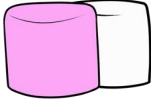


'Marshmallows' Before and After School Club

'WELCOME PACK'

Marshbrook First School, Teddesley Road, Penkridge ST19 5BA.

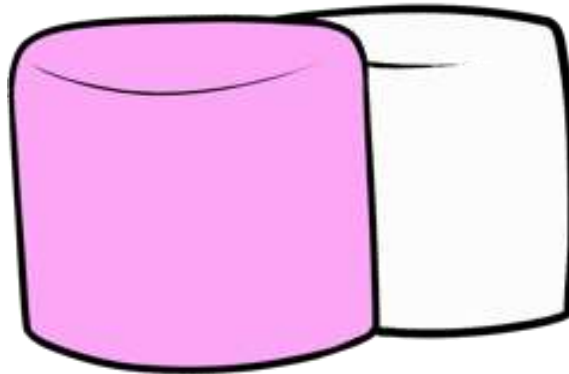
Telephone: 01785 712780 during school hours



OFSTED Registered (URN:145378)

Pack Contents:

- Information - including Admissions, pricing etc.
- Registration Form



Headteacher: Miss R Nixon

Early Years Foundation Stage Manager and Assistant Headteacher: Miss Jillian Gould

Senior Play Leader: Miss Fiona Smith

Play Workers: Miss Suzanne Batley, Miss Nicola Russell & Mrs Kelly Whitby

Marshmallow's Admissions Policy

The Senior Play Leader is responsible for admission arrangements. Children can attend from the term in which they are 3, but must be potty trained. Places are booked and paid for through ParentPay. Should a number of ParentPay bookings be received on the same day for a limited number of places, we will follow the oversubscription criteria used by Staffordshire County Council (see www.staffordshire.gov.uk/admissions).

Aims, Learning and Play

At Marshmallows Before and After School Club we aim to help children develop their full potential through positive, social, emotional, physical and intellectual experiences. We aim to provide high quality care in a stable, secure and relaxed environment where parents and carers feel happy to leave their children.

Food and Drink

Children attending morning sessions are provided with fruit juice and cereal, toast or fruit. A healthy fruit /vegetable/bread snack is offered daily during the first afternoon session and water or squash available to drink. A more substantial snack/light tea is offered during the second session e.g. a sandwich, jacket potato, spaghetti on toast.

Food and drink is properly prepared on the premises in the school kitchen. (The staff have certificates in food and hygiene).

Fresh drinking water is available to children at all times.

A record is kept of any special dietary requirements, preferences or food allergies, taken from the child's admission form.

Security, Child Collection and Missing Child Policy

Steps are taken to ensure the premises and surrounding site is secure. Main entry and exit doors are alarmed or security coded. Please drop your child off at and collect them from the door into the Before and After School Club room down the left side of the school (from the front).

Please let staff know if your child is going to be late or absent, or if they are to be collected by someone other than their usual carer.

(see school's Missing Child and Child Collection Policy for further details).

All staff are police checked before being employed by us, as are students and volunteers.

Session Times and Funding

Before school provision will be run from 7.30 until 8.50 and after school provision from 3.15pm until 5.50pm.

The cost of the sessions are outlined below:

7.30am - 8.50am	£4.50 per session including breakfast
3.15pm - 4.15pm	£4.00 including a drink and snack
4.15pm - 5.50pm	£6.00 including a drink and a light tea
3.15pm - 5.50pm	£10.00 including a drink and a light tea

NB. Breakfast will not be served after 8.15am. Children may be dropped off or collected at any time during session hours.

Method of Payment

Fees must be paid at the time of booking by using Parent Pay (if using childcare vouchers, these must be credited to the account in advance). **Fees are paid for the place, not attendance**, so refunds are not given.

Accidents, Sickness and Medication

There is always a member of staff with a relevant First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded in an accident book. Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of.

'Marshmallows' is **unable** to accept children who are ill. Please do not send them for 48 hours after sickness and/or diarrhoea or with conjunctivitis as these are particularly contagious. Any child suffering from an infectious disease should be excluded from the Club for the appropriate period of time advised by the doctor. The Staff of the Club will keep up-to-date records on children's health. e.g. allergies. If your child needs medication, you will need to complete the relevant forms. Please speak to Miss Smith, Miss Batley, Miss Russell or Mrs Whitby. See also the school's Health & Safety Policy (including administration of medicines).

Hygiene

Strict hygiene routines are followed in dealing with blood, vomit, other body spills and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in tied bags. Children are encouraged to wash their hands before eating food, after visiting the toilet and after messy play (indoor and outdoor). All tables are washed with anti-bacterial spray or sterilising fluid before snacks are eaten or cooking activities are undertaken. All drinks cups are to be sterilised (usually in the dishwasher) every day. Clean paper towels for hands are provided for each session. Separate cleaning cloths will be provided for dishes/tables and equipment. Equipment is cleaned regularly. The cleaning of the premises is carried out by County cleaners employed by the school. All cleaning is carried out in the evening after the children have gone home.

In the unlikely event of a Fire

Fire drills are carried out termly. When the fire alarm sounds, the children will be evacuated onto the upper Early Years/Year 1 playground. The toilets will be checked, by the assistant, for any remaining children.

A headcount/register will then be taken to ensure all children and adults are accounted for.

Emergency contact numbers will be available from your registration forms for us to contact you should it be necessary. It is therefore *your* responsibility to inform us if this information should change.

Health and Safety

Please see the school's Health and Safety Policy (including administration of medicines). Smoking is not permitted in any area of the school. Marshmallows is insured under the school's public and employers liability insurance

A classroom risk assessment is carried out biannually and/or whenever any significant change takes place. The toys and equipment on offer in provide opportunities for children, with adult help where necessary, to develop new skills and concepts in the course of their play and exploration.

The equipment and toys we provide:-

- ♦ are appropriate for the various ages and stages of the children in our care.
- ♦ offer challenges to develop understanding of the world, physical, social and emotional, personal, language, and creative and intellectual skills.
- ♦ feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- ♦ include a range of raw materials which can be used in a variety of ways to encourage creativity.
- ♦ conform to all relevant safety standards or regulations, are sound and made well.
- ♦ are checked regularly by staff and replaced when necessary.

Complaints

If there is anything you are unhappy about, please do not hesitate to speak to the Senior Play Leader, Miss Smith. If you are still unhappy with the outcome, please see the Headteacher or follow our complaints policy, which is the same as that of the school and can be found on the school website.

Policies

Please refer to the following school policies which have been adopted by Marshmallows and can be found at www.marshbrook.staffs.sch.uk: e-safety, missing child and child collection, complaints, child protection and safeguarding, whistleblowing, disability equality scheme, equal opportunities, racial equality, educational visits, health and safety (including administration of medicines), use of visitors and outside agencies, EYFS, confidentiality, use of videos and photographic images, toileting.

**MARSHBROOK FIRST SCHOOL
MARSHMALLOWS BEFORE AND AFTER SCHOOL CLUB**

Registration Form

Surname of child **Forename:**

Date of Birth : **Gender (F/M)**

Address: **Post Code:**

Home Telephone No...... **Mobile**

Main e-mail address

Medical Information

Name of Doctor **Address:**

..... **Telephone No.**

Medical conditions, including any allergies:

.....
.....

Who has parental responsibility for your child:

.....

Ethnicity

Ethnic origin : **Home Language :**

Religion :

Please indicate which sessions/hours you would like your child to attend

Monday **Tuesday:**

Wednesday **Thursday**

Friday

Signature(s) : **Print :**

(Mr.Mrs.Miss.Ms)
(Parent/Guardian)

Emergency Contacts

Please give details of all persons who have any legal responsibility for this child and anyone else who could be contacted should an emergency arise when you are unavailable. Relation should be shown as Parent, Aunt, etc.

Contact Priority No:

1. Surname: Title Forename
Day Tel. No. Day Place
Home Address: Post Code
Home Tel. No. Mobile
Parental Responsibility (Y/N) Relation to child:

2. Surname: Title Forename
Day Tel. No. Day Place
Home Address: Post Code
Home Tel. No. Mobile
Parental Responsibility (Y/N) Relation to child:

3. Surname: Title Forename
Day Tel. No. Day Place
Home Address: Post Code
Home Tel. No. Mobile
Parental Responsibility (Y/N) Relation to child:

Who will drop off and collect your child? (password if appropriate)

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