

BOOKING DETAILS:

You can book into **FOSSILS** by speaking to a member of **FOSSILS** staff or through the school office. For regular bookings a booking form is required, but we are able to accept emergency bookings verbally.

We request that you give at least 48 hours notice of bookings so that we can plan activities effectively. Contract bookings will run from 48 hours after the booking is received until the end of that term.

Payments can be made on our electronic payment system—ParentPay. We expect you to keep your account in credit, and under the terms of our debt recovery policy we reserve the right to restrict access to the service if payments are not made.

The current charges are as follows:

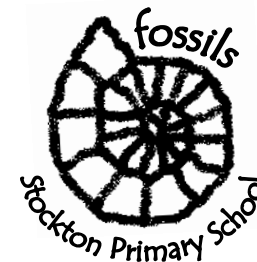
7.45—9.00 am CONTRACT ONLY	£4.50
8.00 – 9.00 am	£4.20 includes breakfast
8.30 drop off	£1.20 cash in hand £1.50 paid on account.
3.30 – 4.00 pm	£2.25
3.30 – 5.00 pm	£6.25 includes a snack
3.30—5.30 pm CONTRACT ONLY	£8.00 includes a snack
3.30—6.00 pm CONTRACT ONLY	£10.00 includes a snack

If you are late collecting your child then there is a fee of £10.00 in addition to the session fee.

Please note that there is a cancellation fee of £3.50 if you have booked a place and then choose to make alternative arrangements with less than 48 hours notice. This cancellation fee will be waived in case of illness. Unfortunately we are unable to accept cancellations for contract bookings.

FOSSILS

Stockton Primary Before and After School Club



Welcome to FOSSILS. Our club runs from 8am to 8.55am then 3.30pm until 5pm Monday to Friday. We offer a “drop off” facility from 8.30 to 8.55. As the club is operated within school the transition at 8.55 and 3.30 couldn’t be simpler. We provide a safe environment where children are cared for. For parents who need longer hours, we also offer a contract only service from 7.45am every morning and until 6pm Monday to Thursday.

FOSSILS aims to provide children in our care with a safe, stable, stimulating and caring environment. We aim to develop strong friendships, extend social skills, encourage personal interests, hobbies and respect for each others interests. We actively promote the development of positive self image and confidence. We provide an atmosphere that makes both the children and parents relaxed, happy and comfortable. We particularly strive to achieve a home from home atmosphere to ensure our children are happy and content. We do not aim to be as structured as school and children will have opportunities to make decisions about the activities provided. We offer indoor and outdoor play according to weather conditions and children’s preferences. There are regular activities, such as cookery, that the children may join in with if they wish to. We also ensure that we offer equal opportunities for all children regardless of their age, cultural background, race or other identified needs.

FOSSILS do all sorts of things! From quietly relaxed to highly active we aim to provide a range of activities to suit your child. This could be cookery, outside games or just winding down after school looking at books, drawing or computer activities.

All staff have undergone an enhanced CRB check.

FOSSILS is run by the school and as such it comes under the guidance of all usual school policies and procedures. These policies and procedures are available in school to read if you should wish to do so and include Health and Safety, Risk Assessments and Complaints Procedures. However, some specific procedures are outlined below for your immediate information.

CHILD PROTECTION

Stockton Primary School has a duty to ensure that each child attending their establishment is safe, healthy and developing to their full potential. In order to support this **FOSSILS** has adopted the Warwickshire County Council's 'Safeguarding Children's Policy'. Any issues regarding safeguarding children will be immediately reported to the school Child Protection Officer, Mrs. Bedgood, and in her absence to a senior member of staff and / or the Child Protection Governor, Mrs. Roberts.

INDIVIDUAL NEEDS

The club will endeavour to meet the needs of all children regardless of their gender, race, culture or educational/medical needs and where necessary we will seek appropriate advice and training prior to the child attending. Diane Cooper, our **FOSSILS** leader, has an up to date certificate in paediatric first aid and other members of staff on site are also trained in first aid. Should a child have specific medical needs the club and parent/carer will need to complete a 'Care Plan', this will detail the specific needs of the child and the approach staff must take to ensure continuity of care and will include such things as Asthma and the use of inhalers. For all administration of medication, as stated in the school's medicines policy, a consent form must be completed and signed by the parent/carer. Medications must be kept in a lockable cabinet whilst on the premises, therefore children must be aware to hand this to a member of staff for safe keeping.

ILLNESS

Should a child become unwell whilst attending **FOSSILS** at any time, parents or the additional emergency contact person will be contacted and the child must be collected as soon as possible. Your child's teacher will share any relevant information about your child with **FOSSILS** staff if necessary

DROPPING OFF AND PICKING UP

Access to **FOSSILS** is from the front entrance of the school premises via the playground. Parents and visitors can ring the doorbell for attention. A member of staff will open the door as soon as possible. Children will not be accepted into the club before 8.00 am and must be collected no later than 5.00 pm for standard bookings and 7.45am and 6.00pm for contract bookings. Late pick ups can cause unnecessary distress for a child and parents will be charged additional fees, details of which can be found overleaf.

CODE OF BEHAVIOUR

FOSSILS children are encouraged to behave appropriately whilst attending. We encourage them to show respect for their peers, staff, toys and equipment. They are encouraged to apologise when they have done wrong and try to put it right. Bad language, inappropriate behaviour such as destructive, abusive behaviour or bullying will not be tolerated. Any display of such behaviour will be reported to the Head teacher and will make it necessary for staff or Head teacher to speak with parents to discuss strategies and sanctions to correct the behaviour. Should agreed strategies be unsuccessful **FOSSILS** will have no alternative but to cancel the child's place.

NO child in our care will be subject to any form of physical or humiliating punishment. We expect parents to respect our behaviour policy and work in partnership with the setting to correct any unacceptable behaviour.