**PIPS Club at Pear Tree Primary School**



**Welcome Pack**

**Welcome**

Thank you for enquiring about PIPs Before and After School Club. We have been providing quality wrap around care since its introduction in 2017.

As we are based within Pear Tree Primary School, this means that the environment and surroundings are familiar to your child/children whilst giving parents and carers peace of mind of a safe, secure and convenient setting. We aim to provide a friendly and approachable service where children’s needs and requests are continuously met. We also work closely with teachers to ensure that your child/children have the most positive experience with us.

We have a wide range of toys and games, catering for all ages from Reception up to Year 6. This broad selection of resources ensures that every child can access age-appropriate toys, whilst interacting with other children from throughout the school.

We hope that you find this information pack helpful. If you have any questions, please feel free to contact Emily (PIPs Manager) on 07908 192451 or Jane Nixon in the school office on 01270 906120 or via email at: pips@peartreeprimary.co.uk

**What we offer**

During a morning session, your child/children will be offered a choice on non-sugary breakfast options such as toast, pastries or cereal. Children are free to choose from toys and quiet activities until it is time to head to class. If your child/children wish to, we are also happy to support children with homework during our sessions.

During evening sessions, your child will be offered a small tea at 4:15pm/4:30pm, food can vary from spaghetti hoops on toast to themed pizza making nights. The small tea we offer is not intended to be a substitute for a main evening meal. In addition to the toys and games provided, PIPs also plan monthly themed activities such as arts and crafts, film nights with popcorn and a special tea. We meet individual dietary requirements and parental preferences wherever possible. We are pleased to say we hold a food hygiene rating of 5.

We also have a games console available such as Xbox. This is only available for KS2 children to use. KS2 also have the opportunity to use our school table tennis tables in the hall. Each child is limited to a 15-minute playing window before swapping with a friend. This guarantees that every child gets a turn to play. We also aim to spend as much time outside as possible, weather permitting. There, children can access toys such as; badminton nets and rackets, footballs, sand toys, the trim trail on the field plus many more.

Overall, we hope that parents and carers have the reassurance that, whilst in our care, your child/children have the best time and enjoys the additional time within school. We look forward to meeting you and your family!

**Booking Information**

Before your child/children can attend PIPs, we require a completed set of registration forms and booking form. This information will be treated as confidential and will be stored appropriately.

**From September 2024 our fee structure will be;**

* **Breakfast club** (7.30am to 8.50am) in term time - £6.00 per session
* **After school club** (3.15pm to 6.00pm) in term time - £11.50 per session
* **One hour** (3.15pm to 4.15pm) in term time - £5.50 per session

Where two or more children (siblings) attend the club a discount of 10% will be applied to the youngest child’s fees.

* **Registration fee** £5.00 per family
* **Late charges** - If a pupil is collected late from a session the charge will be £10 for the first 15 minutes and an additional charge of £10 for every 10 minutes after that time.

*Please complete and return the following forms to the school office before booking a session for your child/children:*

* **Admissions form**
* **Photograph consent form**
* **Medical Information form**
* **PG film viewing consent form**
* **Terms and Conditions**
* **Booking Form**

Thank you.

|  |  |
| --- | --- |
| C:\Users\Jane\Pictures\Pips logo.jpg | PIPS Club Admission form  (Please complete this form in BLOCK CAPITALS) |

**Details of Child 1**

Surname: ……………………………………………………………………………………………….

Forename: ……………………………………………………………………………………………..

Known as: ……………………………………………………………………………………………..

Date of Birth: ………………………………………………………………………………………….

Home Address: ……………………………………………………………………………………….

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

Postcode: …………………………

**Details of Child 2**

Surname: ……………………………………………………………………………………………….

Forename: ……………………………………………………………………………………………..

Known as: ……………………………………………………………………………………………..

Date of Birth: ………………………………………………………………………………………….

Home Address (if different from Child 1): ……………………………………………………….

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

Postcode: …………………………

**Details of Parents/Carers**

**First contact**

Surname: ……………………………………………………………………………………..

Forename: ……………………………………………………………………..……………..

Relationship to child: ………………………………………………………….……………..

Home address (if different to child/children): …………………………………………… ……………………………………………………………………………………………….. …………………………………………………………………………………………………..

Home telephone number: …………………………………………………………………...

Mobile number: ……………………………………………………………..………………..

Contact number (at work): …………………………………………………………………..

**Second contact**

Surname: ……………………………………………………………………………………..

Forename: …………………………………………………………………………………....

Relationship to child: …………………………………………………………………..…….

Home address (if different to first contact): …………………………………………..…… ………………………………………………………………………………………………..… ………………………………………………………………………………………………..…

Home telephone number: ……………………………………………………………..…….

Mobile number: ………………………………………………………………………..…..…

Contact number (at work): …………………………………………………………..………

**Emergency Contact List**

Please list in order of preference, other than parents, who you would like us to ring in case of an emergency (eg: Grandma, neighbour)

1. Name: ………………………………………………………………………………..

Telephone Number: ……………………...………………………….……………..

Relationship to child/children: ……………………..................…………….........

1. Name: …………………………………………………………………………..…….

Telephone Number: …………………………………………………………..…….

Relationship to child/children: ………………….………………………………………..….

**People who are able to collect your child**

1. Name: ………………………………………………………………………………..

Relationship to child/children: ……………………....................…………….......

1. Name: …………………………………………………………………………..…….

Relationship to child/children: ………………….……………………………………..……..

1. Name: ………………………………………………………………………..………

Relationship to child/children: ……………………...............……………............

***Please note that we will not release your child to anyone who is not on the list unless arrangements have been made with us.***

***In some circumstances, it may not be possible for you to collect your child/children and you may need to send someone else. In order to make safeguarding as tight as possible, if a member of staff does not recognise the adult who has come to collect your child/children, we may ask them for the set password. Please create a password below that can be used in correspondence of collection.***

***My chosen password is: ……………………………………………………………***

**Medical Information**

Name of child/children’s doctor’s surgery: ………………………………………….……..

Telephone number: ………………………………………………………….……………….

Medical concerns/issues: ……………………..……………………………..………………

…………………………………………………………………………………..………………

Details of any allergies: ……………………………………………………..………………

…………………………………………………………………………………..………………

***In the case of a medical emergency or critical incident where we have been unable to contact you (parent), do you give authority to the school to give their consent for any medical, dental or surgical treatment, including anaesthetic or blood transfusion that is considered necessary by the medical authorities present?*** Yes / No

If no, who do you nominate: ………………………………………………………………...

Contact phone number: ..…………………………………………………………….……..

Signed: ………………………………………………………………..…… (Parent/Carer)

Date: ……………………………………………………………………..……………………

**Warmer Weather**

We know that school ask for you to apply sun cream when the weather warms up. However, would like your permission to be able to re-apply sun cream when required in after school club. (We will use Nivea Factor 50). Please also send your child with a sun hat and water bottle.

Signed: …………………………………………………………………….. (Parent/Carer)

Date: ……………………………………………………………………………………….

|  |  |
| --- | --- |
| C:\Users\Jane\Pictures\Pips logo.jpg | PIPS CLUB  Use of photographs in media |

The club may produce printed publications and add them to the school website which may include examples of children’s work and/or photographs of children. Including images of children in club publications and on the school website can be highly motivating for children and provides a good opportunity to promote the club. However, we have a duty of care towards the children, which means that children’s photographs will not be accompanied by names.

We ask that parents’ consent to the club publishing their children’s work and to the taking and using of photographs/videos of their children subject to strict confidentiality of personal information. Your preferences can be changed at any time by contacting the club manager.

My child/children: ……….…………………………………………………………………

* May have their picture taken for use on the school website
* May have their picture taken for publication in local press
* May be filmed for website use
* May have their picture taken for use in prospectus or other printed publications
* May have their picture taken for use in displays (in school)

*Please delete as appropriate*

Signed: …………………………………………………………………….. (Parent/Carer)

Date: ……………………………………………………………………………………….

**Consent for use of PG films in PIPs**

From time to time, we may plan a film night in PIPS. As we have access to Disney+, Netflix and Amazon Prime, we can show an array of movies. However, without parental consent, we are limited to only showing films that have a certificate of U. With your permission, it would reveal so many more films for your child/children to watch.

If you are happy for your child/children to view a PG film whilst in our care, please sign the form below.

Child/Children’s name: ……………………………………………………………………

Signature: ………………………………………………………………… (Parent/Carer)

Date: ………………………………………………………………………………………..

**TERMS AND CONDITIONS**

1. **GENERAL INFORMATION**
2. If at any time during the course of this agreement there is any change to your contact details you need to **notify us immediately**. This applies to all additional contacts that you have registered with us.
3. These terms will become binding once your booked session has been confirmed. By applying for a place in any session you are agreeing to our terms and conditions.
4. School policies (e.g: health and safety and safeguarding/child protection will apply to the before and club also. These policies are available on the school website and from the school office.
5. Whilst every reasonable care is taken, we cannot be held responsible for any loss or damage to your child’s property.
6. Terms and conditions may be changed by the school in order to improve our service. You will be given a minimum of one month’s notice of any changes. You may end your agreement with us by giving **one month’s written notice**.
7. **PAYMENT TERMS**
8. All bookings must be paid for. If you do not use a confirmed session, because for example your child is sick or on holiday, the session will still be paid for and no refunds will be available. This applies to regular and ad-hoc bookings.
9. If you fail to pay for a booked session we reserve the right to end this agreement immediately and cease providing childcare services.
10. Invoices are sent out on the first working day of the month. This must be paid by the 15th of that month. If it is not paid by this date a reminder will be sent out giving you 5 working days in which to settle the full amount of the invoice. If payment is still not received you will be sent a final reminder, including a £10 administration charge. You will be given a further 5 days to pay the invoice in full, including the administration charge. If, after this, payment is still not received we will cease providing childcare immediately and you will still be liable to pay the outstanding amount.
11. If you have regular weekly bookings, any ad-hoc sessions will be added to the next month’s invoice.
12. If you do not have a regular booking contract, any ad-hoc sessions must be paid for at the time of booking, or if this is not possible payment must be made on collection of the child.
13. It is not possible to swap any booked sessions (regular, termly or ad-hoc).
14. Payments are to be made via your School Money log in. Details will follow.
15. **BOOKING TERMS**
16. If your child will not be attending a booked session for any reason you must let us know as soon as possible.
17. Bookings can be made by email, direct by phone, or in person with the Club Manager.
18. If a payment is overdue or outstanding, you will be unable to book any further sessions until payment has been made in full.
19. Payment must be made for termly bookings upon completion of the termly booking form.
20. **CANCELLATION OF BOOKINGS**
21. If we are unable to provide a session which you have booked due to school closure a full refund will be made. However, we will not be liable for any other costs incurred.
22. If you wish to end your contract with us, you need to give 1 months’ notice in writing. If you do not give us the required notice you will be required to pay in full for each session for which notice has been given.
23. **LATE COLLECTION**
24. PIPS club closes at 6.00pm. Any parent arriving after 6.00pm will be charged a late collection fee. Please see fees and charges.
25. On the third instance of late collection we will have a discussion with you and we reserve the right to end this agreement immediately and cease providing childcare services.
26. **COMPLAINTS**

Should any parent/carer wish to discuss an issue around the club they should speak in the first instance to the PIPS Club Manager. If this doesn’t resolve the issue then the school’s complaints policy needs to be followed. This is available on the website and also from the school office.

1. **RULES AND PROCEDURES**
2. All children are expected to behave with safety and consideration of others in mind at all times. Any inappropriate behaviour will be discussed with parents and logged.
3. Any continued disruptive behaviour may jeopardise your child’s place at the club.
4. The club operates under the School Rules of Pear Tree Primary; these are explained in the school’s behaviour policy which is available on the website and from the school office.
5. **CONTACTING US**

You can contact Emily (Club Manager) directly on 07908 192451 or Jane Nixon at the school office 01270 906120 or by email at: pips@peartreeprimary.co.uk

I have read and understand the terms and conditions.

Signature: ……………………………………………………….

Date: ……………………………………………………………….

Print name: ……………………………………………………..

|  |  |
| --- | --- |
| C:\Users\Jane\Pictures\Pips logo.jpg | PIPS CLUB Information |

**Access** – Breakfast club starts at 7.15am and breakfast will stop being served at 8.20am. Please use the hall door.

When coming to PIPS club children in Key Stage 1 are collected by club staff from their classrooms. Children in Year 3, 4, 5 and 6 will make their own way to the club.

When collecting your child please use the hall door. For safeguarding reasons it is essential that your child is signed out before you take them home.

**After School clubs –** If a child attends an after school activity they will be taken to the after school club by a member of staff once this activity has finished.

**Your child’s personal belongings** – We do remind all children to make sure they have all of their belongings with them when they come to the after-school club. If your child realises that they have left something in their classroom or cloakroom please speak to a member of the club staff. **We are not able to let pupils and parents go back to classrooms after club sessions.**

**Attendance and collection – If your child will not be attending the after school club for any reason it is essential that you let us know.** If your child is going to be collected by someone who does not normally collect and is not recorded on your admission form you must contact the club manager. If the person is unfamiliar to us we will ask for your personal password before releasing your child. If password unknown they will be ask a couple of secure questions. If your child is sick whilst attending the club we will contact you to collect them. Please ensure that all contact details are kept up to date. If you have not collected your child by 6pm then you will need to collect them from the main entrance to the school.

**Activities** – During breakfast club we provide breakfast and aim to provide a calm and relaxed atmosphere for children to chat and play before beginning their school day. In after school club we offer a range of activities such as sports, arts and crafts, board games, puzzles, toys, role play activities, space for relaxed reading, and sometimes computer games / films. Children will have access to outdoor activities every day (weather depending) and if we have any special events planned you will be given as much notice as possible. If the weather is poor the children will also have access to the school hall on evenings when it is not being used for other school activities.

|  |  |
| --- | --- |
| C:\Users\Jane\Pictures\Pips logo.jpg | PIPS CLUB Admission form  REGULAR BOOKING FORM |

Child/children’s name: ………………………………………………………………………………

Year group: …………………………………………………………………………………

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
| am | pm | am | pm | am | pm | am | pm | am | pm |
|  |  |  |  |  |  |  |  |  |  |

Please state ‘S’ for a one hour afternoon session.

Starting date: ……………………………………………………………………………….…

Name of childcare voucher provider: ………………………………………………………

Please be aware that when completing and returning this form you are agreeing to the terms and conditions as set out in the welcome pack.

**If you would like to cancel your regular bookings we will require 1 months’ notice in writing.**

**If you cancel a session that you have booked you will still be charged.**

**Sessions cannot be swapped.**

I have read and understand the terms and conditions stated in the welcome pack.

Signature: ……………………………………………………………………………………..

Date: …………………………………………………………………………………………..

Print name: ……………………………………………………………………………………

Please return this form to the school office.