



Acorns Breakfast Club and Hamsey Green Primary School Surfers & Ocean Club Parent Handbook

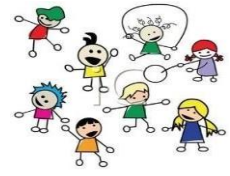
**Tithepit Shaw Lane
Warlingham
Surrey
CR6 9AQ
Ofsted No: 144230**

Contact the afterschool and breakfast club on

01883 622000 (8.30am – 3.00pm)

07394571311 (7.30am – 8.30am and 3.00pm – 6.00pm)

01883 622000 Option 3 Nursery (7.30-3.00pm)



Welcome to

Acorns Breakfast, Surfers & Ocean Club

This booklet has been prepared to help ensure that you are as fully informed as possible about the club. We hope that you will find it useful. Please do not hesitate to ask should you require any points clarified.

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Aims

To provide a child-centred, enjoyable and stimulating environment with quality, friendly care for children between the ages of 2 and 11 years.

To provide a service for parents wishing to return to work, already in work, receiving training or who are not available to look after children before and after school.

Registration

Children must be registered to join the clubs prior to attending. Registration forms can be downloaded from the school website or obtained from either of the school offices.

Activities

As well as free play we provide other activities such as arts and crafts, role-play, games, quizzes, team games, Wii dance and outdoor activities when the weather permits.

We encourage children to participate in group activities to enhance their social skills, but it is not compulsory for them to join in.

A quiet area is available for those children wishing to do homework. A member of staff is always available to read with children if a parent/carer requests them to do so.

General Information

Currently there are 16 places available for Acorns Breakfast Club and 24 places available in both Surfers and Ocean Club. These sessions have the appropriate staffing levels to support this.

All school policies are adhered to and we ask that, in line with school policy, mobile phones are not used whilst on the premises.

Acorns Breakfast Club operates at the Nursery Setting. It opens 7.30-9am. If you need to contact the Nursery Breakfast Club please call 01883 622000 option 3

Surfers Breakfast and Ocean After School Club operate on the Primary School site from 7.30a.m. to 8.30a.m. and 2.50p.m. to 6.00p.m., Monday to Friday during term time, depending on the Year group your child is in.

Surfers and Ocean Club is situated in the school opposite the Year 2 classroom. Please ring the bell on the Surfers and Ocean Club door to gain entry when dropping your child off at Surfers club or collecting from Ocean club.

If you need to talk to someone in the Surfers or Ocean Club whilst a session is taking place, please call 07394571311. This number should only be used for an emergency, if you are running late to collect or if someone different will be collecting your child as the adults in the club are supervising the children. All other enquiries should be e-mailed to oceanclub@hamseytlt.co.uk during school office hours.

Snacks and Drinks

Children booked in for both Breakfast Clubs are provided with a healthy breakfast of cereals, muffins, toast, crumpets, fruit etc, together with a drink of water, milk, hot chocolate, orange or apple juice.

Breakfast is served between 7:30-8:15am. Any children arriving after 8:10am at Surfers Club will be unable to have breakfast due to time constraints.

We provide all the children in Ocean club with a healthy snack at 4.00pm. The menu is available from Surfers and Ocean club but will consist of wraps, jacket potatoes, fish fingers, beans on toast, crumpets, muffins, dips, crackers, cheese, ham, crudités and fruit is available daily. A drink is also provided. The children can help themselves to fresh drinking water throughout the session. Children with allergies or special dietary requests can be catered for.

Dietary and Medical Information

Please ensure you complete the dietary and medical information on the registration form where appropriate. If there are any changes to this information once your child has been registered for the club please inform us in writing as soon as possible.

Safeguarding /Contact Details

Both Breakfast Clubs and Ocean After School Club follow the Arrival and Departure Policy. A copy of which will be given to you with the registration form or can be downloaded from the school website. If there are any unusual arrangements that you have made the school aware of, it is your responsibility to provide this confidential information to the Clubs also as this may not automatically be passed to them.

It is essential that you provide current contact details so that you or any nominated emergency person can be contacted swiftly should the need arise. The school office/and the Nursery should be notified as soon as possible of any changes to contact information. Please ensure that we always have up-to-date emergency telephone numbers on our file.

Should arrangements be made at any time for any adult other than those already named to collect a child, a member of staff must be informed by the parent in advance. All adults collecting children **MUST** give the correct password before the child is dismissed.

Deputy Safeguarding Leads are based at both Breakfast Clubs and After School Club.

Information given to employees of the school is covered by the Data Protection Policy.

Site Safety and Security for our children

Acorns Nursery operates a Video Call Buzzer System. Please press the button for someone to open up to gain access to the site.

The Primary School gates are automated to provide increased security for your children during the school day. The pedestrian gate will open at 7.25am to allow you to drop your children at Surfers club and again at 2.45-6.00p.m. to allow you to collect from Ocean club. The car park is for the use of staff only.

Behaviour

If a child continually misbehaves and after two verbal warnings and one written warning to parents/carers the situation does not improve then the parent/carer will be requested to remove the child entirely from the club. In this situation no refunds can be given.

Respect for and proper use of all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

Children will be reminded that they are on school property and that they must treat it with respect and follow normal school rules.

Unless it is requested or optional as part of an activity, children **MUST NOT** bring toys, games or valuable items, including money. The school will not be held responsible for any personal items lost or stolen.

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Payment / Terms and Conditions

Please read the following carefully. The academy operates a zero tolerance on bad debt.

Acorns Pupils

For children attending Acorns Nursery, payments for sessions will be invoiced by the Finance Department on a termly basis as this is calculated on the age of the child. This enables us to provide the correct staff ratios for the age of the children.

Primary Administration Fee

An initial administration fee of £2.00 per child will be charged when you register your child for the club. We are sometimes asked to complete forms or provide information for a third party. Requests of this nature will incur an administration fee of £5.00 per request.

Primary school Costs

Payment is requested at the time of booking. Payment can be made on line by credit/debit card using the school money system. If you are unable to pay on-line we also offer the option of using the pay point system, you will need to contact the school office to request a pay point bar code, this could take up to 48 working hours to clear. Parent who have registered to use the voucher system will be recognised by 'School Money' and allowed to check out without an on-line payment.

For Primary aged pupils, the current fee per morning session (surfers) is £5.00 and £10.00 for after school session (Ocean).

There is a £1.00 reduction for additional siblings.

Session fees cannot be refunded on the actual booked day as costs have already been incurred. The only exception to this may be sickness absence – this will be at the discretion of the school.

Additional Charges

The school fully understands that sometimes parents require emergency after school childcare and this can be arranged by calling the school office. an on-line payment will be required before 3.00pm for that emergency session. An additional £2.00 late booking charge will also be added to your account.

Late Collection

Ocean club closes at 6.00pm and children must be collected by this time. Late collection will result in a late charge being imposed as follows:

£3.00 for every 5 minutes rounded up to the next 5 minutes.

In the case of siblings the charge will be applied to one child only.

We hope your children enjoy their time in Surfers and Ocean Club.

Please do not hesitate to contact the Club Manager with any suggestions or concerns. You may do this in person, via the telephone or via e-mail on ocean@hamseytlt.co.uk.



Hamsey Green
Primary School

'Together we learn for life'