

Rise and Shine and Stay and Play

at
Chacombe CEVA Primary Academy



Information, Terms and Conditions 2017/18

All about Rise and Shine / Stay and Play Club

For children aged 4 - 11 years

Our aim is to provide a safe, supervised and stimulating play environment for the children. Children have a chance to relax and enjoy themselves with a free choice of activities at the beginning and end of the school day.

Children are offered breakfast cereal or toast in the mornings and a snack and drink at the end of the day.

The maximum number of children attending club is 20.

Parents are asked to bring their child/ren to the side entrance of school and knock the door should a staff member not already be at the door.

Children will be taken into the school playground at 8.45am. They will be handed over to the class teacher on duty.

SESSION TIMES:

8.00am - 8.45am

3.15pm - 4.15pm

4.15pm - 5.30pm

BOOKINGS: Places can be booked:

- full or part-time
- on a regular basis or one off sessions subject to availability of places.

To guarantee a place, bookings should be made at least one week in advance and can be booked in a block.

All sessions are expected to be paid for at the time of booking.

Or

for an occasional session - payable on a daily basis. This is subject to places being available and the child/ren being registered. Every child attending must be registered with us. You must complete a registration form before we accept responsibility for your child.

ABSENCE

Any absences, e.g. sickness/appointments/ etc must be paid for in full unless you know that you are going on holiday for example and provide at least 5 school days notice. **Please be aware you are paying for your child's allocated place at the club.**

ENQUIRIES & BOOKINGS: Contact Mrs Southam on 01295 710835 or email at admin@chacombe.northants.sch.uk

TERMS & CONDITIONS

1. **ADMISSIONS POLICY:** Rise and Shine Club/Stay and Play is open to all children attending Chacombe CEVA Primary Academy, aged 4 - 11 years old.

2. When arriving at the Club children must be marked into the daily club register.

3. Children should not bring toys, games, or valuable items into the club.

4. **BOOKINGS:** Places can be booked:

- full or part-time
- on a regular basis or one off sessions subject to availability of places.

To guarantee a place, bookings should be made at least one week in advance and can be booked in a block.

All sessions are expected to be paid for at the time of booking.

Or

for an occasional session - payable on a daily basis. This is subject to places being available and the child/ren being registered. Every child attending must be registered with us. You must complete a registration form before we accept responsibility for your child.

5. Cheques should be payable to 'Chacombe CEVA Primary Academy'.

6. **CANCELLATION and LATE PICK UPS:** There are no refunds / credits given due to absences unless it is the result of a closure day or planned school residential trip. Parents providing at least 5 school days notice of holiday absence will receive a refund for these days. We understand that due to an unforeseen circumstance, parents maybe late occasionally and will supervise children until they are collected. However, we cannot accommodate children after 5.30pm on a regular basis. Late charges will be applied after 5.35pm of £2.00 per every five minutes late. If parents arrive more than five minutes late for a 4.15pm pickup then they will be charged for the second session.

7. **UNACCEPTABLE BEHAVIOUR:** E.g. inappropriate language or any other situation causing distress or disruption will not be tolerated. The staff reserve the right to exclude any person (child or adult) from the club should such incidents persist.

8. **MEDICATION:** We are unable to administer medication to a child unless it is an epi-pen or inhaler. If a child is on a course of prescribed antibiotics, then the parent must come to club and administer them.

9. Respect for, and proper use of all property, equipment and premises is expected from the users of the club.

10. All information given to staff will remain confidential.

11. It is the responsibility of the parents to inform the club staff of any changes to contact numbers.

12. We are fully committed to caring for children with equal concern and with regard to their Religious Persuasion, Racial Origin and Cultural Background as well as Gender or Special Needs.

Rise and Shine/Stay and Play

Registration form

Name:..... Date of Birth:.....

Home address:.....

.....

Name of Parent / Guardian:

Daytime Contact Tel No:.....Mobile No:.....

Emergency Contact Name: Tel No:.....

Doctors Name..... Tel No:.....

*Details of any Special Needs:

*Medical conditions, Allergies and Medication:

*Dietary Needs:.....

* please use separate sheet if required

I confirm that I have read a copy of the Terms and Conditions and agree to abide by them.

Signature of Parent/Guardian:.....

Name Printed: Date:

Rise and Shine Booking Form

Name.....

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

| Week Beginning | Tick as required | Cost per session | |
|----------------|------------------|------------------|--|
| Monday | | £3.00 | |
| Tuesday | | £3.00 | |
| Wednesday | | £3.00 | |
| Thursday | | £3.00 | |
| Friday | | £3.00 | |
| | | Total | |

Please make cheques payable to' Chacombe CEVA Primary Academy

Stay and Play Booking Form

Name.....

| Week Beginning | Tick as required | | Cost per session | |
|----------------|------------------|-----------|------------------|--|
| | 3.15-4.15 | 4.15-5.30 | | |
| Monday | | | £4.00 / £8.00 | |
| Tuesday | | | £4.00 / £8.00 | |
| Wednesday | | | £4.00 / £8.00 | |
| Thursday | | | £4.00 / £8.00 | |
| Friday | | | £4.00 / £8.00 | |
| | | | Total | |

| Week Beginning | Tick as required | | Cost per session | |
|----------------|------------------|-----------|------------------|--|
| | 3.15-4.15 | 4.15-5.30 | | |
| Monday | | | £4.00 / £8.00 | |
| Tuesday | | | £4.00 / £8.00 | |
| Wednesday | | | £4.00 / £8.00 | |
| Thursday | | | £4.00 / £8.00 | |
| Friday | | | £4.00 / £8.00 | |
| | | | Total | |

| Week Beginning | Tick as required | | Cost per session | |
|----------------|------------------|-----------|------------------|--|
| | 3.15-4.15 | 4.15-5.30 | | |
| Monday | | | £4.00 / £8.00 | |
| Tuesday | | | £4.00 / £8.00 | |
| Wednesday | | | £4.00 / £8.00 | |
| Thursday | | | £4.00 / £8.00 | |
| Friday | | | £4.00 / £8.00 | |
| | | | Total | |

| Week Beginning | Tick as required | | Cost per session | |
|----------------|------------------|-----------|------------------|--|
| | 3.15-4.15 | 4.15-5.30 | | |
| Monday | | | £4.00 / £8.00 | |
| Tuesday | | | £4.00 / £8.00 | |
| Wednesday | | | £4.00 / £8.00 | |
| Thursday | | | £4.00 / £8.00 | |
| Friday | | | £4.00 / £8.00 | |
| | | | Total | |

| Week Beginning | Tick as required | | Cost per session | |
|----------------|------------------|-----------|------------------|--|
| | 3.15-4.15 | 4.15-5.30 | | |
| Monday | | | £4.00 / £8.00 | |
| Tuesday | | | £4.00 / £8.00 | |
| Wednesday | | | £4.00 / £8.00 | |
| Thursday | | | £4.00 / £8.00 | |
| Friday | | | £4.00 / £8.00 | |
| | | | Total | |

Please make cheques payable to ' Chacombe CEVA Primary Academy'.