

GREENHOUSE PARENT/CARER HANDBOOK

ABOUT THE CLUB

Greenhouse Breakfast and Afterschool Club operates from our school halls and playground and is available to all children who attend Chorlton Park Primary School.

Breakfast Club is open from 7.50am to 8.50am and Afterschool club from 3.00pm until 6.00pm weekdays, during term time.

Aims

At Greenhouse we aim to provide high quality, affordable out of school care to children at Chorlton Park Primary School. We will provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

At Greenhouse there will always be a wide selection of activities and resources including arts and crafts, construction, role play, sports, dressing up, board games, and outdoor activities (weather permitting) to choose from. We will also have adult-led activities to choose from each day which the children can opt into. Greenhouse will also include a quiet area for children who wish to do their homework or read. The ICT suite and library will also be available to children under staff supervision. We will also be getting involved with the school gardening club. Breakfast will be available in the morning and a light healthy snack after school.

The Team

The Greenhouse is staffed by:

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| • Mairead O'Grady | Club Manager |
| • Tahira Ahmed | Play worker and keyworker year 1 |
| • Zahida Baber | Play worker and craft coordinator |
| • Andrea Burns | Play coordinator and key worker year 4 |
| • Tanya Filitova-Malcheva | Play coordinator and key worker for early years (p.m.) |
| • Petina Gateva | Play worker and keyworker for early years (a.m.) |
| • Abbie Guerrieria- Jones | Play worker and keyworker year 4 |
| • Julie Leach | Play worker and keyworker year 5 & 6 |
| • Jessie Singh | Kitchen coordinator (Catering) |
| • Rajni Singh | Play worker and key worker for early years (p.m.) |
| • Eve Truswell | Play worker and keyworker year 3 |
| • Dakota Wilson | Play worker and keyworker year 2 |
| • Vikki Lucy | Play worker and keyworker for early years (a.m.) |
| • Vicky Longley | Playworker and keyworker year 5 & 6 |

All of our staff have experience of working with children and undertake professional development training and have appropriate DBS checks.

Places

Our Club aims to be accessible to all children and families. Towards the end of each Summer term, school will contact all parents to arrange available places for the following school year, with current Greenhouse children having priority along with their siblings. A waiting list will be operated which will depend on our availability and your required sessions. See our Terms & Conditions for more details.

New nursery and Reception families will be contacted with details about booking places once they have accepted their place at the school.

On confirmation of your place you can make your booking on our online booking system, MagicBookings. Your child/ren's details will be taken from the main school database. This information will be treated as confidential and will be stored appropriately. On setting up your MagicBooking account you will be asked to indicate your consent for various options.

Fees/Payment

- The current fees are £3.75 for a Breakfast session and £10.00 for an after-school session. Fees are payable in advance using 'MagicBookings' our online booking system by card payment, standing order, Tax-Free Childcare (Childcare Choices) or childcare vouchers.
- We accept vouchers from all major Childcare Voucher providers, if your provider is not listed on the booking system please let us know and we will arrange to add them.
- The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).
- We do not charge for bank holidays and professional training days.
- Fees are paid one month in advance. Please ensure that fees are paid promptly, if a monthly payment is not received as per the payment schedule your child/ren's place may be cancelled until all arrears are settled. If you are having difficulty paying fees, please speak in confidence to the Manager.
- Late collection - there is a £5 charge per every 15 minutes after 6pm. Persistent late collection may result in your child/ren's place being cancelled.

Changes to days and cancelling your place

You must give 4 weeks written notice if you wish to remove your child/ren from the provision. If you need to change the days that your child attends, please email the Manager. We try to accommodate such changes wherever possible.

Arrivals and departures

On dropping off/collecting your child at Greenhouse, your child will need to be signed in and out using the register managed by staff.

For after-school club, our staff collect children from classes at the end of the school day and escort them to the Club. A register is taken when children arrive in our care, and your child will be signed out at the end of each day when you collect them.

Please inform us if someone other than a parent/carer is collecting your child, whether on a regular basis or a one off. Your child will not be released unless prior notification has been given, and the person collecting is in possession of the password.

If you are going to be delayed collecting your child, please contact Greenhouse staff on **07394 006 404**. If you are unable to get through to this number, please call the school office on **0161 881 1621**.

If for any reason, by law, a particular adult is not allowed to collect your child please ensure the Greenhouse staff are made aware in writing with legal information.

If your child will not be attending their regular session for any reason, please inform us at the earliest opportunity by email to greenhouse@chorltonpark.manchester.sch.uk If we have not been informed, your child will be treated as missing and you will be contacted in accordance with Chorlton Park's Safeguarding Policy

Food

Children are provided with breakfast in the morning and a light healthy snack at after school club. Fresh drinking water is available at all times.

We meet individual dietary requirements, this information will be taken from your child/ren's school record but please check your MagicBookings account to ensure all information is correct.

The snack menu's will be available for Parents to view on the Greenhouse noticeboard which will be updated regularly. The noticeboard is located by the drop off/pick up gate.

We promote independence by encouraging the children to self-serve and to then clear away after they have eaten. We use fresh ingredients and follow the School Food Standards.

Medical/Dietary information

All medical/dietary information is taken from the main school information system. Please update the main school office of any changes to medical conditions / dietary requirements and ensure necessary medication is kept in school. Please check your child's Magicbookings account to ensure all information is recorded correctly.

If your child requires medication to be administered whilst at Greenhouse, then a permission form will need to be completed. A form can be obtained from the school office or from the club manager.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send them to the Club for 24 hours after the illness has ceased. If there is an outbreak of sickness or diarrhoea this may be increased to 48 hours.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. We have fully trained first aiders in our staff and first aid kits are kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Behaviour

We use the schools Behaviour Policy and procedures. These are available on our website and have been shared with children and staff.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the diversity of our community and provide an inclusive environment.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.
- Ensure all children are included, regardless of gender, faith, ethnicity, ability or race.
- Provide a range of activities that give all children an opportunity to engage, regardless of their age or ability level.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in partnership with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Whilst we have trained, experienced staff regarding SEN children, we cannot offer 1:1 support and if required, this would need to be discussed further with senior school staff.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy.

Fire Evacuation Procedure

Emergency evacuation drills are carried out once every term and reported to the governors. We follow the same procedure as the school so the children are well rehearsed.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Manager, or any other member of staff.

Complaints should be raised with the Club Manager in the first instance. Normal school complaints procedure should be followed if you are not satisfied with the response. This can be found on the school website

Contact Information

Telephone: 07394 006 404 or 0161 881 1621

Email: greenhouse@chorltonpark.manchester.sch.uk

Please telephone if:

- Your child is not attending Greenhouse
- Someone other than a parent/carer will be collecting your child and insure they know the password.
- You are going to be late collecting your child (please note that continued lateness will result in a late payment fee and could result in the loss of your place at Greenhouse).
- You have a query about payment
- You need to amend days that your child attends Greenhouse.

Please feel free to come and discuss the club with us at any time. The Club Manager is happy to listen to any ideas you might have, concerning activities, charitable donation of equipment etc.