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**The Kidz Zone**

**Information Pack**

**The Kidz Zone is a Before and After School Club. The Before School Club will provide breakfast and full supervision and has a flat rate fee. The After School Club provides a variety of activities and snacks and has a sliding scale fee.**

**Staff**

**Manager –** Mrs A Dowding

**Play Leaders –** Mrs S Court, Mrs P Evans, Mrs S Gibson, Miss A Wood

Certificates of staff qualifications are available to see.

**Contact Details**

The club telephone number is: - 01782 973 810 .

**Opening Times & Prices**

|  |  |
| --- | --- |
| **Before School Club** | |
| 7.30am - 8.45am | £3.50 |

|  |  |
| --- | --- |
| **After School Club** | |
| 3.15pm – 4.15pm | 3.15pm – 6.15pm |
| £3.00 | £6.00 |

**Served Food**

The Breakfast club will serve toast and fruit before 8.15am. The After School Club offers snacks such as toast, pancakes, crackers etc.

**Picking Up and Dropping Off**

Kidz Zone is based in the upper school. Access to the room is via the top door nearest to the traffic lights. We do expect an adult to drop off and pick up, signing their child in on arrival and signing them out on departure.

Parents who are late collecting their child after 6.15pm will be charged a late collection fee of £6 for every 15 minutes.

**Admissions Policy**

* All children have an equal right to be admitted to the before and after school club assuming they are between the ages of 3 – 9 years.
* Children will be admitted on a first come first served basis.
* Siblings of children already in the club will automatically receive the right to admission at the next possible opportunity.
* The club reserves the right to accept or refuse applications.
* The club reserves the right to terminate the places of any child/ren, if fees are not paid, or if their behaviour is unacceptable, or if the parent/carer does not adhere to the clubs policies or procedures.
* A waiting list will be operated for potential clients.
* All information disclosed will be kept confidential.

**Booking In & Payment Procedures**

**Before School Club**

As long as your child is registered with the club, no booking is required. Payment is to be made via Parent Pay.

**After School Club**

As long as your child is registered with the club, book in with your child’s class teacher so that they may be taken to the club at the end of the school day, or contact the school office. Payment to be paid via Parent Pay.

If you have more than one child in our Kidz Zone Club we will offer a 10% discount to one of your child’s fees.

**You can pre book a place, for weekly regular sessions using the form enclosed.**

**The Activities**

The after school club children can happily attend any clubs being run after school, this may include activities such as: football, dance, swimming, multi skills etc. We will ensure our staff collect your child and take them safely to our club.

The After School Club offers a more relaxed atmosphere, the children have a snack and there is additional time for child choice activities such as: ICT activities, crafts, construction, puzzles, toys and games.

During this time Play Leaders fully supervise the children and ensure all children’s needs are met. This includes helping with homework and using the school’s exceptional outside play equipment. Activities will be reviewed to evaluate what has worked well.

**Belongings and Personal Property**

Children should not bring money or valuables to The Kidz Zone Club. The club cannot accept responsibility for loss or damage to belongings and personal property.

**Accidents and Illness**

The Kidz Zone Club follows school procedure which in summary is as follows:-

In any event of a child feeling ill or having an accident the parent/carer will be contacted immediately. The parent contact form must contain a contact person and telephone number.

In the case of a minor accident a member of staff from the club will attend to the child (if consent is given – see school admissions information) accident forms and book will be filled in and parent/carer informed upon collection.

In the case of a more serious accident, parent/carer will be contacted immediately to collect their child and take them to a medical centre. If this cannot be done swiftly the paramedics will be telephoned.

**Complaints**

The club will deal with all complaints as quickly and as effectively as possible and in line with school procedure.

**Documentation**

A copy of the Club’s policies and procedures can be seen upon request.

**Child Protection**

Under child protection legislation, the club has a duty to protect children in its care and will ensure that this is done in line with school policy.

**Discipline & Positive Behaviour**

Staff will promote and maintain a positive and caring environment within the club. A full copy of the Behaviour Policy can be seen upon request. The club expects that children will:-

* Be polite to staff, parents and each other.
* Show consideration to the needs of others.
* Respond to instructions given by a member of staff.

All unacceptable behaviour will be reported to parent/carer

**Booking Form**

To pre book and guarantee a regular place at our club please tick the sessions required.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Day | a.m. | p.m. |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

**Please note:** unless absent due to illness, 24 hours’ notice must be given if you do not require this pre booked place or a charge will be incurred.



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**The Kidz Zone**

**Registration Pack**

**Parent’s Detail’s**

**Name of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Numbers:** Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information is important and will be used in the event of an emergency, please read carefully and complete every question accurately.

**Child’s Detail’s**

**Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:** (if different from the above) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name(s) of person(s) with permission to collect my child from the club. MUST be over 16 years of age or older.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship to child** | **Telephone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

**In the event of an emergency please contact the named person below in order:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Relationship to child** | **Telephone Number** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

**Medical Details**

**Name and address of your child’s doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Doctor’s Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any known allergies or medical conditions, if so give details**

**Is your child on any medication? YES NO** please circle

**If yes please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Carer

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read the registration and information pack and agree to abide by the rules and conditions of the club. I understand that by signing this document I am entering into a contract with the The Kidz Zone Before and After School Club.**