

## **The Play Stop After School Club**

Welcome to The Play Stop After School Club here at St Oswalds. The Play Stop is a private business providing high quality after school care. We are Ofsted registered with fully qualified staff who have many years' experience in the child care sector. We cater for up to 40 children each day and are based in the school hall. Infant children are collected from their classroom by a member of staff and escorted to the hall. Junior children are allowed to make their own way to the hall.

**ACTIVITIES** - The Play Stop provides a wide programme of activities to give the children opportunities to learn essential skills and encourage their healthy development, enabling them to grow and fulfil their potential. Dependant on the weather, the children have the opportunity for outdoor play on a daily basis. Parents are therefore encouraged to provide appropriate clothing for such occasions. The Early Years Foundation Stage is provided for reception children.

**REFRESHMENTS** - At The Play Stop a healthy snack and drink is offered to the children each session. A self-help system is in operation to encourage all the children to improve their independent skills.

**HOURS OF BUSINESS** - Monday to Friday – 3.15pm to 5.30pm - Term time only

The Play Stop closes at 5.30pm promptly. Although 2 members of staff are present until 5.45 it is expected that all children will be collected prior to this time. In the event of a child being collected after 5.45 the following fees will apply: £15 charge for every 15 minutes.

In genuine events of emergency these charges will be reviewed at the manager's discretion. It is however expected that parents will make every attempt to contact the club and inform staff of their expected late arrival.

**ADMISSION** - The Play Stop has limited places available, therefore places, extra sessions and one-off sessions must be confirmed by the Club Manager prior to a child attending the Club. Registration forms and single use registration forms can be obtained from the Club during opening hours and must be completed and returned to the Club before attendance.

**NOTICE** - We require one month's notice in writing if you wish to terminate your child's place or cancel any sessions. We also require 24 hours' notice if you wish to cancel any extra sessions or one-off sessions you may have booked for your child. If this notice is not given, the session(s) will be charged for.

**FEE PAYMENTS** - Invoices are issued on the first day of attendance of each half term. Fees must be paid partially or in full within the first 2 weeks of each half term and payment can be made weekly, monthly or half termly. Fees for extra sessions and one-off sessions must be paid in advance of a child attending the Club. Failure to pay fees will incur an administration fee and will result in your child's place at The Play Stop being withdrawn until fees are paid in full. Missed sessions, for any reason, will be charged as normal. This includes sessions where The Play Stop After School Club cannot run due to events beyond their control.

**CONTACT & ENQUIRIES** - For general enquiries, information or concerns, please speak to Janine Sandwell on **07415483970** or call into the school hall during club hours.

This phone number will be operational between 3.15pm & 5.30pm Monday to Friday term time only. Voicemail messages or text messages can be left at all other times. Messages will be reviewed regularly.

Janine Sandwell

Manager

The Play Stop After School Club