

Extra Curricular Activities - HCPS

If your child is taking part in an extra curricular activity, they will be collected by a member of Happy Days staff at the end of the activity and escorted back to the Happy Days building. Please let a member of Happy Days staff know the day and finishing time of the activity. If the activity is cancelled or your child is not attending, please let Happy Days know, so we can collect your child at the end of the school day.

Collecting your child from After School Club - please advise your child's group leader that you are taking your child home and sign them out by indicating on the register the time you take your child home (an OFSTED requirement).

Toast and fruit are provided at the beginning of each after school session. The children are encouraged to eat Happy Days' food and not take food remaining from lunch boxes or eat the 'birthday sweets' which they have received from school during the day! Chewing Gum is not permitted at Happy Days.

BEHAVIOUR

We trust that all children's behaviour will be acceptable. However, if a child is being disruptive, s/he will be given three warnings and then we regret that parents/guardians will be advised that we are unable to accommodate their child at Happy Days. Happy Days will not tolerate bad language, lack of respect, bullying or fighting. Parents may be contacted during the evening if their child's behaviour is unacceptable. This may be for you to speak to a member of staff and your child or to request that you come and collect your child early from After Schools Club.

ILLNESS AND MEDICATION

If prescribed medicine has to be administered, a medical form has to be completed authorising our staff to administer. All medication must be given to a senior member of staff. It should be clearly labelled with the child's name and required dose.

SUITABLE CLOTHING AND SUN PROTECTION

Children do play with 'messy' activities and outdoors at After School Club. If you prefer your child to change from his/her uniform, a change of clothes should be brought to each session in your child's bag. During the summer months children should bring a sun hat. We are aware that by the end of the school day sun tan protection cream applied in the morning will probably not be effective. Staff are unable to apply sun cream to each child, however we will prompt children to apply it to themselves. Staff will happily supervise and help out where necessary.

It is our intention that the children in our care feel at home in a fun filled, safe environment. If for any reason your child appears to be unhappy at Before or After Schools Club, please inform us immediately, so that we can remedy any problems. Thank you!



Happy Days Club
and Nursery School
...excelling in childcare and education

BEFORE AND AFTER SCHOOL CLUBS

Parent Information Booklet

*Caring for your Child in a Safe and
Happy Environment*

Jubilee Walk
Holmes Chapel
Cheshire CW4 7FN
01477 544373

GENERAL INFORMATION

After a long day at school, it is our intention to allow the children to feel at home in a fun, safe environment, where we offer a range of age appropriate activities with lots of choice, creating many opportunities for fun and social interaction. The staff will direct activities and join in games where needed and are constantly vigilant as to the needs of the children. Supervised outdoor play is available, weather permitting. Children are grouped according to age and have named group leaders.

We are delighted that your child(ren) is/are joining us at our Out of Schools Club and we hope that s/he will have an enjoyable time.

TERMS AND CONDITIONS

These must be read in conjunction with our complete set of policies which can be downloaded from the Happy Days Website www.happydaysnursery.net. Alternatively, there is a complete set of policies displayed in the cloakroom.

REGISTRATION

The attached registration form should be completed and returned as soon as possible. Please enclose a £50 non-refundable deposit; this will be deducted off your child's first invoice. A separate form should be completed for each child. It is essential that these forms are completed in full and are updated when there is a change in circumstances - emergency contact numbers and authorised persons to collect your child(ren) from Happy Days are extremely important. Happy Days must be advised if your child(ren) is to be collected by anyone other than the name(s) given on your original registration form. We ask you to note that we are not registered to care for children before 8.00 am and after 6.00 pm. If, for any reason, you are going to be delayed, it is imperative that you or your emergency contact advises us. If Happy Days are unable to make contact with numbers on your registration form, they will endeavour to keep two members of staff to care for your child, but after making attempts for one hour, they will make contact with the police for their advice which may result in Social Services becoming involved. OFSTED our inspecting body will be advised.

FEEES

Invoices are forwarded for each half-term and must be paid upon receipt. Late payment fees will be charged. Please speak to us if there is a difficulty regarding payment. Inset days are not charged, but we regret that absences for sickness, appointments and holidays during term time are not credited.

Parents may choose a 5.30pm or 6.00pm collection time. If you choose the 5.30pm option and your child(ren) is collected more than three times in a half-term later than 5.30pm, they will automatically be placed on a 6.00pm fee. Children collected after 6.00pm will be charged £5.00 per 15 minutes. Please do your utmost to advise us if you know you are going to be late.

ATTENDANCE

Children are booked into Happy Days for regular sessions each week throughout the academic year. **A FULL FOUR WEEKS NOTICE OF CANCELLATION IS REQUIRED.** All children are asked to re-book their places for the start of each academic year - the forms for this are forwarded during the Summer Term.

If, for any reason, your child(ren) is/ are not attending Happy Days After School Club, Happy Days must be advised. Please do not expect the school to pass on any messages. If the date is known in advance, please tell a member of staff in the Happy Days building so that the registers may be altered. Please call and let us know if your child has been taken home from school sick. Much time is often wasted at the end of the school day when staff tour school looking for 'absent' children!

PROCEDURE

BEFORE SCHOOL CLUB - Children should arrive between 8.00 am and 8.45 am. Parents / Carers should ensure that a member of staff marks their child present on the register. The children are escorted to school by members of staff who remain in the school playground until the children go inside the school building.

AFTER SCHOOL CLUB - Jubilee Walk - Children are collected from school at 3.15 pm. KS1 children meet in the KS1 central reading area before being walked over to Happy Days using the children's entrance. KS2 children meet Happy Days staff next to the Year 4 mobiles. Before starting at Happy Days, parents/carers should inform their child of the 'Happy Days meeting place'. Reception class children are brought to the meeting place by their class teacher/assistant. It is helpful if parents/carers reiterate our safety rules to the children:

- a) Leave their classroom quickly at 3.15 pm remembering all their belongings;
- b) On arrival at the meeting place, give their name to the member of staff;
- c) Line up sensibly and quietly whilst waiting for children to arrive;
- d) Stay with Happy Days and not return into school without receiving permission from a member of staff.

Please make sure that your child has the minimum amount to carry - backpacks holding all their belongings are much easier for the children to manage. Also please note, it usually rains at 3.15 pm! If the children have not worn a coat in the morning, cagoules should always be packed in school bags.