

# **Welcome to Tregoze Toucans**

**Opening times**

**Monday – Friday 3.15pm – 6pm**

**When you collect your child please ensure  
you sign your child out.**

Hello and welcome to The Tregoze Toucans after school club.

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.

### **Why run an after school/childcare club**

We cater for all pupils within our school.

Once the children have arrived at the club, which is run in the Sunshine Room, they will participate in a wide and varied range of activities chosen to meet the needs of the individuals.

Now that you have expressed an interest in our after school club please complete the registration form attached with the signed after school club agreement. Your child will not be able to attend the club until the form is signed.

All bookings can be made a week in advance by booking via ParentPay **with** payment. The cut off for bookings will be midnight Thursday the week before. We accept child care vouchers. Please see the school office to discuss further.

If you have any queries you can contact the school on 01793 876800, we are happy to help with any questions you may have and we want your child to enjoy their time at Tregoze Toucans. Should you need to contact the after school club once school has finished please call **07570167781** and speak directly to a member of staff within the Toucans After School Club.

We are committed to Equal Opportunities and all children are invited to attend The Toucans where we expect usual school Golden Rules about safety and respect to be followed. Please see the Tregoze Behaviour Policy attached, which should also be adhered to.

If a child does not respect the school's Golden Rules regarding safety and respect whilst attending the after school club, and the school Behaviour Policy, in order for the school to safely comply with safeguarding the other children within the club the school will reserve the right to allow the child to attend the club further.

## **Staffing**

Members of Tregoze School staff will run The Toucans after school club. They are all qualified and meet the criteria to work with children and regularly attend training sessions to update their skills.

## **Children's personal records**

Included in this pack are all the consent and information forms that we need you to complete. We are asking for a lot of information but providing this information will help us to 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. The information is mainly concerned with their wellbeing. All information given is CONFIDENTIAL and used on a need to know basis. Records are kept locked away and you are free to see them at any given time.

## **Fees**

£10 per day Monday – Friday – payable in advance

## **Important**

Fees may be paid weekly, monthly or termly in advance. All payments need to be made by using the Parent Pay facility. The above specification regarding payment and booking upfront will still apply.

**Any outstanding payments will incur a £5 administration fee if not paid at the end of each term.**

**Non-attendance without 24 hours notice to the school office (do not inform the Toucans staff) will still be charged.**

## **The benefits of an after school club**

- ❖ Each child will receive a healthy snack i.e. pitta bread & dips, beans on toast
- ❖ Children will have access to a safe and fun play environment
- ❖ Each child has the opportunity to have their say in what affects them
- ❖ A high level of care is available enabling them to gain confidence and learn new skills

### **Activities**

With all our activities we will pay close attention to the children's safety and security at all times.

### **Child Protection**

All carers of children have a responsibility to promote the welfare of the children in their care in lines with DCSF guidelines. A Safeguarding Policy is in place within the school and all staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Principal. It is the duty of the Principal to make a referral to the Social Services if necessary.

### **Complaints**

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

### **Contacting and Picking Up**

Should you need to contact the Toucans at any time, the telephone number is **mobile???**. Please ensure that you sign your child out using our register, and that you know your child's collection code word.

### **Policies**

Our policies are available on the school's website. These include:

Race and Equal Opportunities

Child Protection

Health, Safety and Welfare

Complaints

## The Tregoze Toucans Agreement

I have read and understood the contents of the welcome pack. Furthermore I/We agree to:

- ❖ Give up-to-date information about my child/children including any change of emergency contact details.
- ❖ Pay a minimum of one week in advance of after school club.
- ❖ Give 24 hours' notice of a postponed booking.
- ❖ **Ensure my child is collected by 6pm prompt every day. Persistent late collection may result in your child not being allowed to attend.**
- ❖ If no one can be contacted after 6pm, Social Services will be contacted.
- ❖ Sign out my child/children every day upon collection
- ❖ **Inform the school if my/our child/children are to be absent from The Tregoze Toucans by phoning 01793 876800 or emailing [admin@tregoze-pri.swindon.sch.uk](mailto:admin@tregoze-pri.swindon.sch.uk), in the 24 hours prior to attendance.**
- ❖ **Conform to the Tregoze behaviour policy.**

To be completed by parent/carer

Child's name: .....
Signed: .....
Date: .....
Print name: .....
Relationship to child: .....

To be completed by Principal

Signed: .....
Date: .....
Print name: .....

Thank you for completing all sections of this form