

SHEVINGTON VALE PRIMARY SCHOOL

BEFORE & AFTER SCHOOL CLUB



Welcome
to
Shevington Vale Primary School
Stay and Play

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. There are at least three members of staff on duty each session, and all staff have DBS clearance. 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.

Parents may provide a small, healthy snack and drink for their child if they wish. Parents are asked for information regarding dietary needs prior to their child's admission.

Our Aims and Objectives:

- We aim to provide good quality before and after school care for the children who attend the club.
- We aim to develop positive attitudes in children and to enable children to express themselves and make choices within a safe environment.
- We aim to encourage self-discipline, consideration and respect for others.
- 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 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"

Shevington Vale Primary School

Stay and Play

Email: stayplay@shevingtonvale.wigan.sch.uk

The mobile phone number for Stay and Play is

07547395210

Session Times and Charges

Breakfast Session	7.45am - 9.00am	£5.00
Afternoon Session 1	3.15pm - 5.00pm	£6.00
Afternoon Session 2	5.00pm - 5.30pm	£1.25

Staff

Play Manager - Mrs Howell

Play Assistants - Mrs Stanley, Mrs Anderson, Mrs Keegan

First Aiders

Mrs Anderson and Mrs Howell

Shevington Vale Primary School
Stay and Play S27
Charges Policy

- 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, for example. This is necessary to retain the place. Please let us know if your child is unable to attend the Club by contacting us on **07547395210**.
- We require parents to pay fees on a **weekly** basis, (termly/half termly is also an option paid in advance). **If payments are not kept up to date we are unable to guarantee your child's place.**
- Payments may be made via bank transfers, childcare vouchers, childcare grant or Early Years Funding. We are registered as Shevington Vale Primary School, WN6 9JP to receive payment via Tax Free Childcare Vouchers.
- Fees will be charged for the late collection of child/ren at the discretion of staff.
- Charges will be reviewed every year and parents will be given at least one month's notice of any increase.

Account Name
Shevington Vale Before and After School Club
Account Number
85047872
Sort Code
60-24-02
Name of Bank
Nat West

Parent's signature _____

Daily Routines

Morning Session

When children arrive at Stay and Play they are welcomed at the gate by a member of staff. Children are free to choose whichever activities they would like to take part in and encouraged to have their breakfast snack (if provided) during the session. 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, the younger children are escorted from their classrooms by a member of school staff. On entering the setting, the children join in the free play or adult led activities provided, and have their snack (if provided). We like to play outside during this session. Parents collect their children at the gate, ringing the bell to alert staff.

Activities provided for the children include:

Arts and crafts

Construction toys including Duplo, Lego, Mobilo, Knex, Stacking cups etc

Small world toys including a farm, wooden road/rail set, dolls houses, dolls, cars with garages, dinosaurs/animals, Shopkins etc

Football and air hockey tables

Jigsaw puzzles and board games

Darts board

Playdough

Drawing

Books

Role play/dressing up

Planting and growing things

Laptops

DVDs

Wii/Playstation

Outdoor play - Wooden fixed climbing equipment, tennis, skittles, small balls with bats, hula hoops, football with nets, large chucks, tricycles, scooters, dolls and prams, and much more!



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

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:

.....

Others:

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:

Permission Form for Stay and Play

Parental Permission
for
Emergency Medical Advice or Treatment

I give permission for any necessary emergency medical advice or treatment to be sought or given to my child whilst attending the Stay and Play Club.

Child's name _____

Signed _____ (Parent/Carer)

Parental Permission
for
Photographs

During the year we may wish to photograph children at activities in the setting for record keeping, displays, training purposes or to promote Stay and Play on the school's website. To do so we need your consent. Your child will not be photographed unless you have given permission.

Child's name _____

I give/do not give* permission for my child to be photographed. (* delete as appropriate)

Signed _____ (Parent/Carer)

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.