**William Davis after School Childcare Provisions: Monday- Friday: 3.30pm- 5.45pm.**

**About the club**

William Davis Primary School offers support to families after school, by hosting our own in-house after school club, run by William Davis staff. We aim to provide children with a nurturing after school care provision which allows them to play creatively and relax in a safe and stimulating environment. Our aims include the promotion of imaginative and creative play, physical play and healthy living. We want to provide a happy, safe, and stimulating environment where children can have fun and relax after school. We will cater for children of primary school ages. The club will function on a pay-as-you-go basis. This will enable our parents, who may need childcare on individual days, to access the club we provide, as well as those who wish to come on a regular basis. Please note that payment must be made in advance. If you are interested in the club, please speak to a member of the school office.

**Venue**

The club is held in the safe and spacious William Davis Primary School.  There are areas for both indoor play and outdoor play. We have the use of the playground for supervised games, and the use of the main hall. There are ample toilets and washing facilities.

**Food and Drink**

All children who attend the after school provision will be provided with light snacks such as juice, toast, rolls, milk, fruit and vegetables. We will take into account any allergies that are detailed in the registration form for children.

**Times and dates**

We are open five days a week, Monday to Friday, from 3.30pm to 5.45pm during term time.

Please note that the club is not open on INSET days and during school holidays.

**Our Staff**

Our staff members have a wealth of experience working with children of primary school age as they currently have jobs within our school as teaching support staff.

We have a staffing ratio of 1:6 and all staff members have been DBS checked. Our staff resolve conflicts constructively and are in line with our whole school approach of Restorative Practice. The staffs aim is to keep children safe and will report all safeguarding concerns to the designated safeguarding officer.

**Activities**

All activities are supervised and will follow a theme on a weekly basis such as racket and ball games, den building, healthy baking. The aim of activities will be to promote collaborative play, imaginative and creative play, and physical play in addition to promoting healthy and sustainable living.

**Session fees**

Charges are based on two timings, and must be paid at least a week in advance unless it is an emergency arrangement. Prices of the two timed sessions are

3.30pm - 4.45pm: £5

3.30pm – 5.45pm: £8

Please note the price differs for students under 5 years old due to the staffing ratio. Please see prices below:

3.30pm - 4.45pm: £7

3.30pm – 5.45pm: £10

**Booking**

You will be charged according to how long you book your child in for the after school provision, nothow long they stay for. If you book them for an hour but need to change that to two hours then you would need to let us know by 1pm on the day of the booking, with the exception of in an emergency.

If you are late in picking up your child from a one-hour booking, you will be charged for two hours.

**Payment**

Fees are payable a week in advance. As we need to make arrangements for the week ahead. For an emergency booking payment must be made the day after in the school office. Payment is to be made by cash, cheque or bank transfer to Forida in the school office. Currently we have a capacity of 12 children therefore if we are full we cannot guarantee acceptance of an emergency booking.

Payments can be made weekly, monthly or termly by bank transfer, once done please let us know. The bank details are as follows:

William Davis Primary School

Account number: 19708238

Sort code: 60-03-19

Reference: Please give your child’s name.

**Behaviour**

We expect children to behave courteously and responsibly towards each other and to the staff in accordance with school policy. Incidents of unacceptable behaviour will be recorded and brought to the attention of the parents/carers. Persistent unacceptable behaviour may lead to the privilege of club attendance being withdrawn.

**Cancellations**

We reserve the right to charge the appropriate fees for any child who is booked into a session and fails to attend or cancels without notice.

**Late Pick up**

There will be a penalty for late pick up as the school premises are required to close at 5.45pm. Children that are picked up late will be recorded and will be charged at the rate of £15 extra for every 15 minutes after the service has closed.

Repeated late pick-ups - if there are repeated late pick-ups the parent or carer will be advised that we will be unable to provide care for a week.

**William Davis after School Provision Registration Form**

The following information is totally confidential and will be held as a permanent record to support William Davis Primary afterschool care bookings. Please advise us immediately of any changes.

**Important note**: **Password for collecting child for those not listed below as emergency contacts.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Surname:** | | | **First Name:** | | | |
| **Gender:** | **Date of Birth:** | | | **Password:** | | |
| Parent/Carer Details | | | Parent/Carer Details | | | |
| **Name:**  **Home Address:**  **Home Telephone No:**  **Mobile:**  **Email:**  Daytime/Work Telephone Number & Extension: | | | **Name:**  **Home Address:**  **Home Telephone No:**  **Mobile:**  **Email:**  Daytime/Work Telephone Number & Extension: | | | |
| **Emergency Contacts:** Please give details of two people to be contacted in the case of an emergency and  that they are able to collect your child should the need arise: | | | | | | |
| Name | | Relationship | | | Telephone Number | |
|  | |  | | |  | |
|  | |  | | |  | |
| Child’s Health: Please provide details of significant health issues (including special educational needs and/or physical statement): | | | | | | |
| Details of any Special Dietary Requirements, Preferences, food or other allergies (plasters, pollen, dust, etc.): | | | | | | |
|  | | | | | | **State Yes or No** |
| I consent to any emergency medical treatment necessary whilst my child is in attendance at the club. I authorise club staff to sign any form of written consent to emergency medical treatment on my behalf, if the delay in waiting for parental consent would endanger my child’s health. | | | | | |  |
| Declaration/Consent: | | | | | |  |
| I hereby consent for my child to take up a place at this club, according to the Terms and Conditions and its policies and procedures. I have understood the expectations and obligations relating to both myself and the club and agree to abide by them. | | | | | |  |
| I have given a security password for contacts not listed on the registration form  That may collect my child. | | | | | |  |
| I have completed the registration form. | | | | | |  |
| I agree to abide by the cancellation notice requirements of the club. | | | | | |  |
| I understand that persistent late payment or non-payment of fees will jeopardise my child’s continued attendance at the club. | | | | | |  |
| I confirm that the information given above is correct and I promise to contact the school immediately if any of the details change. | | | | | |  |

Please return form to: The School Office