

Smartys Before and After School club

School / Holiday Club

Welcome to Smartys :

The location of the School Club / Holiday Club is at Pirehill First School, Tilling Drive, Stone, Staffs. ST15 0AA.

Smartys School Club is open daily Monday to Friday, 7:30am till 9:00am and from 3:30pm till 6:00pm. We are only closed on bank holidays and when the school needs to be used as a polling station.

We are situated in the large school hall and adjoining Pre-school room. We cater for children aged 3-12yrs of age.

We currently provide transport to and from St Michaels First School (Stone) and Christ Church Middle School (Stone) along with a walking bus to and from Walton Priory Middle School (Stone). All of the children whilst attending the Club are divided into appropriate age groups.

**For more information please contact School / Holiday Club direct on 07791024003
or head office on 01785 817974**

School Club Fees :

Morning rate (7:30 – 9:00am)	£6.00
Evening rate (3:30 – 6:00pm)	£8.50
Full Time discounted rate (weekly)	£62.50

Smartys offer discounted rates for families who have more than one child attending School / Holiday Club. This can be discussed individually before you join us.

All fees must be paid in advance on the 1st of every calendar month by Standing Order unless prior arrangement has been made. Failure to do this may result in an administration fee of £10.00 to be incurred.

We also ask that all fees are to be paid even if you are away on holiday or if your child is absent from school for any reason. Please inform the School Club of any period of absence, be it for holidays or illness.

Alternatively, fees can be paid for by cheque, cash or vouchers. (This to be authorised by the School Club first.)

Fees will be revised annually for the School / Holiday Club, these being before the summer holidays for the Holiday Club and in September for the School Club.

Smartys will write to you informing you of any changes.

Should you wish to cancel your childcare arrangements with the School Club then we do ask for you to serve one month's written notice.

During school holidays we provide a Holiday Club to cater to all of your childcare needs. Smartys Holiday Club is open daily Monday to Friday, 7:30am till 6:00pm.

We are only closed on bank holidays.

We are situated in the large school hall and adjoining Pre-school room. We cater for children aged 3-12yrs of age. During the day we provide a wide variety of craft activities and table top games. The Holiday Club also offers a selection of interactive computer games including Nintendo Wii, XBOX and Sony Playstation as well as an arcade area which includes such games like; air hockey, pool, table tennis. We encourage the children to get active and outdoors as much as we possibly can, by playing a wide variety of outdoor games, these include; football, tennis, bowling, netball, hockey, cricket and rounders.

Holiday Club Fees :

Daily rate (7:30am – 6:00pm)	£25.00
Morning rate (7:30am – 1:00pm)	£18.00
Afternoon rate (1:00 – 6:00pm)	£18.00
School Day rate (9:00am – 3:00pm)	£21.00

The Holiday Club can offer discounted rates for families who have more than one child attending the Holiday Club. These are as follows:

Daily rate for 2 children (7:30am – 6:00pm)	£46.00
Morning rate for 2 children (7:30am – 1:00pm)	£32.00
Afternoon rate for 2 children (1:00 – 6:00pm)	£32.00
School Day rate for 2 children (9:00am – 3:00pm)	£38.00

We also are able to offer a rate for 2 or more children, please speak to a member of staff who will be more than happy to discuss this with you in more detail.

Answering the door :

Only senior members of staff will answer the door to all parents. Should there be someone unknown to staff at the door then only the Officer in Charge or Deputy will answer it. Your child's safety is our utmost importance.

Collection of Children :

Should you wish for anyone other than yourselves to collect your child then the School / Holiday Club will need to be informed of who it is collecting and a password given. The Club still needs to be informed even if it is that someone other than the parent is collecting even if that person is known to us. If this situation arises then a phone call will be made to contact the parents to clarify the situation. This will be done while the child remains in the care of Smartys.

Should your child not be attending School Club for any reason please give as much notice as possible and no later than 2:30pm on the day. Allowing us enough time to pass on any messages to members of staff.

Security of the School / Holiday Club :

The main internal door is always locked. To enter the building you need to ring grey door bell (on the wall to the right of the main external door) then a member of senior staff will come and let you in.

The Car Park:

We do ask for your full co-operation that during term time the school car park is reserved for teaching staff, delivery vehicles and emergency services only. Parents of children attending the Holiday Club may use the facility during holiday periods.

Administering Medicines and children's illness :

At Smartys we are able to administer medicines. Each child has their own individual medicine diary sheet and this will be completed each day you require medicine to be given. We are only able to administer paracetamol based (Calpol) or prescribed medication.

Should your child be poorly then we do ask you to use your own discretion as to whether or not your child should attend the setting on that day. We will always make contact with the parents should your child become poorly whilst at the setting. We do ask that if your child has a sickness bug then it is company policy to ask you to keep your child away from the setting for 48hrs to keep the risk of further spread of infection to a minimum.

Contact Details of Parents :

Please keep the School / Holiday Club updated with any changes to your contact details, be it; address and home, work or mobile number.

Our Meals :

We provide a light breakfast in the morning which consists of toast and cereal / fruit (should you wish for your child to have these). In the evening we provide a light tea which consists of homemade sandwiches, served alongside fresh fruit and

salad. Fresh drinking water is provided at all times. During the school holidays we do request that you provide your child / children with their on packed lunch.

Personal Property :

Can parents please ensure that your child's belongings are clearly labelled. As you'll appreciate it's a lot easier to return lost property if it's clearly identifiable.

Discipline Within the Setting :

All of the staff working in the School / Holiday Club are under no circumstance allowed to use any form of physical punishment or to raise their voice in an aggressive manor towards any of the children. We have sensitive ways of dealing with children's issues of behaviour and this is done in an age and stage appropriate manner.

Confidentiality :

All information, records and data will be kept strictly confidential at all times. Parents may have access to their child's details. We are only able to pass on information to a third party with your consent.

Parental Involvement and Information :

We actively encourage parents to contribute their skills, knowledge and views. We provide a suggestion box, both parents and children are welcome to pass comment. There is also a large parents notice board upon which all relevant information is displayed.

Policies and Procedures :

All of our policies are working documents; therefore, the staff follow these at all times. They are reviewed on a regular basis. All policies and procedures are available to all and parents can view these if they wish.

Education and learning :

All of the children 5yrs and under follow the Early Years Foundation Stage (EYFS) curriculum, every activity is planned to meet the needs of the individual child. We progress and monitor each child by competing observations, these are then passed on to the child's teacher who completes the individual's Development Record.

Complaints Advice :

Smartys School / Holiday Club want to provide the best possible childcare for your child and we will always endeavour to help sort out any concerns you as parents

may have. Any parents who may have any concerns are always encouraged to raise their concerns with either the Officer in Charge or head office on the contact numbers provided. This may mean arranging a meeting at a convenient time to discuss and hopefully resolve the concerns that you have raised with us. However there may be occasions where you feel it's necessary to make a more formal complaint in writing. We will investigate such complaints and report back to you within 28 days. If you still remain dissatisfied, you can contact Ofsted direct on the details below:

Telephone :

03001231231

Address :

**OFSTED,
Piccadilly Gate,
Store Street,
Manchester.
M1 2WD**

Or web address:

www.ofsted.gov.uk

Thank You for choosing Smartys as your childcare provider.