescribed by a Doctor.

Accidents or Injuries

Should your child be involved in an accident or be injured while at the Clubs, first aid will be given. The details will be recorded in our Accident Book and you will be asked to sign this to ensure that you have been informed. We aim that all staff will gain a First Aid Certificate. Should your child require emergency treatment, the staff will try to contact you immediately. However, they may need to act 'in loco parentis' should they have to respond quickly. If an ambulance is required, a member of staff will accompany your child with their registration details (if we are unable to contact either parent or carer immediately).

Illness

Please do not send your child to the Acorn Club if obviously unwell, or if you have reasonable doubts, as they rarely improve during the course of the day. Children suffering from diarrhoea or sickness should not return to the Acorn Club for at least 48 hours after the final bout, as per LA guidelines. Information and advice is readily available from the clubs about the current exclusion periods for infectious illnesses.

If your child becomes unwell during the evening, a member of staff will ring you and ask that you come and collect your child.

Collection and Safety Arrangements

To underpin the values and ethos of our school and the clubs, it is our intent to ensure our children/young people are appropriately safeguarded.

Our Safeguarding Policy is available on our website at www.draytoninfant.norfolk.sch.uk

When collecting your child you will be asked to sign the daily collection sheet. Please notify us of any changes of named person(s) authorised to collect your child. If an unknown or non-named person arrives to pick up your child we will not release him/her without your permission. If you are likely to send someone unknown to us, we will require a password from you to release your child.

Emergency Procedure for uncollected children

If your child is not collected within 30 minutes after the Clubs have closed, and we have not heard from you or been able to contact you, the Supervisor will contact the Social Services out of hours Duty Officer. Arrangements will be made for your child to be handed over to an appropriate place of protection, agreed by Social Services.

Staffing

We have two supervisors who both head a small team of Playworkers. Our staffing levels enable us to maintain a ratio of at least one adult to eight children (as recommended by Ofsted). All staff undergo checks by the Criminal Records Bureau.

Occasional Bookings

You may prefer to register with the Clubs, but will only need to use us occasionally. Once registered, you can then contact the Clubs (via the School office) to enquire if there is a space available. Unfortunately we cannot guarantee a place.

Fees

After School Club is £8.00 per child per session, when booked for the half term. A 5% discount is given for 2nd and subsequent children attending the same evening. For occasional bookings the fee is £8.50 per child per session. The Reception Afternoon Club is £8.00 per child per session.

We will collect past-registered or sibling-entry Years 3-6 children from Drayton Junior School, there will be a small charge of £1.00 per session for this service.

The fees are payable by cheque at the time of booking. Cheques to be made payable to NCC Drayton Community Infant School. Fees will be payable half termly in advance. Late collection after 6:00 pm will result in an extra charge of £5.00 being levied to cover additional staffing costs.

We also accept Childcare vouchers from Accor, Busybees and Care-4. For more details on this please ask at the School Office.

Childcare Tax Credit

You may be entitled to Working Families tax credit, which could cover up to 80% of weekly child care costs. If you are a lone parent working at least 16 hours per week you may also be entitled to tax credit. Phone 0845 300 3900 or log on to www.hmrc.gov.uk

Management

The Clubs follow the policies and procedures of the School.

The Clubs are managed by the Headteacher, who reports to the Governors of Drayton Community Infant School each term.

We reserve the right to make changes to this contract and will always inform parents in advance.

Complaints Policy:

A copy of the Complaints Policy/Procedure is available from the School office during normal school hours.