



Bowdon Preparatory
School for Girls

Activate Out of School Club

Parent/Carer Handbook



Activate provides a safe, fun and happy environment for children, outside of school hours, run by school staff. We believe it is important that we work in partnership with parents to ensure that we give consistent guidance and care.

Things you need to provide daily

- Change of clothes for younger children
- Sunhat, suncream, hat, gloves, coat (seasonal)
- Water bottle

An Activate session may consist of many of the following activities which children are free to choose:

- Refreshments
- A chance to chat and socialise with other children and staff.
- Adult led activities such as arts and crafts, sport.
- Homework time if required.
- Reading
- Wii Sports/Wii Fit, educational games on tablet/PC (please note that the children are limited on the time they can participate in these activities)
- Imaginative play
- Outdoor activities
- Construction toys for creating and building.
- Board games
- Card games
- Jigsaws
- Colouring, drawing, painting.
- Quizzes, puzzles
- Bingo
- Drama/Talent Shows
- Problem solving tasks
- TV/DVD
- And many more activities throughout the year.

If there is a toy or activity that children wish to play with that is not out, they just need to ask and it will be made available to them.

We encourage the children to try out different activities and gain new experiences.



General Information

Enquiries and Main Contact for Parents:

Activate Staff: **07808 544994** or
email: bpsactivate@bowdonprep.org.uk

On the Day Bookings

Please phone/text the above number. Please note a booking made by text or email is classed as a firm booking and is subject to the same five day notice of cancellation if the charge is to be waived. Bookings made on the day may be subject to a premium charge of £5 (£2.50 for 4:15pm) at the discretion of the school.

Club Times:

Before school club runs from 7:30am; you may send your child with their breakfast in a container (with lid/spoon) if required.

After school club runs from 3:30pm/3:45pm to 6pm for all year groups.

We offer a short stay facility until 4.15pm at a cost of £2.50 per session (booking is still required).

Which Entrance?

When dropping off and/or collecting children please use the Prep' Hall door only. Press the intercom by the door to let club staff know of your arrival, where you will be buzzed into the entrance hall. Please wait for a member of staff. This is where you will find the register to sign your child in and out. Please note that you will be unable to gain access to the club via any other entrance.

Registration at Activate

To ensure that children attending the club are registered with us when they arrive in the morning it is important that parents sign their child in before handing over to a member of staff. Likewise, it is essential that when children are collected from after school club they are signed out by a parent/carer or the adult we are expecting to collect them. It is important that children do not sign themselves out. You are welcome to drop off or collect your children at any time during their booked session.

Our Drop Off and Collection of Children:

In the morning, Years 1 and 2 will be collected from the hall at the start of the school day and escorted to their classroom by a teaching assistant. Years 3 – 6 make their own way to their classrooms. Pre-Prep are escorted by a member of club staff to their teacher at the start of the school day. After school, Early Years and Infants will be brought to the hall by their class teacher. Juniors make their own way to the club.

Late Collection

Please refer to our full policy. We are sorry but we are unable to accommodate late collection beyond 6pm in order to maintain legally required staffing ratios and for insurance purposes. In an emergency however, we will endeavour to support parents as best we can if we are kept informed. Persistent late collection is subject to a late charge of £10 at the discretion of the school. (Please see our terms and conditions).

Homework

Years 2 – 6 will have the opportunity to complete their homework at the club. They will be given the time recommended by the class teacher.

Booking Forms and Fees

These will be available at the club and also on the School's website. Bookings are made up to a month in advance and we operate a first come, first served basis, so payment should be made with the booking in order to secure your child's place. The booking form gives full payment details.

However, if you need care on regular days you can secure places for a term or the whole year. Please speak to Lisa or Heather for more details about how to do this.

Visits

You are more than welcome to visit Activate with your child at any time during club hours but please make an appointment so that we can ensure we have a member of staff available to speak with you and answer any questions you may have.

Last Minute Bookings

We will always endeavour to accommodate last minute and occasional extra sessions (ad-hoc sessions) subject to space, staffing and resource availability.

If you wish to book ad-hoc sessions (ie not in advance) they are subject to availability and a premium charge: the more notice we have the more likely we are to be able to accommodate your requirements.

Staff: Child Ratio

The number of staff depends on the number and age of the children. Staff: child ratios range from 1:8 - 1:15, dependent on the age of the children, staff qualifications and the activities offered.

Policies

Activate has many policies which govern its operation. These are available to all parents on request.

Terms and Conditions

Registration Forms

Registration and consent forms (school forms) **must** be completed and returned before a child can be considered for entry into the club. Parents will ensure that all telephone numbers, contact details and information on the registration form is kept up to date throughout the year. All information which we have been given relating to your child will be held securely and confidentially. Parents will be asked to update these forms at the start of each academic year.

Booking Forms

Bookings should be made and paid for **in advance**. Additional, late and 'on the day' bookings are very welcome **subject to availability**.

Confirmation of Booking

We will confirm all advance bookings by email. Activate email address is: bpsactivate@bowdonprep.org.uk

Cancellations

Activate requires at least five days written notice to cancel or alter a booking, otherwise full fees are payable. Cancellation of an 'on the day' or late notice booking is subject to full charge. Extra/late bookings are subject to availability and must be paid for separately. Payment is required immediately for extra sessions.

Collection/Drop-off of Children

Parents/carers **MUST** sign the registers when dropping off and picking up. Activate requires that parents/carers inform the club if they are going to be late collecting their child to ensure there is sufficient staff cover. If children are not collected before the official club closing time of 6pm, it will be necessary to make an extra charge of £10 per 15 min (or part thereof). Persistent late collection may lead to expulsion from the club. This will be at the discretion of the School.

Absence

Please inform us of any absence before 2.30pm on the day in question to avoid concerns over missing children. Once a place is booked, fees are payable irrespective of absences.

Payment of Fees

Fees are required in advance and can be paid via Parent Pay or Child Care Vouchers.

Increase in Fees

Activate reserves the right to review fees annually.

Outstanding Fees

If fees or other sums payable to Activate have been outstanding for more than two weeks from the date of attendance, without prior arrangement being made, you may, at the discretion of the School, receive written notification to withdraw your child from the club.

Insurance

Activate has extensive insurance cover including Employer's and Public Liability.

Property and Belongings

Activate will provide an extensive range of equipment for children of all ages. It is not necessary and not advisable for children to bring toys from home. Children's comforts and toys of special interest are acceptable. Although our staff will endeavour to take care of any property brought to the club, Activate does not accept responsibility should any loss or damage occur.

Meals

Activate will provide a snack tea after school. Water is available all the time at the club. If your child does not like, is allergic to, or has an intolerance for, a specific food, please inform the staff who will record it and we will ensure an alternative is always prepared in advance. If this is not recorded on the registration form, we will not be able to provide an alternative.

Accident Procedures

Activate reserves the right to administer basic First Aid treatment when necessary. Parents will be informed of all accidents and will be required to sign the accident book. For accidents of a more serious nature involving hospital treatment, all attempts will be made to contact the parents/carers but failing this the club requires consent to act on behalf of the parent/carer to authorise any necessary treatment. Parents/carers are requested to inform Activate of any changes to information stored at the club.

Safeguarding Children

Where we have concerns relating to the care and welfare of children, it is our duty to discuss this with parents/carers and/or Social Services.

Behaviour

All children are expected to behave appropriately whilst attending Activate. Parents will be informed if their child's behaviour is inappropriate.

Sharing Information

We work in a multi-agency environment and we expect to seek advice from multi-agency professionals from time to time to ensure the quality of the childcare offered. If this is in relation to your child, we will consult you directly to seek informed written consent prior to consultation.

Before School

Activate opens at 7.30am. Children must not be dropped off before this time.

Child Health Records

Activate requires emergency contact names and medical information regarding allergies, dietary or special requirements. Activate supports the government policy on immunisation and although it is not a condition of club entrance, we would strongly support immunisation, unless otherwise recommended by your GP.

Medicine Consent Forms

Activate staff will administer prescribed medicines if parents complete medicine consent forms.

Illness

Parents/carers are requested not to send their child to Activate if they are suffering from any infectious diseases or if they are not feeling well enough to attend. Activate has a realistic attitude to the needs of working parents but reserves the right to contact parents if their child becomes ill during club hours. Parents are requested to inform the club if their child contracts any (normal childhood) ailment or disease. Activate must be informed of any illness which may prove dangerous to other children. No discounts are given for absence due to sickness, unless by arrangement for longer term illness.

Security

Under no circumstances will a child be allowed to leave Activate with anyone unknown to the club staff unless previously arranged by the parent/carer. If parents/carers make prior arrangements by telephone, the club will require the name, address and telephone number of the nominated person.

Parking

The School car park must not be used by parents/carers. Activate accepts no responsibility for injury, damage or loss to persons, vehicles or property.

Emergency Closure

In the event of an emergency such as fire, or adverse conditions such as a failure of the central heating, or emergency closure of the School, so that the premises are unavailable, Activate reserves the right to close the club. Activate will be unable to offer a fee refund in these circumstances, although alternative sessions will be offered free of charge. Alternative emergency accommodation will be sought if possible.

Handbook

The Out of School Club Handbook shall not be construed as containing any representation of fact upon which the reliance is made under the Misrepresentation Act 1967. Any statements in this prospectus are intended to be statements of opinion made in good faith.

Policies

Copies of Activate policies are available on request.

Terms and Conditions

Activate reserves the right to review the Terms and Conditions annually.