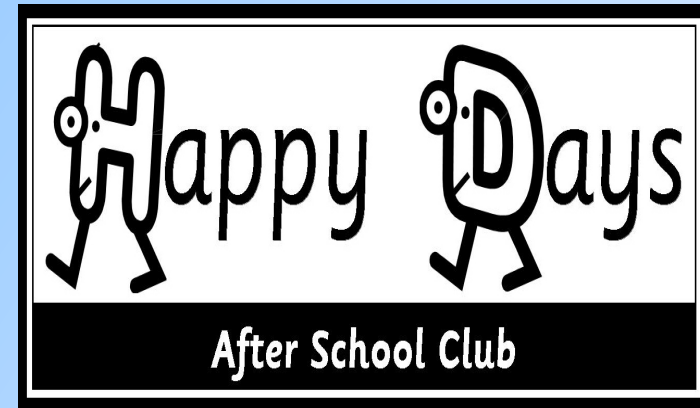




Lower Darwen Primary School

We are proud of our school.



Tel: 07971 946760

**Parent handbook
2018-19**

Head teacher : Mr Steven Cumbo

Manager: Mrs Liz McDonald



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We are proud of our school.



Behaviour...

Behaviour expectations in the club are no different than those in school.

We follow school rules and also the school's behaviour for learning policy to ensure consistency for the children at the club. This policy can be downloaded from the school website.

<http://www.lowerdarwenprimary.co.uk/policies/>



Registration...

Children must be registered before they are able to attend the club. A registration form must be completed for each child and returned back to school as soon as possible. Registration forms are available from the school office after school club or after school club website.

Happy days operates a booking system on a first come first serve basis. However preference is given if siblings already attend the club.

Bookings

Bookings can be taken on a monthly basis (white booking form) or on a continuous basis (yellow booking form). Continuous forms are only available to children that require the same days each week.

It is the parents/ carers responsibility to collect a booking form we do not send them home with the children.

Booking forms can be collected from either the after school club. School office or downloaded from the school website.

Emergency bookings can also be made providing that there are places available in the club. For an Emergency booking please ring the school office or Happy Days mobile phone as soon as possible to ensure that your child is booked in.



Cancellations...

Cancellations may be made either in person to the after school club team or by telephone to the school office. Cancellation must be received before end of the day on Fridays for the following week to allow us time to adapt the registers, and staff to child ratio. Please be aware after this time you will still be charged.

You will still be charged if you fail to cancel your child's place in Happy Days.

You will not be charged if your child is absent from school but please still let us know.

Happy days takes care of children after school and during the holidays and inset days.

About Happy Days...

After School Club

The after school club runs from 3.25 till 6 pm. The after school club is held in our own classroom, one for Infants and one for Juniors with resources for all ages.

Children will be escorted by Happy Days Staff to the club and then registered by the after school club team. After registration A healthy snack is provided as children are normally hungry after a busy day in school.



Activities in the club...

Happy Days staff encourage children to make choices within their play to stimulate and expand their learning. Activities within the club aim to encourage children to engaged in their play to promote confidence, self esteem and independence.

Our weekly programme of activities may include:

- Arts and crafts
- Team games
- Imaginative play
- Construction
- Cooking

The club has also the use of the field, outdoor area the hall and sports equipment.

Happy Days recognises that children need time to relax and unwind, the club has the opportunity to watch DVD's, play on the computer and Nintendo Wii.

All games for the Nintendo Wii Are rated 3+ and Videos rated U.

Staff in the after school club monitor how long children are using these resources for. Children are allowed 30 minutes on both computers and the Nintendo Wii per session.

We respect parents wishes and as that you state on the booking form if you wish for your child to not play or have limited play on these resources.



Policies and procedures...

Happy Days follows the school policies and procedures these are available on request. Please ask a member of the after school club team.

Food and drink...

Happy Days after school club provides a light snack for the children after school. We must stress that this snack is not a substitute for the children's tea.

Water is always available to the children to get when they wish.

On hot days we encourage the children to drink more.

During the holidays we provide breakfast and a afternoon snack. Children that attend morning or full day sessions will need to bring packed lunch. We ask that children attending afternoon session have their lunch before they arrive to the club at 1 pm to allow activities to start as soon as they arrive.

Juice and fruit is also available to the children throughout the day.



Children have the opportunity to choose from free play or planned adult lead activities, children will not be forced to do activities if they wish not to. Reception children will still have planned activities under which are under the EYFS framework.

Opportunities to relax and unwind are widely encouraged however outdoors and sports hall are regularly used to allow children to let off steam.

Some staff in the after school club work within the school and are familiar with the children creating a happy and comfortable environment.

Holiday club

The holiday club offers different sessions to best suit all families needs.

Happy Days offers a full day session open from 8 am till 6 pm. Half day sessions 8 am till 1 pm and 1 pm till 6 pm.

Fridays are only full day sessions as this enables up to go out on full day trips.

Children attending full day and morning session need to bring a packed lunch. The club will provide breakfast and a afternoon snack. Fresh fruit juice and water is available all day.

Children will be taken out on trips and will have the opportunity to join in with fun activities.



Principles of play work...

- All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
- Play is a process that is freely chosen, personally directed and child motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
- The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.



Medication...

Happy days is unable to administer medication unless the correct paper work has been filled in.

Please see the school policy on Medication for further information.

First Aid...

A fully trained First Aider will always be on the school premises when children are present.

Unfortunately accidents do happen. Your child will be administrated with first aid by a qualified First Aider

Please put any allergies regarding first aid on your child's registration form.

Should your child need to go to hospital a member of staff will go with your child in a ambulance and you will be contacted.

Sickness...

Happy Days understands that children and staff are vulnerable to infections and therefore ask parents and carers to refrain from bringing their child to the club if they are unwell.

Parents/ Carers of children that are unwell in the club will be contacted and sent home to reduce the risk of infections spreading.



Collecting your child...

Access to the after school club is by entering the school through the double doors on the junior playground (near the football cage) This door will be locked so please ring the bell.

Children can only be collected by the named person on the registration form. If a different person is to come and collect your child then please contact the school directly or let the after school club know in advance.

It is important that you remember to sign your child out of the club.

Please be aware that the after school club closes at 6 pm and we must stress that your child should be collected by this time.

Late Collection...

Happy days has a late collection policy which works on the basis of THREE warnings:

- **First warning:** you will be issued with a green ticket
- **Second warning:** you will be issued with a orange ticket
- **Third warning:** you will be issued with a red ticket and a charge of £35.

This charge will need to be paid to either the school office or after school club.



Aims and ethos of the after school club...

- To provide an environment which is Happy, safe, secure and conducive to learning
- To enlarge the children's knowledge and provide them with skills and understanding of the world around them.
- To be sensitive to the needs of others, to develop a positive relationship and to appreciate the value of cooperation and tolerance
- To extend and develop individual talents and interests
- To develop a reasoned set of beliefs and values and a respect for religious, moral and cultural principles
- To develop self confidence and self esteem in all members of our school community promoting an ethos of partner ship

Lower Darwen Primary School considers that positive attitudes, a friendly, productive, calm and inclusive atmosphere creates an ethos which makes the school so pleasant to work in.



Fees and payment...

Fees can be paid by cash, cheque, childcare vouchers, or online banking. Please make cheques payable to Lower Darwen Primary School. Payments can be made at the after school club, to the school office or sent into your child's class in a clearly labelled envelope for the attention of Mr Morton.

Fees from September 2019

After school club	£7.00 per night	
Holidays		
All day session 8 am– 6 pm	£23.00 or £99 for a full 5 day week	
Morning session 8 am– 1 pm	£12.00	Or £50 for five sessions
Afternoon session 1 pm-6 pm	£12.00	
Late collection	£35.00	Fine issued on third warning for late collection.

Payments can be made every month, weekly or daily, in advance or after the sessions have been attended.

Please state on your registration form if you wish to receive invoices for any outstanding payments at the end of every term.



Meet the staff...

Happy Days staff work in and around school and will be familiar to your child. Staff that work in the after school club are trained and have all undertaken a DBS check.

Regular Staff:

Mrs McDonald **Manager**

Mrs Hicks **Deputy**

Mrs Barnes

Miss Cook

Miss Stanley

Mrs Lee

Mrs Brindle

Miss Brindle

Bank Staff:

Mrs Waite

Mr Kay

Miss Zamara