

PlayPals

Before and After School Club
St Christopher Primary School



PlayPals offers before and after school care for children from Nursery to Year 6. We are a busy club and have lots of exciting and fun activities for your children to get involved with every session. We are very lucky to have a lot of space in PlayPals; we have our main room that is full of toys, art resources, a role play area, and a Lego table. We also have a hall where we play lots of group games, make dens and sometimes have an obstacle course or a movie afternoon. In the afternoons we spend a lot of our time out on the playground and on the field.

We offer breakfast and an afternoon snack everyday with the menu changing weekly, more information about our snack time is available on the PlayPals page of the school website.

Term time price list

Morning session from 7.30am.....	£6.00
After school session 3.30 - 5.30pm.....	£8.00
Late pick up 5.30 - 5.45pm.....	£2.00

Please note that you will not need to book a late pick up, but if you do use this option, the additional charge will be added to your invoice for the following month.

If you would like to book your child into PlayPals please fill out the application form and return to the school office or PlayPals. Please ensure you complete the application form in full, including the two policies at the end of the form (copies of the policies included in this application form are available on the PlayPals page of the school website). Jodie Davies (Play Leader) will be in contact with you regarding a place.

Holiday Club

PlayPals usually runs a holiday club during all school holidays (excluding Christmas and the last two weeks of Summer), more information on our holiday clubs is available on the PlayPals page of the school website. Booking forms are emailed to all parents in advance of the school holidays.

Jodie Davies - Play Leader

Tel: 07720212417

Email: playpalsadmin@st-christopher.coventry.sch.uk

School website: <https://www.st-christopher.coventry.sch.uk/>

PlayPals Application Form - September 2023
St Christopher Primary School



Your child's details

Child's Full Name:

Home Address:

.....

Postcode:

Date of Birth:

Age:

Class:

Sessions

Please indicate which sessions you require in the table below:

Days	Breakfast 7:30am - 8:55am	After School 3:30pm - 5:30/5.45pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Required start date: _____

Please note: if your child will be starting Nursery or Reception in September you will be contacted during the summer holidays to confirm your child's start date.

Permissions



Are you happy for your child to watch PG rated movies whilst in our care?

Yes/No

Are you happy for your child to have their face and hands painted?

Yes/No

Are you happy for your child to have use of a computer and have access to the internet with adult supervision?

Yes/No

As your child is registered at St Christopher Primary School we will collect all the information we require about your child from the school information system (i.e., contact details, GDPR permissions and medical information). It is therefore your responsibility to ensure that this information is kept up to date and any changes are notified to the school office.

Please sign to confirm you have read and understood:

Parent/carers signature:

Date:

Collection Arrangements

We will only allow your child to be collected by those already listed as a contact on our school information system. Please ensure all information is kept up to date. Please contact the school office if you need to update any information.

Please sign to confirm you have read and understood:

Parent/carers signature:

Date:

PLAYPALS



St Christopher
PRIMARY SCHOOL

TERMS AND CONDITIONS

Updated: Summer 2023
Review Date: Summer 2024

Terms and Conditions



- If your application is accepted, this form will be the basis of your contract for PlayPals. If you have not been successful, you will be added to our waiting list and notified when a place becomes available.
- All club fees must be paid in advance upon receipt of an invoice. Invoices will be issued monthly in advance and MUST be paid within 14 days. Full fees are payable during time away i.e., holidays and due to staffing costs, illness, and injury. Please note that this also applies to holiday club sessions.
- One calendar months' notice in writing is required should you wish to discontinue/change your placement.
- Should you encounter financial difficulties and are unable to pay your fees please contact PlayPals in the first instance.
- If you have chosen for your child to attend an after-school club and wish to withdraw their place from PlayPals you must notify the Play Leader one week in advance. If you cancel your child's place at PlayPals there is no guarantee that this place will still be available when clubs finish. This is due to staffing ratios.
- You must inform us if your child is going to be absent for any reason on 07720212417
- School will not be responsible for any personal items of value that go missing or are broken.
- The Play Leader/Deputy Play Leader must be notified in advance if any adult other than those listed will be collecting.
- Should your child present any unsafe behaviour then this will be referred to the Headteacher and may result in loss of PlayPals place.
- Children must be collected promptly at the end of the booked session. Staff may have to inform social care if any child is remaining after 17.45 (after 17:30 in holiday club). A late collection charge of £5 per every 15 minutes late will be made.

Copies of all policies are available on the school website.

PlayPals Terms and Conditions Acceptance

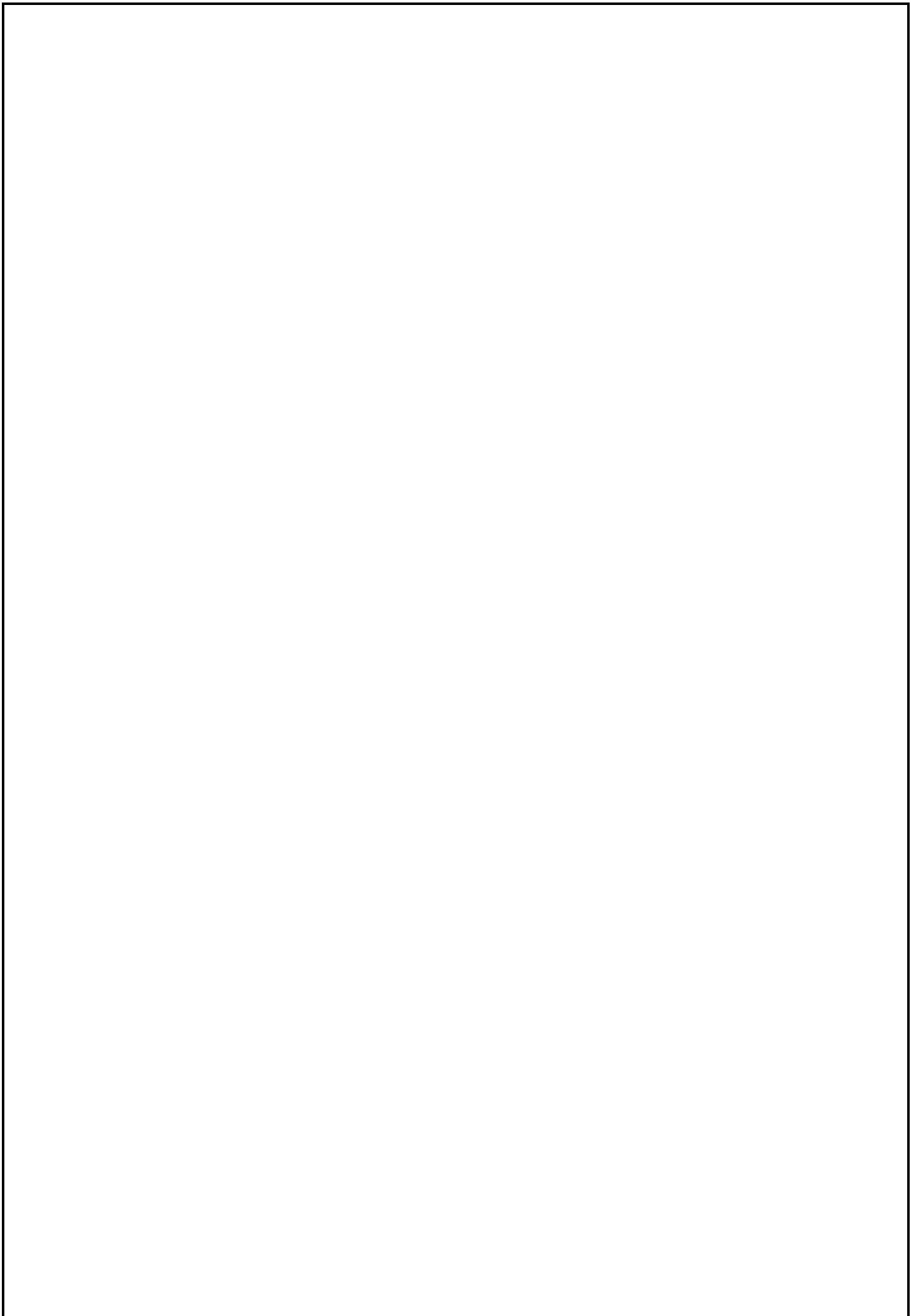
I have read and understood the contract and terms and conditions.

I hereby declare to abide by the conditions set out within the contract.

Name of child:

Parent/Carer Signature:

Date:



PLAYPALS

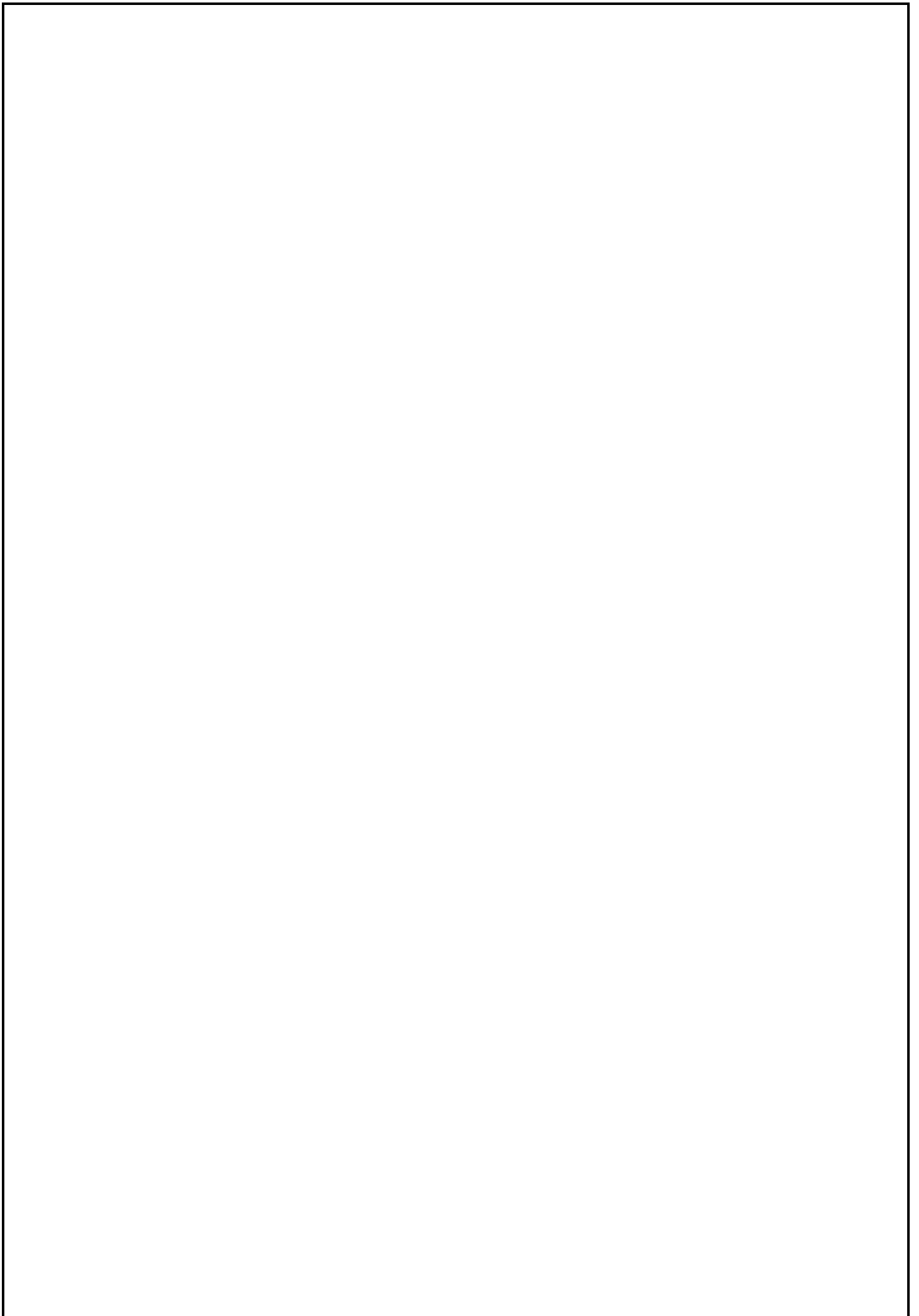


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LATE COLLECTION OF CHILDREN POLICY

Updated: Summer 2023

Review date: Summer 2024



Late Collection of Children Policy



The purpose of this policy is to give our PlayPals staff guidelines by which late collection of children i.e., after registered closing hours (17:45 during term time, 17:30 in holiday club) is to be dealt with.

- If a Parent/Carer fails to collect a child/children by the registered closing times of the club, the manager/deputy should refer to the child's records and attempt to contact the Parent/Carer.
- If the Parent/Carer cannot be contacted then the emergency numbers should be contacted and requested to collect the child/children.
- If no other route is available social care will be contacted.

Following an incident of late collection where the parent/carer fails to notify the club, or when late collection occurs regularly, the manager/deputy will notify the Parent/Carer and charge a late collection fee of £5 per 15 minutes when the next payment is due.

If late collection persists the manager may consider withdrawing the child/children's place at the club.

PlayPals Late Collection of Children Policy Acceptance

Name of child:.....

Parent/Carer Signature:

Date: