

ANDERTON COOL KIDS CLUB

Before and Afterschool Care



INFORMATION PACK

& Registration Form

Anderton Primary School, Babylon Lane, Anderton.
Tel: 01257 481096 - Club hours only
Tel: 01257 480551 - School office hours
Email: coolkids@anderton.lancs.sch.uk

Anderton Cool Kids Club

We aim to offer a first class before and after school club for your child, ensuring a safe, secure and stimulating environment for school aged children of 4 to 11 years.

Whilst in our care, children are able to participate in a wide variety of play and social experiences. This enables them to develop the skills needed for them to become more independent and gain confidence. Play is encouraged between older and younger children to assist with gaining confidence. Children are able to do their homework if they wish to.

Staffing Arrangements

Club Manager	Miss S Tasker
Club Worker	Mrs J Smith
Casual Play Workers	Mr G Prescott Mrs S Marsden Miss A Haddon Mrs C Nolan Mrs D Pursglove Mrs N White

Cool Kids Morning Club

The club is open every term day from 7.30am-8.50am.
We will have various activities during our club sessions.

Arrivals and Departures at Morning Club

Children must be brought to the club entrance by a parent/carer who should ensure their child is in the building before leaving. Please do not arrive before the start of their pre-booked session. At 8:50am they will be escorted to their cloakroom for the beginning of the school day.

Food and drink

At Morning Club, 7.30 - 8.00am a choice of cereal will be provided for breakfast.
Between 8.00am - 8.50 am a small snack will be provided, this is not breakfast.

Fees: as of September 2023

7.30- 8.50 am £7.00 per session or part of, siblings charged at same rate
8am- 8.50 am £4.00 per session or part of, siblings charged at same rate

7 days cancellation is required of a booked place otherwise your booked session charge will be applied.

Cool Kids After School Club

The club is open every term day from 3.30pm.-6.00pm.

We have weekly plans to ensure a variety of activities are available however, we do encourage free choice. There will also be sports/team games outdoors weather permitting.

Arrivals and Departures at Afterschool Club

All children are escorted to the club by a member of the school staff.

Please remember to inform club of any alternative arrangements, (e.g. if your child is going out to tea/party at a friend's house) we cannot allow them to leave club with another child's parent if we have not been given permission by you. It is important that you cancel a booked session then we know your child is safe. You must also let club know if your child will be absent because of a holiday or you will be charged an attendance fee. Please notify the school office of any changes by email or telephone.

Parents/Guardians must collect their child via the club entrance where they knock for admittance. Club staff will bring their child to the door with their bag and coat. Under no circumstances will a child be allowed to depart from the school/club premises unless it is with a person identified on the registration sheet. Children must be collected no later than 6.00pm or an additional charge will occur.

Food & Drink

At Afterschool Club a drink and healthy snack will be provided (3 to 4 choices) please note, this is only a snack and should not replace their evening meal.

Fees: as of September 2023

3.30 - 6.00pm £7.00 per session or part of, siblings charged at same rate.

A late fee of £5.00 for each 15 minute period after 6pm will apply if you fail to collect your child before 6pm.

7 days cancellation is required of a booked place otherwise a daily attendance charge of £7.00 will be applied.

Other Information Regarding Both Clubs

Settling in Process

At Cool Kids it is our intention for all children to feel happy and confident whilst at the club. The children will know club staff as they work in school. Reception children will be allocated a key worker to support them to settle in. Miss Tasker will speak to the parents reassuring them that every effort will be made to assist the child settling into the clubs.

Photographs

From time to time photographs of the children will be taken for use in displays, club publications or on the school website, please indicate on the registration form if you give your consent to this.

Payment of Fees

Payment will be requested in advance (like dinner money). Therefore, bills will be given on the 1st of every month (for sessions booked for that month), and should be paid within a week to secure your place in club.

Each year you will need to re-register your child. An annual administration fee of £5.00 will be added to your first invoice/bill of the new academic year.

Complaints procedure

Should there be a need to complain in the first instance see the club manager. If this does not resolve the situation, please review to the school complaints procedure which can be found on the website www.andertonprimary.co.uk

Controls and Sanctions

Children need to have set boundaries of behaviour for their own safety and the safety of others around them. Positive behaviour is always encouraged by personal praise. (See club behaviour policy)

Equal Opportunities

We operate a policy of equal opportunities. (See club policy)

Data Protection & Confidentiality

Confidential data and registration forms relating to the children are kept in a locked filing cabinet, only club staff has access to these. Any verbal comment made to a member of club staff by a parent will remain confidential.

Policies

These can be seen at any time and will be available from the club manger/deputy manager.

Emergencies and Medication

Please sign the registration form, thereby in the case of an emergency, giving us the right to consent to medical treatment should the need arise at any time. Please ensure that we have up to date emergency contact numbers and the doctors name, address and telephone number for your child. It is the responsibility of the parent to make sure that this information is kept up to date.

Under no circumstances will medicine be administered by the club staff. For children with particular medication needs arrangements will be made on an individual basis and written records will be kept.

By signing the registration document you are saying that you have read and understood this welcome pack and that you agree to its contents.

Further information can be obtained from
Ms Tasker (Club Manager)
Anderton Cool Kids Club

Tel: 01257 480551 School Office hours

Tel: 01257 481096 Club hours

Email: coolkids@anderton.lancs.sch.uk

ANDERTON COOL KIDS CLUB
REGISTRATION FORM

CHILD'S NAME:	HOME ADDRESS:
DATE OF BIRTH: CLASS/ YEAR:	

PARENTAL INFORMATION

PARENT'S NAME:	HOME ADDRESS IF DIFFERENT FROM ABOVE
PARENTAL RESPONSIBILITY YES/NO	
TELEPHONE NUMBERS HOME: WORK: MOBILE: EMAIL:	WORK ADDRESS:
PARENT'S NAME:	HOME ADDRESS IF DIFFERENT FROM ABOVE
PARENTAL RESPONSIBILITY YES/NO	
TELEPHONE NUMBERS HOME: WORK: MOBILE: EMAIL:	WORK ADDRESS:

EMERGENCY CONTACT (who also have permission to collect your child)

EMERGENCY CONTACT 1 NAME: HOME: WORK: MOBILE: RELATIONSHIP TO CHILD:	EMERGENCY CONTACT 2 NAME: HOME: WORK: MOBILE: RELATIONSHIP TO CHILD:
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Start Date :						
Please indicate below the day/session you intend to use the club						
	MON	TUES	WED	THURS	FRI	
7.30-8.00						
8.00-8.50						
3.30-						
Occasional users: Please give 7 Days notice in writing of dates/session required.						


P.T.O.

NAMES OF OTHERS WHO HAVE PERMISSION TO COLLECT YOUR CHILD

NAME:	RELATIONSHIP TO CHILD:
NAME:	RELATIONSHIP TO CHILD:
NAME:	RELATIONSHIP TO CHILD:
NAME:	RELATIONSHIP TO CHILD:
NAME:	RELATIONSHIP TO CHILD:
NAME:	RELATIONSHIP TO CHILD:

Please note If you fail to advise club of alternative pick up arrangements your child will remain with the club and you will be charged accordingly.

MEDICAL INFORMATION

DOCTORS NAME: ADDRESS: 
Please give details of any illnesses, medication, dietary needs or any other relevant information that you think we should be aware of:

Photographs: I do/do not wish my child's photo to be taken and used for display purposes or in club Publications

Website: I do/do not wish my child's photo to be used on the club section of the school website.

By signing below you are giving us the right to consent to emergency medical advice and treatment from the child's doctor/ hospital if ever necessary.

Signed	Date:
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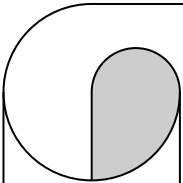
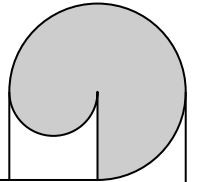


All About Me



This form is to tell us about you, so we know a little bit about you when you become a club member! You can write, draw, attach photographs or add anything else you think shows your character! You can use this sheet to share with us some of your favourite things, memories or show us who is special to you! Please feel free to use additional sheets if needed.

We look forward to seeing you in club soon. Miss Tasker and the team.



A large, empty rectangular area with rounded corners, intended for writing or drawing. The area is framed by a thin black line. The top-left and top-right corners feature decorative grey circular elements with white shapes inside, similar to the ones above the text.