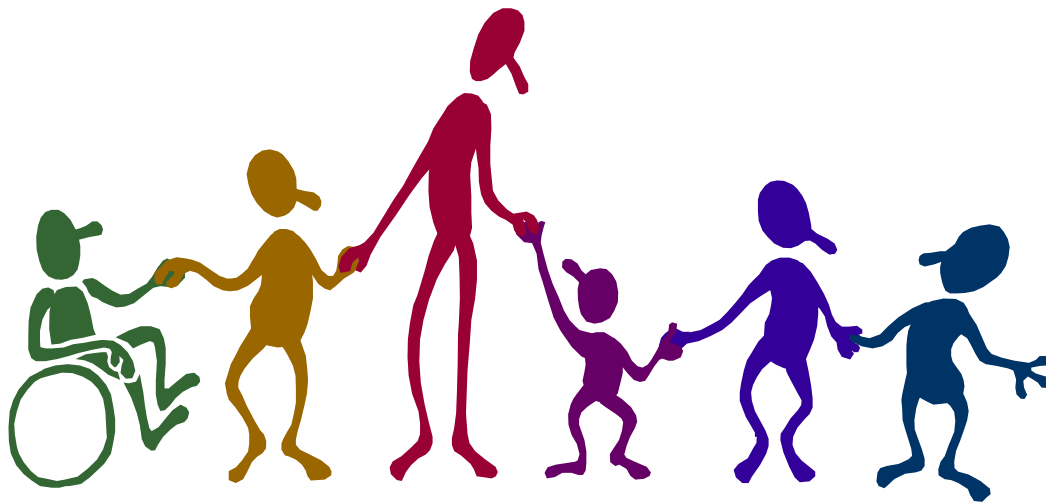


Cheadle Stay & Play Club



All about us

Cheadle Stay & Play Club
Cheadle Primary School
Ashfield road
Cheadle,Cheshire
Sk8 1BB

Club mobile number: 07974009051

email a.morrall1@ntlworld.com

About the Club

Cheadle Stay & Play Club based at Cheadle Primary School was opened in September 2004 by Mrs Angela Morrall, we are an ofsted registered provision permitted to provide childcare for up to 70 children aged 3 to 11 years. It is open weekdays, during term time from 7.50 until 8.50 am for breakfast and 3.10 until 5.45pm for after school. Our breakfast club is based in the school dining room (opposite main school). We offer a full range of breakfast choice and cater for any dietary needs. After school club is also currently based in dining room but will move to main school hall after October half term. A fruit snack and drink are provided each day; however this is not intended to substitute for a main evening meal that the child may receive at home. We promote independence, by encouraging the children to help themselves to the snacks, and prepare their own drinks we also encourage them to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times.

Aims

The club aims to provide a safe and secure and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities for all children to enjoy with their freinds.

What we offer

We offer a wide range of activities, incorporating arts & crafts, board games, bead crafts, ICT, imaginary play, construction, outdoor play, and much more. During their time at the club children are free to choose activities independently and supported when required.

Staffing

Our club is committed to promoting partnerships with parents/carers and children therefore we have designated group key workers.

Parents/carers and children will be notified of their key worker at their induction session. Children will learn to approach their key worker with any concerns or queries.

If a parent/carer has any concerns regarding their child's experince or safety they should speak to their child's key worker or Mrs A Morrall.

The key worker groups are as follows:

Early Years: Miss D Morrall

Key stage one: Mrs A Morrall/ Mrs Palmer-Verity (Deputy Manager)

Key stage two: Mrs K Singh/ Mrs M Capocci

We also have supply staff available to cover absences, when regular staff are ill or attending courses.

All our staff have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Criminal Records Bureau.

Mrs A Morrall: SENCO

Mrs A Morrall: Equalities and Inclusion Co-ordinator, Health and Safety Officer

Mrs A Morrall: Fire Safety Officer, First Aid Co-ordinator, Child Protection, Designated safeguarding lead

Mrs A Morrall: Behaviour Management Co-ordinator,

Miss D Morrall: EYFS Lead,

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this Handbook).

Organisation

Cheadle Stay & Play Club is run as a private business, employing six staff. We maintain a close working relationship with Cheadle Primary in order to ensure continuity of care. Three members of our team also work at the school. Mrs A.Morrall is also on the school governing board

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

Terms and Conditions

Admission

It is our intention to make Cheadle Stay & Play Club accessible to children and families attending Cheadle primary. Admission to the club is organised by the Manager and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending. A completed registration form and booking form is required for each child attending. This form contains information concerning your child and is confidential.

Payment of fees

The current fees per child are £8.00 for an afterschool session. All breakfast sessions are £4.00 per child. All Fees are payable a month in advance using the club booking form which is emailed monthly. The price per session per child applies to all children. Bookings are only confirmed once booking form and payment is received. It is also payable for all sessions including when your child is sick, or absent without 24 hours notice. Booking forms are sent out via email prior to any booking.

Bank holidays and professional days will not be charged for.

Bookings or Non-payment of fees will result in your child's place being terminated.

Changes to days and cancelling your place

Any changes to bookings or cancellations of sessions will be agreed by Manager.

Requests for changes to days should be made to the manager and will be accommodated where possible.

Temporary changes

Please remember that we need to know if your child (or children) will not be attending Cheadle Stay & Play Club for any reason. Even if you have informed your child's teacher, we still need to know. Contact details can be found at the start of this handbook.

Arrival and departures

All Early years and Key stage one Children are collected from their classrooms by a member of Cheadle Stay & Play club staff and are then escorted to the Club. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed for each child collected. Children attending breakfast club should be escorted to and signed into club by a named adult.

At the start of the school day all children attending breakfast club are escorted to their class entrance by club staff.

A full copy of our Collection and Departure Procedure is available from the manager, at your request.

Children should always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named person, we require verbal clarification by nominated adult.

The club finishes at 5.45pm, if you are delayed for whatever reason please **telephone the club to let us know**.

A late payment fee of £10.00 will be charged if children are collected after 6.00 pm.

Safeguarding/Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures all our staff attend regular Safeguarding training.

Equal Opportunities

Cheadle Stay & Play Club is committed to equal opportunities as stated in its equalities policy.

Additional Needs

Cheadle Stay & Play Club will make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs. Our staff training programme includes specific elements relating to children with additional needs. We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

General Information

Behaviour

We have a clear Behaviour Management Policy, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs.

We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our Suspensions and Exclusions Policy for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for **48 hours** after the illness has ceased. See our Illness and Accidents Policy for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are fully trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our Illness and Accidents Policy.

Medication

Please let the manager/deputy know if your child is taking prescribed medicine.

Please speak to the manager/deputy if medication needs to be administered during club time.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff. Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on request.

Our Pledge to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.