

PROCEDURE FOR ARRIVAL AND DEPARTURE

On arrival all children must be registered in the Community Rooms, to ensure that full & accurate records of attendance are kept.

When collecting your child, please arrive at the Community Rooms to book out, and if your child is elsewhere, such as the school hall or the playground, then you will be informed at this time.

If, due to unforeseen circumstances, you are unable to collect your child, then please contact the club as soon as this is known to inform them of the new arrangements for collection.

CANCELLATION/SICKNESS

If you no longer require your booked place at the club, please contact either the Treasurer, Manager or Play Leader immediately this is known to you. If a cancellation is made with less than 48 hours notice then the club reserves the right to charge for all or part of the session missed.

If a child is sent home due to sickness or unacceptable behaviour the club also reserves the right to charge for all or part of that session, at the discretion of the Play Leader, Manager and Treasurer.

OFSTED

The Ofsted inspector was able from the photographic evidence see how the recent summer holiday (2007) had gone, the inspector was very impressed with the club.

POLICIES AND PROCEDURES

The policies were classed as a 'very comprehensive set of documents', these are on display for parents/carers to read and make comment upon if they wish. (Nov 2007)

CONFIDENTIALITY

Information regarding your children will be treated with professionalism, and in strict confidentiality, and will only be imparted to appropriate persons on a need-to-know basis.

MANAGEMENT / COMMITTEE

The club is managed under the umbrella organisation of Starcross Pre-school, which is a charitable organisation run by a voluntary committee. A list of the main officers of the committee is on the notice board in the Community Rooms. A sub-committee has been set up called the 'Management Team' who oversee this facility.

If you wish to know more about the management of the club please contact the Chair of the Pre-school Committee.

STARCROSS ACTIVITIES CLUB

Open to children aged between 3 and 11 years of age, from 8am to 6pm every weekday (excluding bank holidays) during Starcross school holidays.

Play Leader: Lorraine

Play Assistant: Catherine

Treasurer: Sarah

Activities Club:01626 890188

Through Out all Holidays 'Pick and Mix' Choice of Activities, quiet times, watching DVD's and chilling out! Plus sports days and outdoor games...plus much much more...

Come see for yourself..

www.starcrosspreschool.co.uk

info@starcrosspreschool.co.uk

Registered Charity No. 1022380

Ofsted Reg. No. 106227

OPENING HOURS

The club is open every holiday in line with Starcross Primary School holidays from 8am to 6pm daily, **except for weekends and bank holidays**. We offer a safe, caring and stimulating environment where children can form friendships and have fun.

Our staff are well-trained and experienced, and create a positive, supportive and creative atmosphere for the children.

WHAT TO BRING

Please ensure that your child arrives at the club with suitable clothing and shoes for both indoor and outdoor play, and that will not mind the odd splash of glue, paint or clay! An apron/overshirt would be helpful for messy activities. Loose, comfortable clothing is best as some physical activities will be on offer.

Unless the weather is very wet, the children will be taken outdoors to play, so please ensure that they have a waterproof coat in case of showers.

If your child will be here for lunch, you will also need to provide a packed lunchbox.

THEMES SO FAR:-

Feb 06 - Really Wild Week
Spring 06 - Wild West and Cowboy Tea - Grand Prix
Easter 06 - Fab Fit 8 Days, Sport and Dance
Summer 06 -Pirates of the Carriibbean / Sci Fi Techno
Autumn 06 - Posh n Becks, Football Day
Feb 07 - Around the World, Sport & Dance
Spring 07 -Inspector Gadgets Gadgets
Easter 07- A sense of fantasy and a touch of Disney
Summer 07 - Trains, Planes and Automobiles (Crazy Caribbean) Tennis Day
Autumn 07 - Shrek, High School Musical (Footie Day)
Spring 08 - Wallace and Gromit/2 Day Football Tournament
Easter 08 - Pop Idol, Football, Tennis

REFRESHMENTS

Snacks will be provided at regular intervals throughout the day, and drinks will be available at all times. Children will need to bring their own packed lunch if they will be present over the lunch period.

Please let staff know of any special dietary needs or food allergies relating to your child.

MEDICATION

If your child needs to take any medicine whilst attending the club, then the relevant form should be signed and medication given to the Play Leader who will store this appropriately.
If your child is allergic to animals or to any substances that we may be using, then please make our Play Leader aware.

ADMISSION

Places will be allocated on a first come first served basis, and bookings must be paid for in advance to secure your child's place. If you wish your child to attend the club please complete a booking form and registration form. This will give us all the information we will need regarding contact names, numbers and addresses, as well as who is authorised to collect your child from the holiday club.

FEES must be paid in advance when booking, and are calculated as follows:

Half Day - £9.50

Sessions - 8am to 1pm / 1pm to 6pm

Peak Time - 10am - 4pm £10.50

9am to 5pm £13.00

Full Day - £15.50,

Late Collection Fee £10.00, A late collection fee will be charged however in order to avoid this charge please make every effort to contact the setting and inform the staff so alternate arrangements can be made.

COMMENTS

We are grateful for any comments that will enable us to improve the service we offer, and to meet the needs of local families. Please feel free to provide written or verbal feedback at any time.