



Registered charity number 1056248

C/o: Martley C of E Primary School,

Martley, Worcester. WR6 6QA

Tel: 01886 889127

www.martleypreschool.co.uk

Rules and information.

1. Please could you escort your child to the main building for breakfast club.
Children should not be dropped off to make their own way to the club.
2. Parking is permitted in the Primary School car park only.
3. Please do not sound horns or leave your engine running to avoid disturbing the neighbours.
4. No children will be allowed to meet their parents at the school gates, collection must be from the main building only.
5. There is a behaviour policy in operation that we expect children to adhere to and parents to support. This policy is available for inspection in the main foyer.
6. Parents must advise staff of anyone else who will be collecting their child.

An Example of Activities indoors and out include;

Collage

Sewing

Printing

Painting

Clay modelling

Football, Basketball, Rounders

Parachute games

Computers and T.V

Board games

Small World play

Sand, water activities

Cookery

Junk Sculpture

Music & Stories

Reading, drawing, crosswords

Puzzles

Scoubidou & Hama beads etc etc.....



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Out of School clubs

Staff

All staff are highly qualified and experienced practitioners, with Pre-School, Primary School and High School aged children.

Enrolment

Applications are considered for children aged two to thirteen years, and admissions forms must be completed and returned to a member of staff, before the child is left in our care.

Accidents

If the child becomes ill whilst at an out of school club, every effort will be made to contact the parent. Parents will be notified when collecting their child, of any accident or incident that has occurred whilst their child was in our care. An accident record book must be signed by the parent upon collection. Any emergency treatment will be sought if deemed necessary by our first aider, as agreed with the parent on the admissions form.

Clothing

Please make sure that your child's clothing is clearly named. The Out of School club takes no responsibility for lost or damaged property.

Smoking

Martley Out of School clubs operate a no smoking policy.

Policies

A copy of all our policies are available to view in the main Pre-School foyer.



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CHARGES FROM 9TH JANUARY 2006

The following charges apply from 9th January 2006 until further notice.

Breakfast Club (8.00- 9.00a.m.)

£1.75 per child per 30 minute session (will be rounded up to nearest 30 mins).
This price includes breakfast of cereal or toast and drink.

Out of School Club (3.15 – 6.00 p.m.)

£1.75 per child per 30 minute session (will be rounded up to the nearest 30 mins).
This price includes a drink & biscuit. It also includes a snack (e.g. beans on toast), which is provided between 4.30 – 5.00p.m.

Sessions must be booked in advance.

Payment of fees.

Parents will be billed every month; payment within seven days of receipt of the invoice is required to ensure the smooth running of the group.

Parents will be invoiced for the sessions they book for their child/children, as stated on the admissions form.

Cheques should be made payable to 'Martley & District Pre-School'.

Martley & District Out of School Care.

Admission Form.

Child's name..... Date of Birth.....

Home tel. no.....

Mobile tel. no.....

Child's home address.....

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Name, address & tel. no. of person to be contacted in your absence, in case of emergency:

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Other relevant addresses ie; parent not living at child's home address.....

Doctor: (name & tel. no.).....

Are immunisations up to date? Yes/ No

Medical history inc. Allergies/ Medication/ Dietary requirements?

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Declaration.

1. I agree to my child being taken directly to hospital or to being seen by the nearest doctor available, should an emergency arise
2. I understand that my child will not be admitted to Out of School clubs if he/she is unwell
3. I agree to a trained first aider treating my child if emergency aid is required
4. I understand that if my child brings toys/belongings into an Out of School Club, they do so at their own risk.
5. I understand that I will be billed for the place I book for my child. I will not be billed for their place whilst on holiday, if two weeks notice is given. Late collection (after 6pm) will result in a fine of £10.00 for every fifteen minutes.
6. I will list below other persons who have parental responsibility for my child.

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Signed.....(print).....