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**KidzZone**

**Information Pack**

**KidzZone 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**

**Playleader –** Miss A Naughten

**Play Workers –** Mrs A Duda, Miss A Wood

Certificates of staff qualifications are available to see upon request

**Contact Details**

The club telephone number is: - 07442 134642 or 01782 973810 (School office).

**Opening Times & Prices**

|  |  |
| --- | --- |
| **Before School Club** | |
| 7.30am - 8.45am | £5.15 |

|  |  |
| --- | --- |
| **After School Club** | |
| 3.15pm – 4.15pm | 3.15pm – 6.15pm |
| £4.35 | £8.15 |

Breakfast club serves a variety of breakfast foods before 8.15am. After School Club offers snacks such as beans on toast, pizza, hot dogs etc. See our menu on the school website for more details.

**Picking Up and Dropping Off**

KidzZone 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.

Parents who are late collecting their child after 6.15pm will be charged a late collection fee of £7 for every 15 minutes.

**Booking In & Payment Procedures**

In order for your child to attend Kidzzone, you must complete a registration form.

We ask that you book places weekly (or termly), in advance, by sending a message via Arbor, beginning with ‘Kidzzone’, or verbally with our staff.

Payment to be paid via Parent Pay.

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

**Activities**

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. Staff running these clubs will return any children to Kidzzone should they need to stay later. Children who have attended a club and are then collected from Kidzzone after 4.15, will be charged at the full rate as we have to allow for staffing costs.

After School Club offers a more relaxed atmosphere, 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 staff fully supervise the children and ensure all children’s needs are met. Activities will be reviewed to evaluate what has worked well.

**Belongings and Personal Property**

Children should not bring money or valuables to KidzZone. The club cannot accept responsibility for loss or damage to belongings and personal property. We ask that all clothing, water bottles etc. be labelled with the children’s names.

**Accidents and Illness**

KidzZone 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). A record of the accident will be completed on our accident forms.

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 called.

**Complaints**

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

**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. Our safeguarding policy is available on our school website.

**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 on the school website. 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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**KidzZone**

**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 KidzZone Before and After School Club.**