

The Play Base

Out of school club



PARENT INFORMATION BROCHURE

2020-2021

DAYTIME TELEPHONE NO; 01937 557602

Joanne Howson 07730 353775

Sue Williams 07545 471007

Tania Stafford 07891 044775
Email- theplaybase@gmail.com

THE PLAY BASE BEFORE AND AFTER SCHOOL CLUB

BREAKFAST CLUB

The Village Hall
Church Street
Barkston Ash
LS24 9PJ

Telephone:01937 557602

AFTER SCHOOL CLUB

Barkston Ash R C Primary School
London Road
Barkston Ash
LS24

Telephone:01937 557602(daytime)

INTRODUCTION

Welcome to The Play Base before and after school club. We are a friendly club offering out of school care for children aged 3 – 11 years of age. The club is available to children who attend Barkston Ash Nursery school and Barkston Ash R C School.

The Play Base is Ofsted registered and run by fully qualified and experienced staff offering a caring environment, which is both safe and secure.

A broad range of activities will be provided to suit the needs of the children and age ranges. Children will be able to choose and help in the planning of day-to-day activities.

The facilities at the after-school club are well equipped and are accessible to those children who may have special requirements, although facilities are limited at the breakfast club, we would endeavour to accommodate particular requirements in consultation with parents.

A Special Needs Co-ordinator (SENCO) is employed at both clubs, if parents have any concerns they may speak in confidence to the nominated person. All activities will be planned to meet the needs of all the children, providing equal opportunities for all. The nominated SENCO is Sue Williams and Joanne Howson.

THE PLAY BASE STAFF

The following staff will be running the club:

Joanne Howson - **Manager**
Sue Williams - **Senior Business Partner (Owner)**
Tania Stafford - **Partner (Owner)**

Hannah Gander - **Play Worker**
Leah Plews - **Apprentice Play Worker**

BREAKFAST CLUB

The breakfast club is run from the village hall in Barkston Ash and is open from **7.30am – 9.00am Monday to Friday** term time only.

Children can access a 'café' style breakfast from 7:30am, and they will be escorted to school by qualified staff from 8:35am..

The children have access to a selection of activities which are available during their time at the breakfast club.

The club must be made aware of any special dietary requirements.

EB Early Bird Breakfast 7:00am-7:30am £7.50

BC Breakfast Club 7:30am-8:45am £7.50

AFTER SCHOOL CLUB

The after school club is run from the school hall at Barkston Ash R C Primary School, and is open from **3.15pm – 6.00pm Monday to Friday** term time only. A light snack is provided through a 'Self-help cafe' style from 3:45pm following registration.

A wide range of activities will be made available during your child's time at the club, these include table top activities such as arts and craft, board games, writing and puzzles etc as well as construction games, TV, play stations and WII , we also have a quite area for reading and relaxing. The club also have access to the outdoor play area and equipment, which we hope to use as often as possible weather permitting. Play Base supports the EYFS Curriculum and will also provide resources and activities that can reflect the requirements of the EYFS for children in Reception Class.

The cost per session is £12.50

We reserve the right to change the prices without prior notification.

ADMISSION/REGISTRATION

The Admission to The Play Base is on a first come basis, a waiting list is in operation and is held in date order. Once a place becomes available the next person on the list will be contacted. We cannot reserve a place for longer than 4 weeks, after this time your child will be placed onto a waiting list. You will be contacted the month before you required place when we will confirm whether a place has become available. The Play Base has a comprehensive registration

document and a contract of the terms and conditions, these documents must be read, completed fully and signed before a place can be confirmed for your child. We ask in the first instance that all parents make themselves known to the staff of The Play Base in the interest of the security of your child. Only authorised people will be able to collect your child and who have been specified on the 'authorised persons to collect children form' which includes photographs. These are the guidelines we must follow to ensure your child's safety. In the event of an emergency, and a person unknown to staff attempts to collect your child, they will be asked to provide staff on duty with the password that you have given on the registration document.

The Play Base reserves the right to refuse admission and to terminate a contract without notice.

Our priority for admissions is for those children who will be using the facility on a regular basis. We cannot accept any one off/ casual bookings. – If you wish to increase booked sessions you must complete a booking slip beforehand and additional places will then be confirmed if space is available.

INVOICING

You will be invoiced monthly; the invoice must be paid in full within 7 days of the invoice date. You may opt to pay monthly by direct debit. Late payment will incur a 10% interest, if the invoice still remains unpaid after 6 weeks this may result in the refusal to accept your child until all outstanding amounts are paid. .

If you prefer to pay monthly by direct debit, your invoice can be worked out over the school year. Please speak to a member of staff.

Please note that there is not reduction in the invoice for absences, including sickness, training days, holidays or after school activities as this secures your child's place at The Play Base.

COLLECTION OF CHILDREN

The after-school club finishes at 6.00pm, please may we ask all parents to collect their children promptly. If you are unavoidably delayed you must ring us immediately, if we have not been contacted you will be charged an additional £15.00 for every 15 minutes that your child remains in our care.

THE ROLE OF THE PARENT

We recognise that parents are the first and most important people in the lives of the children. Our aim is to make all children and their families warmly welcomed and hope that we can work together to make your child's time at The Play Base happy and stimulating. Any worries that you may have can be shared in confidence with any member of staff.

SECURITY (Safeguarding)

Only designated adults who have been introduced and are known to The Play Base may collect your child and are on the '*authorized persons to collect children form*'. In the event of an emergency an alternative system is available which will be discussed with you if the need arises. If a person tries to collect your child who is not known to us, we will not release your child until a parent has been contacted.

DIATRY REQUIREMENTS

Please make The Play Base Staff aware of any special dietary requirements that your child may have by completing the appropriate section on the registration document.

CHILD PROTECTION PROCEDURE

The Play Base's primary responsibility is for the welfare of the children in our care. It is therefore our duty to report to social services if we have any cause to suspect that a child has been subject to any form of abuse. We will also discuss our concerns with the appropriate school. Sue and Joanne are the named Child Protection Officers.

EQUAL OPPORTUNITIES

The Play Base aims to meet all children's individual needs, including special educational needs. The values deriving from different backgrounds (racial, cultural, religious and linguistic) will be recognised and respected.

CONFIDENTIALITY

The Play Base's work with children and families will on occasions bring us into contact with confidential information. All information is treated as "strictly Confidential" and will not be discussed with any other parent. Files and records relating to your child will be available for you to view at any time. No information will be passed to a 3rd party without the written consent of the parent.

COMPLAINTS

In the first instance any complaint should be directed to the Partners of The Play Base, if any issues still remain UN resolved, you may contact the registering authority as follows:

OFSTED Telephone number : 0300 123 1231

WWW.Ofsted.gov.uk/childcare

OTHER CONTACT TELEPHONE NUMBERS:

Joanne Howson 07730353775

Sue Williams 07545 471007

Tania Stafford 07891 044775

Barkston Ash Nursery School 01937 557602

Barkston School 01937 557373