

PUPS

Where the children choose to play.



Pewley Under 8's Playscheme

PUPS After School Club
Pewley Down School
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GUIDELINES FOR NEW PARENTS

Thank you for registering with PUPS.

This booklet should give everyone involved with PUPS a clear picture of how the club is organised and what parents, children and staff may reasonably expect from one another. Please read it carefully and keep it for future reference and do not hesitate to contact the Manager if you have any questions. A more detailed manual covering all our policies and procedures is available and you should ask the Manager if you would like to have a look at it. PUPS is a voluntary, non-profit making organisation. It was created by parents, for parents, to provide out of school care for the children of Pewley Down School.

PUPS After School Club

PUPS is open during term time from 3.00pm until 6.00pm (excluding Bank Holidays and Teacher Training Days), and is available for all children who attend Pewley Down Infant School. There are a total of four members of staff; two of them have qualifications in early years and playwork.

Occasionally school finishes early at the end of the term and on these days PUPS starts at 1.30pm and finishes at 5.00pm.

PUPS Holiday Playscheme (PUPS PLUS)

We also run a club at certain published times in the half term and other main school holidays. This takes place at Pewley Down School, Holy Trinity School. The playscheme operates from 8.45am until 6.00pm each day and is available to all children aged 4 to 11 in the local community. Some of the staff members that work at the after school club also work at the holiday playscheme. Please ask for further information.

The Aims and Objectives of PUPS

Our aim is to meet the play needs of all the children that attend the after school club.

We will do this by:

- Identifying the individual play needs of the child when they first attend and throughout their time at PUPS.
- Ensuring all play types are made available along with the materials needed.
- To support the children in their play when required.
- Ensuring a reasonable cost to enable full access.

The Day-to-Day Running of PUPS

Parent's first point of contact for queries will be the Manager tel 0774 229 2097 email pups@pewleydown.surrey.sch.uk whose responsibilities include:

- To co ordinate staff, ensuring that the approved ratio of staff to children is always met and that a full range of activities is available.
- To receive applications for places at PUPS, maintain the waiting list and register children as places become available.
- To liaise with the Management Committee re staff recruitment, purchase of equipment, expenditure etc.

- To maintain daily records for PUPS (e.g. Accident Book and Register).

To ensure PUPS maintains overall good practice we incorporate the main principles of the 1989 Children Act which reads as follows:

- Children's welfare and development are paramount.
- Children will be treated and respected as individuals.
- Parents/guardians responsibility for their children will be recognised.
- Activities will provide creativity all play opportunities and a comfortable area for relaxation.
- Different cultural, religious and linguistic values will be recognised, respected and promoted.
- There will be a commitment to equal opportunity.

Children's Behaviour

It is very important that all children coming to PUPS feel happy, secure and have fun. The team will work hard to achieve this. The children also need to be aware that their cooperation is important in achieving this. Parents/guardians are asked to encourage their children to observe the following rules (and any others, which may from time to time arise).

WE will:

- Make our way to the school hall as quickly as possible when school ends.
- Look after our own possessions.
- Listen carefully to the staff and follow instructions.
- Follow the rules of the playscheme.
- Look after the school premises and the playschemes equipment and materials.
- Be nice to each other.

Parents/Guardians Responsibilities

PUPS is for parents, and it is vital that everyone cooperates if it is to run smoothly. Once your child has been accepted and given a place at PUPS, you will be asked to sign the application form, which constitutes a contract. You will be a member of PUPS and we hope that you and your child will benefit from the after school club.

Problems

Occasionally a child is unhappy or behaving in a way which interferes with other children's well being. In such circumstances, the Manager will discuss the matter fully with the parents/guardians. Similarly you should raise any concerns with the Manager.

Absence of Children

If your child is going to be **absent** from a booked you must let the team know either by **letter**, telephoning the PUPS **mobile** number, in person or by message in the **PUPS communication book** which is situated at the school office. The Manager will check with the school and ring parents/guardians of absent children. If your child was unable to attend school due to illness then they will not be accepted to attend PUPS on that day.

Allergy and Dietary Requirements

If your child has special requirements please fill the relevant section on the child application form. Please do not send your child in with sweets and treats, which may of course, include nuts and can cause problems for other children.

Sun Care

Parents are asked to provide a hat and sunscreen for their child in the summer. It is intended that parents teach their child how to apply sunscreen effectively, help will be provided where necessary and if permission is given on the child application form.

First Aid Accidents

The PUPS team aims to provide an environment that is safe and free of hazards, and ask children to follow rules of safety, such as walking and not running indoors. Parents are also asked to encourage children to follow these rules. Despite these measures, accidents can occur at any time. In recognition of this, we will ensure that at least one member of staff on duty has a current First Aid certificate and that this person will be responsible for the first aid equipment and in the case of any emergency, takes charge of the incident. All staff will be familiar with procedures. Only prescribed medicine will be given to a child with the written consent of the parents. A first aid box is available and will contain the statutory required items.

Fire Drills

A fire drill takes place once a term to ensure that all children are familiar with the routine of evacuating the premises safely.

Food Hygiene

A light snack is offered to the children at PUPS in the afternoon. This food is prepared especially for PUPS by staff in the kitchen. We ensure at least one member of staff as a current basic food hygiene certificate.

Staff Training

We encourage our staff to attend courses for personal development and for the benefit of the whole playscheme. We regularly update them on such courses as First Aid, Food Hygiene, Child Protection, Health and Safety, etc.

Collection of Children

Parents/Guardians are required to sign out their child each evening. Where a stranger to the PUPS team is to collect your child you must let them know in advance and ensure they have the password supplied by yourselves to PUPS for such circumstances.

Late Collection

We recognise that there are times when, despite our best efforts, we may be late to pick up our children. Please ensure that wherever possible you make alternative arrangements for collection and that you call the PUPS mobile to advise the team of the situation. The

Manager will monitor the collection of children and parents/guardians not adhering to the 6pm deadline will incur an initial charge of £10 for lateness up to 6.15pm and an additional £10 per 15 minutes thereafter which helps meet the cost of the inconvenience for the staff.

Smoking

There is a No Smoking policy on the premises.

Eligibility

Full time places will be given priority in all categories:

1. Siblings of children already using PUPS.
2. New applications.

Admission and Waiting Lists

The Manager will carry out administration of the waiting list.

Session Fees

£10.00 whole session 3.00-6.00 fee, £5.50 for the first session 3.00-4.30 fee is per child and includes a light snack. All invoices are sent out at the start of each month.

Assisted Places

In certain circumstances it may be possible to offer an assisted place. Please speak to the Manager for further details.

Payment of Fees, Terms and Conditions

A once only, non-refundable fee of £10.00 per child is payable upon registration for a place.

- Payment of fees is made in advance against an invoice, which is issued at the beginning of each month.
- Cheques should be **made payable to PUPS**.
- Fees paid are non-refundable and non transferable.
- Payments must be made for all sessions booked, even if the child is absent for illness, on holiday or any other reason.
- We are happy to provide additional sessions for children, subject to availability.
- A **term's notice** is required if you wish your child to decrease sessions or leaves the club.

The terms of this agreement have been designed to ensure that everyone is aware of his or her obligations. These are the terms that you accept when your child starts attending PUPS.

An application form must be completed prior to your child starting at PUPS

We hope your child will be very happy at PUPS and look forward to seeing them soon!