

# **FIR TREE FUN TIME**

**The After School Club for Fir Tree Junior School**



**Opening times**

**3.15 – 5.30pm daily**

**Term time only**

**Fir Tree Junior School**

**Radnor Road**

**Wallingford, OX10 0NY**

**Tel: 01491 836341**

**Email: [office.2578@fir-tree.oxon.sch.uk](mailto:office.2578@fir-tree.oxon.sch.uk)**

**Website: <https://www.fir-tree-juniors.org/fir-tree-fun-time-after-school-club/>**



Welcome to Fir Tree Fun time, the After School Club for pupils of Fir Tree Junior School. We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but, if not, please feel free to ask a member of staff who will be more than happy to help you.

The Club is held in the school hall which may be accessed through the main reception by pressing the Fir Tree Fun Time doorbell.

The club provides a 'family tea' during your child's session. This is served at 4:30pm and the children all sit down and eat together.

After the children arrive at the club and have been registered, they can participate in a range of varied activities.

Please complete the registration form and medical form at the back of this pack and return it to the Play Leader together with a signed copy of the booking form and your payment in advance. Booking forms are available on the school website or from the Play Leader each small term.

If you have any questions, you can contact the school at any time; we are happy to help with any queries and we want to ensure that your child enjoys their time at the Club.

**We are committed to Equal Opportunities and all children are invited to attend the Club.**

### **Staffing**

Our staff members are qualified as play workers and meet the criteria necessary for working with children. They attend regular training to update their skills.

### **Children's Personal Records**

Included in this pack is a registration form that we need you to complete. Providing this information will help us give the best care for your child. We are required by the Children's Act (1989) Regulation to keep and maintain this information about your child. All information given is confidential and used on a need to know basis. Records are kept securely and you are free to see them at any time.

### **Fees**

The club costs £12.50 per session – payable in advance. Payment can be made by cash, cheque (made payable to Fir Tree Junior School) or bank transfer (please ensure you include 'FTFT' in the reference to enable us to allocate the payment correctly). The account details are:

- Lloyds Bank
- Account name: Fir Tree Junior School
- Account number: 27934960
- Sort code: 309903

We also accept payment by childcare vouchers. If using this option, please let the Play Leader know which provider you use so we can ensure we are registered with them as a childcare provider.



Pupils of Fir Tree are welcome to attend other after school activities or clubs taking place. Your child will be collected from the club by the FTFT staff; the full payment of £12.50 per session is still applicable.

You will not be charged for the session if your child is unable to attend due to a Fir Tree school trip or sporting event organised by Fir Tree School.

Please note: full fees are payable even if your child is absent, for example due to illness

### **End of term**

The club will not operate on the last day of terms 2, 4 and 6.

### **Activities**

With all our activities we will pay close attention to the children's safety and security at all times; please refer to our Health and Safety Policy / Risk Assessments for further details. During the summer months, please provide named sun cream for your child to apply with supervision from staff.

### **Child Protection/Safeguarding**

All carers of children have a responsibility to promote the welfare of the children in their care in line with DCSF guidelines. A Safeguarding and Child Protection Policy is in place and all staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Headteacher of Fir Tree Junior. It is the duty of the Headteacher to make a referral to the Social Services if there are any concerns.

### **Complaints**

We will work hard to provide an excellent service for your child. Should you have any concerns about any part of our service please speak to a member of staff and we will try to resolve it as soon as possible. Should this not be the case, we do have a complaints procedure in school, a copy of which is available on our website.

### **Policies**

Our policies are available on the school website or from the school office and can be made available on request. These include: Equal Opportunities, Safeguarding and Child Protection, Health and Safety, Complaints, Play Policy.



**Fir Tree Fun Time (Fir Tree Junior School)**

**CHILD INFORMATION & PERMISSIONS FORM**

Child's full name: .....

Name used, if different from above: ..... Date of birth: .....

Home address: .....

.....

Tel: ..... email: .....

Name of parent/carer: ..... Relationship to child: .....

Address, tel & email, if different from child's address above: .....

.....

Name of parent/carer: ..... Relationship to child: .....

Address, tel & email, if different from child's address above: .....

.....

Place of work: ..... Tel: ..... email: .....

Alternative emergency contact: .....

Child's doctor: ..... Tel: .....

Doctor's address: .....

Main language used: ..... Nationality: ..... Religion: .....

Cultural or religious observances that should be taken into account when caring for the child (e.g. diet, dress, religious holidays): .....

Health matters the setting should be aware of: (Information about medication should be recorded separately. See Statutory Framework for the EYFS: 'Medicines'.)

.....

Dietary requirements/preferences: .....

Any known allergies: .....

Any additional information:

.....

.....

.....

**Name of person who completed this form:** .....

**Signature:** ..... **Date:** .....

**Relationship to child named overleaf:** .....



## FIR TREE FUN TIME – Medical Information Sheet

CHILD'S FIRST NAME	
SURNAME	
DATE OF BIRTH	
ADDRESS	
GP's NAME	
ADDRESS OF PRACTICE	
Has your child has his/her preschool booster?	YES/NO/DON'T KNOW

Does your child suffer from:		Does your child have any problems with:	
Asthma	YES/NO	Mobility	YES/NO
Epilepsy	YES/NO	Behaviour	YES/NO
Diabetes	YES/NO	Hearing	YES/NO
Bowel or bladder conditions	YES/NO	Speech	YES/NO
Serious allergies	YES/NO	Vision	YES/NO
Any other medical conditions	YES/NO	Wears glasses: generally for reading	YES/NO

If you have answered "YES" to any of the above, please give details:

Does your child need regular medication on prescription? YES/NO

If "YES", will your child need medication during club hours? YES/NO

If "YES", please complete the **Administering Medication Form**

Does your child suffer from any condition which may affect his/her participation in Sport? YES/NO

If you have answered "YES" to the above, please give details:

Would you like the opportunity to discuss your child's health with the club leader? YES/NO

Parents/Guardian's

signature.....

**I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child (named overleaf)**

Signed: ..... Date: .....

**The setting must keep a record (signed by a parent/carer of the child) of the name of any person who the parent/carer has authorised to collect their child from the setting.**

**Please give name(s), if applicable (including password if used):** .....

.....

**I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (named overleaf).**

Signed: ..... Date: .....

**I am aware of the complaints procedure for this setting.**

Signed: ..... Date: .....