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# Castle Early Birds

## After School Club

(At Castle Primary School)

We aim to provide high quality, affordable and accessible childcare for children, in a safe and supportive environment, on the school premises.

Our After School Club is a great way to end the School day! Children at "Castle Early Birds, After School club" are provided with a healthy snack in a relaxed atmosphere, with an opportunity to meet friends and play games or finish off homework, under supervision.

**Closing time for the Afterschool Club:-**

**Monday - Friday 3.30 - 5.30pm**

**3.30-4.30pm Homework Club £5.40/£4.90 sibling discount**

**3.30-5.00pm Homework Club and light tea £7.40/£6.90 sibling discount**

**3.30-5.30pm Homework Club and light tea £9.40/£8.90 sibling discount.**

**4.30-5.30pm light tea £6.30/£5.80 sibling discount**

We have various table top activities such as arts and crafts, puzzles, table football, freeze dance, video games and quizzes.

**Snacks provided:** --Spaghetti hoops on toast/salad/fruit/crisps  
Cheese and Ham sandwiches/salad/fruit/crisps  
Hot Dogs/salad/fruit/crisps  
Cheese and Ham wraps/ salad/fruit/crisps  
Beans on Toast/salad/fruit/crisps  
Squash/water provided though out the session

Should your child wish to take part in an afterschool activity at school, (school play, football, dance, gym etc.), we are able to collect and bring your child to the afterschool club afterwards.

To enrol your child, please pick up a registration form from the school office at Castle Primary School or download from my website: [castle early Birds.com](http://castleearlybirds.com)

If you need any further information please contact **Mandy Brittan** at:[castleearlybirds@outlook.com](mailto:castleearlybirds@outlook.com), phone or text **07855 632215**

**Please note this is an independent company all enquiries should be directed to the Manager at Castle Early Birds not staff at Castle Primary School.**

# Castle Early Birds

## Personal Details

Please complete the following details:

Name:					
Address:					
Email Address:					
Home Tel:		Work Tel:		Mobile:	
Child's name:		Class:	D.O.B:	Age:	
Child's name:		Class:	D.O.B:	Age:	
Child's name:		Class:	D.O.B:	Age:	
Breakfast Club					
Start Date: _____ Days on which childcare is required (please circle)					
Monday	Tuesday	Wednesday	Thursday	Friday	Occasional
Afterschool Club					
Start Date: _____ Days on which childcare is required and what time until (please circle)					
4.30pm , 5.00pm , 5.30pm					
Monday	Tuesday	Wednesday	Thursday	Friday	Occasional
Photographic Consent					
On occasions, personal photographs may be used in art activities. Please sign below if you give your permission for your child/children's photographs to be used for displays, albums and art work.					
Parent's/Guardian's signature _____					

Please note: Siblings may be added to this form as they join the club.  
We do however require a separate Medical Information & Food/Diet form for each child.

# Castle Early Birds

## Emergency Contacts Form

Details of people who can collect the child during the session if necessary (if your child is ill for example).

**Please name at least 2 people.**

Name of Child/ren

**Contact 1** (this must be a parent/guardian's work address if applicable)

Name:

Relationship to child:

Address:

Telephone number:

E-mail address:

**Contact 2**

Name:

Relationship to child:

Address:

Telephone number:

E-mail address:

# Castle Early Birds

## Medical Information

One form must be completed for each child

Name of child:

DOB:

Any **medical information** the club needs to know about:

Details and **dosage** of any medication being taken by the child (including inhalers):

My child has an **allergy** to the following: (e.g. penicillin, nuts etc...):

My child may not eat the following:

Is there anything else that you think we should be aware of (religious requirements, behaviour, family situation, communication)?

Name:

Tel:

Address:

**Signature:**

Please ensure that you have completed and signed all sections, and then return to the Breakfast/Afterschool Club Manager Mandy Brittan.

# Wrap around Club Policy

## Food and Activities

Children will be offered a range of healthy food for, including fruit.

A number of activities will be on offer for the children to participate in. These will include craft activities, games, toys, pool tables, table tennis, Wii, Nintendo, laptops and children's television.

## Behaviour Policy

Behaviour will be based on a positive reinforcement and modelling of good behaviour. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from wraparound club will be the final sanction from such provision when all possible strategies have failed.

## Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

➤ All parties agreeing that the environment is appropriate for the child ➤ Liaison will be arranged with relevant professional support networks if applicable.

➤ The staffing levels can support the needs of the child.

## Pricing Policy

Wraparound:-. These fees are to cover cost of:-

- Staffing
- Food
- Equipment and day to day running costs.
- Letting Fees to Castle Primary School

Refunds are not given in the case of absence.

The pricing of the Wraparound care will be reviewed regularly and you will be notified on a specific date when the increase will take effect following  $\frac{1}{2}$  term notification.

## Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the wraparound club managers, who keeps a register of staff available for cover.

## Fire Procedure

Children should exit the dining hall and assemble on the school field behind the building. All registers should be taken and the children checked.

## **First Aid**

If First Aid is administered, the treatment given will be recorded in the Breakfast Club First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

## **Medication**

Inhalers are kept in the School. If a child needs an inhaler it will be given by a member of staff.

## **Risk Assessment**

A risk assessment has been carried out for the wraparound club.  
This policy will be reviewed by the wraparound Club as and when it is deemed necessary.

## **Data protection GPDR**

We collect personal information from you for your child's care with us. This information is kept as a paper copy on site and is entered onto our database. This information is kept secure. We also take photos of the children within our settings to put on our display boards/website/Facebook page.

Please see our data protection GPDR policy for more information.