



Playzone Policy

CUDWORTH CHURCHFIELD PRIMARY SCHOOL



WATERTON

ACADEMY TRUST®

~ WHERE SUCCESS IS A SHARED EXPERIENCE ~

Date Reviewed:

Reviewed By:

Date For Next Review:

Date Approved by Governing Body:

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Aims

Everything we do is underpinned by our firm commitment to treat all children as individuals.

We aim to:-

1. Keep your children healthy
2. Keep your children safe
3. Make sure your children enjoy and achieve

Terms and Conditions**Sessions**

1. Sessions are to take place weekly Monday to Friday 3.15pm and 6pm.
2. The maximum amount of children allowed per session is 24.
3. Children will be supervised by 2 members of school staff daily.
4. A registration form is to be completed by parents before the first session.
5. If a child/ren are collected after their booked session time has finished then the next session fee will be applied via the gateway app. If the fee isn't paid or there are repeated late collections then a final warning will be issued. If following the final warning a further late collection occurs or payment isn't made by the deadline then future access to the club will be removed.
6. If the person collecting is going to be late then they must call the Playzone number to inform staff. We understand on occasions this may occur due to issues such as traffic.

Fees

1. Fees for academic year 2020/21 are:

Until 4.15pm - £4.50

Until 5.15pm - £8

Until 6pm - £10.25

Session bookings and payment are to be made through the gateway app.

2. Office staff may book children in and accept late payment for emergencies only.
3. Fees will be charged at the full rate for every day that the club is open and is used by your child/ren. Refunds will only be applied if you give school at least 24 hours notice.
4. Fees for sessions are inclusive of tea and child care.

Closing

1. The club will be closed for statutory holidays and school INSET days.
2. The school reserves the right to close the club at other times. The maximum notice possible will be given.
3. The club closes promptly at 6pm. At 6pm all staff and children must be off the premises. Parents who collect their children after 6pm will be billed £10 per every 15 minutes. Non payment and/or further late collections will no longer be allowed to access the club. We will call Social Care if a child is collected after 6.30pm.

Arrival

1. Children will be given a purple lanyard to signal to themselves and their teacher that they are to attend Playzone.
2. Children will then meet a member of staff at the designated meeting point within school – at the piano in the main hall. With the exception of FS2 children, who will be collected from class.
3. Children who attend a club prior to Playzone will still be given a lanyard and will be sent over to Playzone by the teacher leading that club.

Behaviour

1. Staff will follow Churchfield Primary Schools behaviour policy. School reserves the right to refuse admission to a child/ren who do not abide by school policies.

Illness

1. You must inform the club staff as soon as possible if your child/ren has any signs of illness or medical problems.
2. The club retains the right to refuse admission on health grounds to any child/ren who has one of the illnesses listed in Appendix 1 or if staff judge that they are too unwell to attend.

Medicines

1. Staff are not responsible for administering medicines or the handling/ safe keeping of them.
2. All medication must be handed into the school office where medication can be safely secured.
3. Parents / carers will be asked to fill an administration of medicines form in the event of your child/ren requiring medication within club/school hours.
4. Parents must ensure any child/ren requiring inhalers have them available for use. Please do not assume they will be able to access inhalers left in classrooms, they may be locked.
5. Any changes in a child's medical needs is to be reported to the office.

Personal property

1. All items of clothing and personal property should be clearly marked.
2. The club cannot accept any responsibility for loss or damage to personal property however caused.

Emergency contacts

1. It is essential that the club can contact a parent/carer or alternative emergency contact at all times.
2. Any change of contact or emergency contact details should be updated with the school office staff.
3. A password should be provided to staff to allow the safe release of children to a responsible adult when required.

Fire Precautions

1. The club complies with all fire regulations. Children take part in termly fire drills during school hours and are aware of the evacuation procedure.
2. All fire appliances are regularly checked and maintained.
3. Premises are strictly no smoking and vaping areas.

Policies & procedures

The club follows the policies and procedures of Churchfield Primary School which are available in the school office. This policy will follow school policies where appropriate. (Safeguarding Policy, Behaviour Policy and Anti Bullying Policy).

Complaints

We sincerely hope that you never have cause to complain but if you do please follow this procedure:

1. Firstly, speak to the supervisor; your concern may be quickly allayed by them.
2. If you are still not satisfied please make an appointment to speak to the Headteacher.
3. If you are still not satisfied you may complain to the school governors or the Trust. Details of who to contact are available in the school office.

Appendix 1

| Illnesses which would lead to a refusal of admission | Period of exclusion |
|--|--|
| Illness | |
| Diarrhoea and / or vomiting | 48 hours from last episode |
| Flu | Until recovered |
| Whooping cough | 5 days from commencing antibiotic treatment or 21 days from onset if not treated |
| Chicken Pox | 5 days from onset of rash |
| German measles | 5 days from onset of rash |
| Impetigo | Until lesions are crusted or healed |
| Measles | 5 days from onset of rash |
| Ringworm | Until treatment commenced |
| Scabies | Return after first treatment |
| Shingles | Exclude if rash is weeping and cannot be covered |
| Mumps | 5 days from onset of swollen glands |