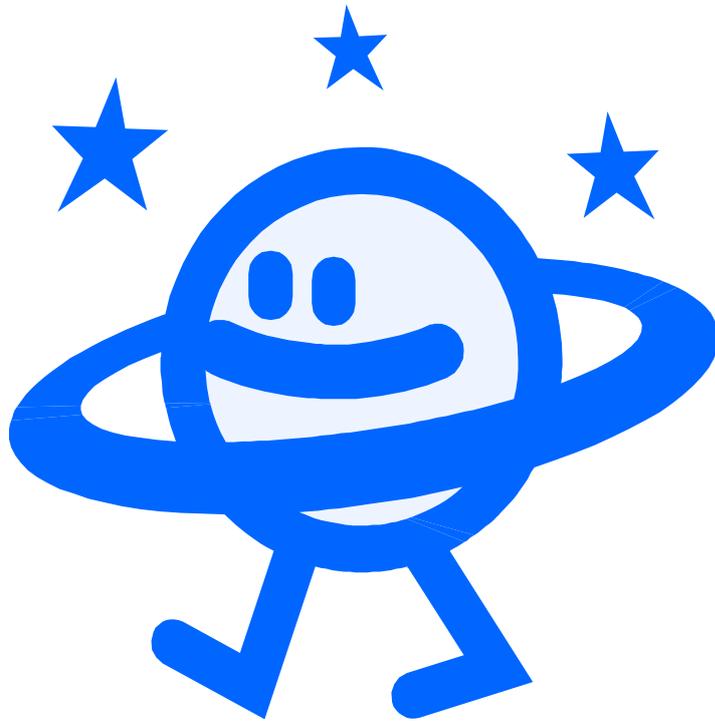


Harby CE Primary School

PLANET PLAY



Before and after school care

I hope you find the enclosed information helpful. Should you require any further information please contact:

Sharon Taylor Planet Play Coordinator or
Bridget Bye Headteacher

phone or fax 01949 860553

e-mail office.school@harby.leics.sch.uk

or contact Harby CE Primary School, School Lane, Harby,
Melton Mowbray, Leicestershire LE14 4BZ

What we aim to provide

A safe, friendly quality child care for children aged 4-11 years.

A range of stimulating and fun activities.

An atmosphere, which generates respect for others, themselves and the environment.

A facility that develops children's ability to take responsibility for their own behaviour.

A facility that will provide for child's welfare and development.

When is it open?

Monday to Friday term time

8.00am -8.50am before school

3.15-6.00pm after school

Where will it take place?

In the purpose built after Planet Play room, classrooms and outdoor areas.

What type of activities will be provided?

Games

Creative activities

Construction activities

Cooking

Computer activities

Relaxation time

Videos

Music

Sports and physical activities

Visits and outings

Themed days and weeks

Introducing the staff

Planet Play Coordinator Sharon Taylor

Planet Play Assistant Sue Steward

Planet Play Assistant Kim Cowen

Planet Play Assistant Maddie Jones

Overall responsibility - Bridget Bye Head teacher

Myles Ponsonby - Chair of the Governors

How much does it cost?

8.00 - 8.50am £5.00

3.15 - 4.15 pm £5.00 (includes snack & drink)

3.15 - 5.15 pm £8.00 (includes dinner & drink)

3.15 - 6.00 pm £11.00

Payment

Fees can be paid via the online payment facility, using cash, cheque (made payable to LCC Harby CEPS), childcare vouchers or bank transfers. Please ask office staff for further details regarding childcare vouchers.

Payment should be made within 2 weeks of the session being taken.

Failure to do this may result in the withdrawal of future places.

Discounts

Two children (siblings) or more booked in for a full session will receive a £1.00 discount per child per full session.

Sessions booked half termly in advance will receive a discount of £1 per session charge.

Help with child care costs

70% of your child care costs can be claimed depending on your circumstances. See the tax credit and family credit leaflets or call the Inland Revenue on 0845 9000 604 or 0845 300 3900.

To claim you will need LCC Harby CE Primary School Ofsted Registration Number which is **120132**

Planet Play and school continuity

In the morning children should be brought to the Planet Play entrance and after the session they will transfer directly into class.

At the end of the school day children at Harby C of E Primary School will be escorted to Planet Play. Children taking part in after school activities like football or choir will register first with Planet Play and then they will be taken to the activity. When the after school activity is completed they will be escorted back to Planet Play.

Please note start time for Planet Play After School Club is 3.15pm. Children going to an after school activity at 3.15-4.00pm and then going onto Planet Play will be expected to pay After School Club fees from 3.15pm to ensure their place is kept.

At the end of the school day at 3.15pm, if your child remains uncollected by 3.30pm without communication to school staff, they will be taken to Planet Play and a £5 charge will be levied.

Snacks

A snack and drink will be provided during the session 3.15 - 4.15pm

A home cooked meal will be provided during the session 4.15 - 5.15pm.

Collection details

Children must be collected at the Planet Play entrance by the cross.

Children will only be handed over to the person/s named on the registration form. Children will not be released unless clarification can be established from the parent/ carer. Parents must make every effort to notify staff of any alterations to the person collecting the child in writing, if possible. A signature is required to confirm collection and time of collection for our register.

Late collection

Emergency contact numbers provided by the parents will be contacted if parent/carers are over ten minutes late and if contact can not be made by 6.30pm Social Services or the police will be contacted.

Late Collection Charge

Collection ten minutes after the agreed collection time but before 6pm will be charged at the rate of an additional session. Collection after 6pm prompt will result in an extra charge of £10 per child. In the event of 3 late collections, your child/children's Planet Place may be withdrawn.

Policies and procedures for your information

Behaviour

A Behaviour code of conduct will be established in the early weeks of Planet Play by the children and staff and follow the school code of conduct.

In cases of unacceptable behaviour the following strategies will be applied

- 1 Individual discussion having fully established the facts with constructive ideas for solutions
- 2 Explanations of why their behaviour is unacceptable.
- 3 Use of a calming period where children are upset before investigation.
- 4 Withdrawal from an activity
- 5 Distraction and redirecting children
- 6 Group discussion with peers suggesting the way in which the person might have behaved and how they feel about that persons behaviour
- 7 Incidents to be reported to parent/carers
- 8 Recognise that children are learning to deal with emotions.
- 9 Those whose behaviour is such that they are a danger to themselves or others or to the achievement of Planet Play aims will not be able to use the service. Parent/carers may be called and asked to collect children
- 10 Help the children to find solutions to conflict.

Sick children

When a child is considered too ill to remain at Planet Play parent/carers will be contacted (or other contact numbers if unavailable). The child will be made as comfortable as possible. Medical advice may be sought in extreme cases from the doctor's surgery.

In the case of infectious diseases Planet Play will follow the advice issued by Leicestershire Health Care concerning confinement and children will not be allowed to attend until the advised period is complete.

Asthma

Planet Play welcomes pupils with asthma and will encourage them in all aspects of the club. The staff recognise that asthma is an important condition affecting many children. Parents are asked to complete the asthma pro-forma.

Equal opportunities

The Planet Play and school aims to develop positive attitudes of behaviour, appropriate to living in a multicultural society and seeks to promote the consideration for the individual, regardless of race, creed, colour or gender. We believe that all staff and parents/carers must do everything possible to combat prejudiced attitudes in the school community. The school considers every person to be of equal value and everyone will be included. The staff and governors of this school abide by the laws which govern equal opportunities and racial equality, and we follow policies set down by Parliament and Leicestershire County Council.

The governors will ensure that all staff are recruited, trained and promoted on the basis of ability, the needs of the school and the requirements laid down in the job specification. They will not discriminate on grounds of gender, race, disability, age, marital status or sexual orientation.

How to register and book child care

Remember even if you only intend to use Planet Play infrequently it will save time if you register in advance.

- 1 Complete the Child Record form
- 2 Complete the terms and conditions form
- 3 Complete the booking form
- 4 Complete the asthma form if you need to
- 5 Return to the Planet Play Coordinator along with payment

NB. Payment must be within 14 days of the sessions being taken.

Fees will not be returned if your child is ill and does not attend the club. As you can appreciate staff have to be employed on the basis that your child is attending. If you pay in advance for a half term and your child is absent for a week or more this week will be carried forward.

Closure due to unforeseen circumstances

In the event of school/Planet Play closure a notice will be put outside school, and if possible, BBC Radio Leicester and Leicester Sound will be notified the school website will be updated.

Admissions policy

The inclusive child care facility is for children aged 4-11. Places are allocated on first come first served basis with a capacity based on staff numbers to ensure appropriate ratios.

Children attending other schools will be admitted if places are not required by Harby CE School children. One months notice will be given to parents of children from other schools if their place is required by a Harby CE School pupil. Alternative sessions will be provided if available.

Complaints procedure.

If you have a complaint, collect a copy of the policy and procedure from the coordinator.

Harby CE Primary School Planet Play Before and After School Club

Terms and conditions

I agree.....

- to inform Planet Play of any absences.
- to pay the charging tariff.
- to arrange for the collection of my child at 6.00pm prompt.
- that if collection is ten minutes after the agreed pick up time I agree to pay for a further session or an additional charge if after 6pm prompt. I understand that Social Services or the police will be contacted at 6.30pm if contact has not been made with yourself or any of the emergency numbers provided.
- to all other emergency numbers being used to make contact.
- to update the staff of any change in contact numbers or health issues that affects your child.
- to arrange for collection of my child should they be ill.
- that should my child's behaviour be such as to endanger him/her or others or that his behaviour is such that it is detrimental to the provision of child care I will collect my child immediately and his future inclusion will be at the discretion of the Planet Play Coordinator and in line with School Policy.

Your child's welfare is our first concern and there may be times when we consult other agencies even before we consult you. We want to assure you that we will follow the procedures and protocols laid down by the Leicestershire Childrens Safeguarding Board and act in the child's best interest at all times. Staff have access to a trained designated lead in Child Protection and Safeguarding at all times. These are Bridget Bye and Luke Martino.

Signed the person with responsibility for the child_____

Child's name_____

Harby CE Primary School Planet Play

Asthma record

Name _____

Regular treatment

Name of medication and how to be
taken _____

Dose and when to be
taken _____

Relief treatment

Name of medication and how to be
taken _____

Dose and when to
taken _____

Should medication be taken before exercise? _____

Signed the person with responsibility for the above child

Harby C of E Primary School
Planet Play CHILD RECORD FORM

CHILD DETAILS - Please complete in block capitals

Name As shown on the birth certificate		
Name that the child is known by If different from above		
Date of birth		Male/Female
Home address		
Mobile Telephone number (If applicable)		
Religion (If any)		
The language(s) spoken at home, other than English		

PARENT/CARER DETAILS

Name		
Relationship with child		
Home address		
Contact numbers	Home	Mobile
Place of work		Work number

Name		
Relationship with child		
Home address		
Contact numbers	Home	Mobile
Place of work		Work number

If you are interested in claiming Child Tax credit or Working Class and reducing your fees collect a leaflet or call the Inland Revenue on 0845 300 3900

EMERGENCY CONTACT 1 - If the parents/carers are not contactable. This person must be over 16.

Name	
Telephone number	
Relationship with child e.g. Grandparent, neighbour, friend etc	

EMERGENCY CONTACT 2 - If the parents/carers are not contactable. This person must be over 16.

Name	
Telephone number	
Relationship with child e.g. Grandparent, neighbour, friend etc	

ANOTHER PERSON WHO MAY COLLECT THE CHILD - If the parents/carers are not contactable. This person must be over 16.

Name	
Further information If necessary	

CHILD'S DOCTOR

Name	
Address	
Telephone number	

CHILD'S HEALTH INFORMATION

Allergies	
Illnesses/Conditions	
Diet Include specific diet and likes and dislikes	

PLEASE READ AND ANSWER THE FOLLOWING STATEMENTS CAREFULLY

In the event that my child requires immediate medical treatment, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

YES/NO

I give my permission for photographs to be taken of my child and understand that they may be displayed around the setting.

YES/NO

PLEASE SIGN BELOW TO CONFIRM THAT ALL THE INFORMATION GIVEN IS CORRECT AND THAT YOU AGREE WITH THE FOLLOWING STATEMENTS.

I consent for my child to take up a place and confirm that I have read and understood the terms and conditions and agree to abide by them.

I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance.

I agree to inform the Manager of any changes to these details as soon as they occur.

Signature of person with legal responsibility for the young person

----- Date -----

Signature of Manager

----- Date -----