**Welcome**

**to**

**Stay and Play at Shevington Vale**

The Stay and Play Club provides a safe, secure and caring environment, before and after school, where children have the opportunity to enjoy lots of fun activities or just simply relax with their friends.

The club is run by friendly, qualified and experienced staff with a voluntary committee managing the affairs of the club. There are at least three members of staff on duty each session, and all staff have DBS clearance. The club has been inspected and registered by Ofsted and we have a 'key worker' system in place.

We are open five days a week, term time only and cater for children aged 3 - 11 years. The club allows parents and carers more choice and flexibility, with some families choosing to book sessions on a regular basis, while others use the club on a more occasional basis.

Sessions are chargeable and include healthy snacks and drinks - parents are asked for information regarding dietary needs prior to their child's admission.

**Our Aims and Objectives:**

1. We aim to provide good quality before and after school care for the children who attend the club.
2. We aim to develop positive attitudes in children and to enable children to express themselves and make choices within a safe environment.
3. We aim to encourage self-discipline, consideration and respect for others.
4. We will promote an inclusive ethos which encourages the full and inclusive participation of all children, and aim to help all children fulfil their potential.

**Children’s comments:**

*“I love Stay and Play because of many things, but my favourite is the snack. I also love playing with the football table”*

*“I love Stay and Play because I come every day and we go outside”*

*“I like playing with the Duplo”*

 **Stay and Play Club**

The mobile phone number for Stay andPlay is

**07939195878**

**Session times and charges:**

Breakfast session 7.45am - 9.00am £4.50

Evening session 1 3.30pm - 5.00pm £5.50

Evening session 2 5.00pm - 5.30pm £1.00

**Staff**

Play Manager - Mrs Howell

Play Assistants - Mrs Stanley and Mrs Anderson

First Aiders - Mrs Anderson and Mrs Howell

**Policies**

Stay and Play's policies are available to parents on request

Stay and Play

## Privacy Notice

At **Stay and Play** we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email or post so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

* have a safeguarding concern about your child
* are required to by government bodies or law enforcement agencies
* have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

* we will not be able to continue to care for your child if we do not have sufficient information about them
* even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can’t delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner’s Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: Date:

Name:

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible*

 **Parent - Club Agreement**

Child’s Name: ………………………………..................................................

Date of Birth: ………………………………......

Address: …………………………....................................................................

………………………………...........................................................................

Home Telephone Number: …………………………......................................

Name of person(s) who has parental responsibility for the child: ………….........

………………………………...........................................................................

Please state which parent/carer(s) the child normally lives with:

 ............................................................................................................................

**Permission to Collect the Child:**

Please note: Collectors of children who attend Headstart or the Reception class must be 18 years of age or over, and know the child's security password

Unique password for child collection: .....................................................................

Details of First Contact

Parent’s/Carer’s Name: ………………………………......................................

Contact Tel. No and Address: ………………………………................................................................................

Details of Second Contact

Parent’s/Carer’s Name: ………………………………......................................

Contact Tel. No and Address: ………………………………................................................................................

Details of Third Contact

Contact’s Name: ………………………………......................................................

Relationship to Child: ………………………………...............................................

Contact Tel. No and Address: ……………………………….....................................................................................

**Special Health or Dietary Requirements:** ……………………………….......

………………………………...........................................................................

………………………………...........................................................................

………………………………...........................................................................

**Medical Conditions (include allergies, learning difficulties, disabilities):**

………………………………...........................................................................

………………………………...........................................................................

………………………………...........................................................................

………………………………...........................................................................

Ethnicity: ………………………………........

Religion: ……………………………….........

Home Language: …………………………….

Details of Place Booked: ……………………………….................................

………………………………...........................................................................

Sickness: The Club is unable to look after sick children and will contact parents to collect them in the event of such illness or accident.

Parent’s Signature: ………………………………...........................................

Date: ………………………………........

**Healthy snacks typically provided for the children include:**

|  |
| --- |
| **Breakfast Session**A choice of cerealToast with toppings (spread, jam)Muffins, Crumpets, Bagels, PancakesFruit salad with yoghurt |
| **Evening Session**Fruit salad with yoghurtSandwiches/WrapsToast with toppingsPizza slicesHot dogsSausage rollsSoup |
| **Drinks available**Milk, fresh drinking water, Pure apple or orange juice (breakfast session only) |

**Daily Routines**

**Morning Session**

When children arrive at Stay and Play they are welcomed by staff, and parents are asked to sign their children in. Children are free to choose whichever activities they would like to take part in before being invited to sit together at the snack table for breakfast. At the end of the morning session, children are escorted to their classrooms by a member of staff.

**Evening Session**

At the end of the school day children are collected from their classrooms by a member of staff. On entering the setting, children sit together for a healthy snack and drink before joining in the free play or adult led activities provided. We like to play outside during this session, or sometimes we play in the school hall. Parents sign their children out on collection.

**Activities provided for the children include:**

Arts and crafts

Baking

Construction toys including Duplo, Lego, Mobilo, Knex, Marble run, Stacking cups

Small world toys including a farm, wooden road/rail set, small dolls with dolls house, dolls, train set, cars with garage etc

Football table

Jigsaw puzzles and board games

Playdough

Drawing

Book corner

Role play

Planting and growing things

Musical instruments

DVDs

Outdoor play - Wooden fixed climbing equipment, tennis, basketball. skittles, small balls with bats, hula hoops, football with nets, large chalks, skipping ropes, tricycles, scooters and much more!

**Stay and Play**

**Charges Policy**

1. If a child has a place reserved at the Stay and Play Club but does not attend for any reason, **the charges are still payable.** This includes absence due to illness, or if a child is on holiday or school trip during the school term. This is necessary to retain the place. Should school holidays differ then there will be no charge as these are circumstances beyond a parent's control.

1. We also request that parents pay fees on a weekly basis. We accept cash, cheques, childcare vouchers or Early Years Funding. Cheques should be made payable to Stay and Play.
2. If payments are **two** weeks in arrears your children may not attend the Club until the debt is cleared.
3. All debts must be paid by the end of the academic year or your children will not be able to attend the Club again in the following September.
4. Fees will be charged for the late collection of children at the discretion of staff.
5. Charges will be reviewed every year and parents will be given at least one month’s notice of any increase.

Please let us know if your child is unable to attend the Club, either by sending in a short note, or by contacting us on **07939195878**. We need to know where a child is if s/he does not arrive at Stay and Play.

If you are interested in using Stay and Play please complete the following forms and return them to the club. Thank you