

Information Booklet

Sir John Lillie Primary

Breakfast Club

Playcentre and

Holiday Playcentre



Welcome

The Sir John Lillie Extended Services Team is committed to working in partnership with parents and carers to provide a high quality, safe and stimulating environment for children to learn and play.

Information

Contact Details

Telephone Numbers:	Playcentre	0207 386 6834
	School	0207 385 2107

Please contact the Playcentre number in the first instance.

Playcentre Manager:	Ms Deborah Pope
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Term time

Breakfast Club	7.30am to 8.55am
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Playcentre:	3.00pm to 6.30pm
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Fees

All fees are to be paid 2 weeks in advance. Failure to pay fees will result in the withdrawal of your childcare place. If you have booked your child a place you must pay for the session even if your child does not attend.

If your fees are not kept up to date, we have the right to terminate your child's place with 2 weeks' notice.

Breakfast Club: £5.00 a session

£5.50 a session (For St. Thomas school)

Playcentre: £13.00 a session

School holidays

Holiday Playcentre: £25.00 (9am to 5pm) we do extended hours also 8am to 9am £3

5pm to 6pm £3

Late Fines

£20 for every quarter of an hour after 6.30pm for each child.

All fines must be paid within 5 days.

Social Services

If a child/children are not collected by 6.45pm we will

contact social services.

Refunds

We cannot be responsible for any changes in your child's circumstances, which might prevent attendance. A refund will only be issued if your child has a severe injury that prevents them from attending school or an illness that is contagious. A doctor's certificate will be required for a refund to be issued.

Method of payment

You can pay by cash or BACS. A receipt will be issued please keep as proof of payment. If you wish to pay by BACS, please see the Playcentre Manager for bank details and put your child's name as a reference when setting up the BACS.

Child Care Vouchers

We accept child care vouchers on site and also by BACS payments.

Working Tax Credits and Universal Credit

If you are eligible for Working Tax Credit you will be entitled to Child Tax Credit. This means you will be entitled to help with the cost of your childcare. Child Tax Credit is claimed as part of Working Tax Credit.

You will need our Ofsted Number to claim for your child care costs. Please note you must have booked and paid for your child's place at Playcentre and be registered with Working Tax Credit before we will give you our Ofsted number to make a claim.

Cancellation or Changing of Days

If you wish to cancel your child's place or change the days they attend you need to give 2 weeks' notice otherwise, you will still be charged.

School Journeys and Day Trips

If your child is going on a school journey, you will need to give us 4 weeks' notice to ensure that you are not charged for their place. If your child is going on a school day trip you will be expected to pay for their place.

Inset Days

If your child's school has an additional inset day to those set in the school calendar, you will be charged as we will still continue to operate a service.

Medical Conditions

In the event of a medical emergency involving your child or a serious accident, the staff will contact you as soon as possible. If we are unable to contact you we will contact the person named second on your application. We will accompany your child to hospital if needed, but we are unable to give permission for any treatment unless you have completed our Emergency Treatment Form giving us permission to do so.

Contact Details

It is important that you keep your contact details with us updated. If your child has a long term medical condition, please make sure all the information is entered on the Medical Form included in the Booking Form.

Medication

If your child is to be given medication this will be kept in a safe place and administered by a member of staff. You will be required to complete a Medicine Consent Form; this is available on request.

First Aid

We have trained staff who will administer basic first aid on a day-to-day basis. This will be recorded in the first aid book which you will be asked to sign when you collect your child.

Escort Service

Children who attend Sir John Lillie Primary from Nursery to Year 2 will be brought down to Playcentre by a member of staff. Children from Years 3 to 6 will make their own way down to Playcentre.

Children from other schools will only be escorted if you have booked the service. If your child does not need collecting, please let us know before 2pm so that the escort will not be looking for your child when they arrive at their school.

Food (We are a nut free school)

Your child will be provided with an evening snack i.e. sandwich, fruit, yogurt, milk and biscuits etc. Please note this is not an evening meal, this should be provided at home.

Holiday Playcentre

Children bring a packed lunch during holiday Playcentre. These should be healthy.

Please ensure that there are

- No glass bottles or fizzy drinks
- No nut products
- Limited sweets, crisps and chocolate.

Child Protection

As a registered care provision we are bound by the Children's Act. If we have a cause for concern regarding the physical and or emotional wellbeing of a child we will, in most cases, discuss our concern with you. In certain circumstances it may be necessary to refer the concern to Children's Services.

Health and Safety

Health and Safety is everyone's responsibility. If you see anything that you feel is of concern, PLEASE inform a member of staff immediately.

Inclusion

We aim to support all children to the best of our ability and include all children in our provision.

If your child demonstrates behaviour difficulties or has any special needs, please inform us so that we can plan appropriate resources, activities and staffing.

Collection of children

We will only release your child to the person named on Booking Form. If there are any changes or if you are sending someone else to collect your child, please notify us immediately. We will give you a password if it is someone else collecting your child for the first time.

We will not release a child to any person's unknown or to an underage sibling, this depending on the age of the child they are collecting. If you want an older brother or sister to collect your child, we will need a note in writing.

If your child/children are not collected by 6pm we will contact social services.

Security

Access to our site is through a security door with recording CCTV. Please help us to keep your children safe by closing the door behind you when entering or leaving the building.

When buzzing into the building to collect your child please state who you are and who you are collecting.

When leaving the building please remember to sign your child out of the Playcentre. The Signing Out Register is kept in the hall entrance.

There is CCTV around the school.

Complaints

Any concerns are always listened to whenever they are raised. The Playcentre Manager will ensure that parent/carers receive a prompt response in accordance with our Complaints Procedure.

All policies and procedures are available for parent/carers on request and can be found on the school website www.sirjohnlillie.lbhf.sch.uk

A Typical Day at our Holiday Playcentre

If your child has not attended our Playcentre before and it is their first day, please let a member of staff know so that a play worker can look after them until they are familiar with their new surroundings, other children and staff.

On the first day of any holiday staff and children will be together on site so that everyone gets to know each other.

Morning

- Children should be registered by 10am at the latest.
- Activity rooms and areas are opened and children can choose what they would like to do.
- We provide arts and crafts, board games, hall games, music and drama, sports and outside activities.
- Break time is around 10.30am when we provide a small snack.
- After break they can resume play.
- Lunch time is between 12.30pm and 1pm when the children can eat their packed lunch.

Afternoon

- After lunch they can resume play.
- We often offer workshops which can vary from a drama class, football coaching, music lessons, art lessons, storytelling etc.
- Break time is around 3.30pm when we provide a small snack.
- After break the children can resume play until it is time to start clearing up for home time.

Trips

We try and provide at least one trip during a half term holiday.

During the summer holiday we go on at least 2/3 trips per week. A trip can be all day, just in the morning or just in the afternoon. Not all children go out on all trips. Some trips will be for different aged children.

Information will be given to you in advance as to what is on offer. Trips can vary from going to the local park, the cinema, bowling and places of interest to a day at the seaside.

Occasionally we take the whole Play Scheme out on a day trip. This means that no-one is left on site.