The Beach Hut

Breakfast / After School

& Holiday Club.



31 Park Road, Great Harwood. Lancs BB6 7RW

Tel – 01254 829476

Email – info@beachhutplay.co.uk

**Introduction.**

**Welcome to The Beach Hut Play & Party Centre**

We are a team of highly qualified staff, who offer Before and After school care and Holiday care, for children aged 5 – 11 years and we are OFSTED registered and follow an inclusive policy where all children are welcome.

We are situated at 31 Park Road in Great Harwood.

The Beach Hut consists of a Main play room, with lots of soft play apparatus including climbing materials, zip wires, slides, sports pitch, ball pool etc to develop and enhance your child’s Physical Gross Motor skills.

The Centre also has a quieter Out of School Club room with an ICT area, mark making materials, a role play area, a construction area, snooker table, a Wii, a small world area and a Mathematical area, homework area. The children are free to choose which room they play in whilst at the setting.

Our Ofsted details are –

The Beach Hut Play centre Ltd, 31 Park Road, Great Harwood, Lancashire. BB6 7RW. Tel – 01254 829476.

Ofsted No – EY483584

**Aim and Objectives of the Setting**

**Aims**

To provide a safe, secure, welcoming and happy environment for children at the setting.

To provide quality experiences for the children and to help each child to become a confident individual, an effective contributor, a successful learner with a responsible attitude.

To treat every child as an individual and meet additional needs regardless of gender, race, nationality, disability and culture without discriminating.

To safeguard all children within the care of the setting and keep the children safe from harm

To refer to and follow best practice guidelines from all appropriate government legislations, such as –

The National Care Standards

The Statutory Framework

The Early Years Foundation Stage,

The children’s Act (1989) (2004)

Every Child Matters Framework

SENDA 2001 – Special Educational Needs and Disability Act.

Human Rights Act (1998) (2000)

Disability Discrimination Act (1995)

The Equality Act 2010

United Nations Convention on the Rights of the Child (UNCRC) 1989

Disability Rights Commission Act 1999

The Education Act 1996

**Objectives**

* To encourage equal opportunities for all children and adults involved with the setting.
* To recognise the value of parents input and encourage them to share in their children’s learning.
* To promote positive behaviour by praising, encouraging and being attentive to the needs of the children.
* To continually assess the guidance available from all sources, particularly government departments and have best practice in all areas.
* To value all staff highly and ensure that every opportunity is given to each staff member to develop their personal skills and to broaden their knowledge and skills in caring for and educating your children.

**Security**

The Beach Party Play Centre has CCTV in place within the setting and outside the setting. All of the children are signed in and out on arrival and departure. The gate is kept locked and visitors to the setting are all signed in. When your child starts at the setting you will be asked for a password. This password will be used if a family member or friend is collecting your child. All of the children attending The Beach Hut Out of School Club will be asked to wear high visibility bibs, so that the staff can watch and care for your child whilst in the setting and distinguish the Club members from the public. Ratio’s worked to will be 1 member of staff to 8 children.

**Number of children we can take**

The Beach Hut Out of School Club is registered to take children, aged from 5 (Year 1 class) to 11 years. The number of children we take is in line with staff ratio’s.

**DBS Checked Staff.**

All of the staff caring for your child/ren at The Beach Hut Play and Party Centre have been DBS Checked (Disclosure and Barring Service) to ensure that they are safe to work with children.

**Staff**

As we are caring for your precious children we take the approach that the welfare of your child is paramount. All of our staff are qualified in Caring for Children and Young People and have experience of working within the childcare Sector. All of the staff team have policies and procedures in place to follow which have been guided by the appropriate government legislations.

**Opening Times**

**Before School**

The Beach Hut Play & Party Centre - Out of School Club opens at 7.30 am Monday to Friday during term time.

All children are offered a varied choice of breakfast including, different cereals, toast and fruit.

The children are then safely escorted to their school, ready for their day to commence.

**After School**

The Beach Hut Play & Party Centre staff collect your child / children from their school and transport / walk them back to Our Centre. The children are all offered an evening meal, where they will get to choose a meal off our healthy menu and a choice of unlimited drinks.

The children will have the choice to either play in the main play room or in the quieter Out of School Club room. The children can complete any homework they have been set in the quieter room or choose a stimulating activity that the staff have prepared to further their development and to have fun with our qualified friendly team. A relaxing area is also on offer for children to wind down and relax after their busy day at school.

The Beach Hut Play Centre – Out of School Club is open until 6.00pm Monday to Friday.

**Schools serving**

We will be serving schools in Great Harwood & Rishton for Breakfast & After school club and all schools for the holiday club, providing the child/ren are aged 5 or older.

**Holiday Club**

During the School holidays our holiday club is open from 7.30am – 6.00pm Monday to Friday.

The Beach Hut Play Centre – Holiday Club offers children breakfast, dinner and tea and 2 light snacks during the full day.

The children will have the use of the main play room with all the soft play equipment and football / netball pitch and the out of School Club / Holiday Club room with lots of other stimulating toys and activities going on, throughout the course of the day. Your children’s interests will also be taken into consideration and activities will be planned according. We also take the children out on a number of trips to encourage learning and fun.

**Settling in to the setting.**

Each child who starts at The Beach Party Play Centre – Before / After School Club And / Or Holiday Club, will be given a Key person. Your child’s Key worker will always be on hand to speak with you and will get to know you and your child.

**Fee Structure**

Breakfast Club (7.30am – 9.00a.m) - £6.00 per day

After School Club (end of school day – 6.00pm) - £13.00 per day

**\*\*\* SPECIAL OFFER \*\*\***

Breakfast Club and After School Club - Mon, Tues, Wed, Thurs, Fri – (£17 per day) - £85.00 for week

Holiday Club Full day – (7.30a.m – 6.00pm) £25

Holiday Club Half day – (7.30a.m – 1.00p.m / 1.15 – 6.00p.m) - £15

**\*\*\* SPECIAL OFFER \*\*\***

Holiday Club Full week £115

If payment is not received by the Friday of the week due then a £5 per child per day charge is added to your bill.

The sessions must stay the same each week and even if your child is absent due to sickness or any other reason you will still be charged for the normal booked sessions. If you need extra sessions then please contact the setting as soon as possible. If the Beach Hut or the schools close due to weather conditions, the sessions are still chargable.

To cancel any booked sessions The setting requires 4 weeks notice and you will be charged for these 4 weeks as normal even if your child doesn’t attend. In special circumstances 1 full weeks notice will be accepted at the managements discretion.

**Terms and Conditions**

### The Beach Hut

1. Payment of fees for Before and After School Club
   1. The payment of fees for the child’s attendance at a Before and After School club shall be paid by the parent/guardian in advanced, on a Friday, before the child attends the club for the following week to the Manger of the Club. The fees are to be paid one week in advance. A receipt will be issued as proof of payment.
   2. If the payment of fees are outstanding for more than 7 days The Beach Hut may serve 7 days notice in writing to terminate the Before and After School Club contract. Upon termination of this contract the child shall cease forthwith to be admitted in the Before and After School Club.
   3. The Beach Hut reserves the right to increase the said fees upon giving one terms written notice of the proposed increase to a parent/guardian.
   4. The school year runs from 1st September to 31st August. The Before and After School Club is open on **school teaching days only**. The club is open for 190 days a year.
2. Pupils who do not attend for reasons of ill health or extended leave or other absence from school
   1. The Beach Hut does not permit the refund of fees for pupils who are absent from school on a day a place at the Club has been booked. The parent/guardian is, therefore, obliged to make full payment. In the event of payment not being made then The Beach Hut reserves its right to terminate this agreement in accordance with Clause 1(ii).
3. Cancellation/termination
   1. After an offer has been made by The beach Hut for a place at the Before or After School Club or holiday club but before acceptance by the parent/guardian either party may cancel the offer by serving 1 month written notice, any sessions within this time or sessions booked will be chargeable whether the child attends or not.
   2. After acceptance of the offer by parent/guardian either party may terminate this agreement by this service of one calendar month’s notice in writing. During that said one month period The Beach Hut undertakes to continue to admit the child and the parent/guardian. In the event of the parent/guardian failing to pay a week’s fees the child’s place shall be immediately withdrawn, or if booking a child onto the holiday club at late notice, the cancellation period is 7 days before otherwise you will still be charged as staffing will have been organised.
   3. In the event of the parent/guardian giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to The Beach Hut one calendar month’s fees in lieu of notice.
   4. Notice must be in writing and posted to the Manager.
   5. If in the reasonable opinion of the Manager it is considered that the continued presence of the child referred to herein is detriment the health, safety or well being of the child or other children in the Before or After School Club or the staff employed in the Before or After School Club The Beach Hut may serve notice to the parent/guardian or a request for the child to be immediately removed from the Club and the provision of one month’s notice as referred to in sub clause ii) herein before stated shall not apply.
4. Late collection of children

Late collection of children will result in penalty charges and ultimately may result in a child losing their place.

**A penalty charge of £5.00 will be incurred after 6pm till 6.10pm per child and a further £1 per minute thereafter per child.**. Such payments will be added to the following week’s fees and notification given in writing of such penalty payments. Payments will be made on a Friday prior to the commencement of the next week’s sessions.

In addition to penalty payments a first lateness will be recorded and verbal notification given by the Club Manager. A second lateness will result in written notification by the Club Manager. Following a third lateness the Manager will issue a letter of the child shall cease forthwith to be admitted in the Before and After School Club.

1. Acceptance

The above terms and conditions are considered to be fair and reasonable. The parent/guardian has read the Terms and Conditions contained and undertakes to be bound by the same.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the unfortunate issue of a complaint please feel free to speak to the Director (Melanie Jones). If the complaint is not rectified to your satisfaction then please contact Ofsted (See posters in setting for details)

### The Beach Hut

### Before, After School & Holiday Club

##### Registration Form

### Password ………………………………….

### Pupil details

Name of child: **..................................................................................**

Date of birth: **……………………………** Age: **....................................**

Home address: **…………………………………………………………**

Telephone No: **…………………………………………………………**

Name of School: **..............................................................................**

Class: **………………………..** Teacher: **……………………………..**

### Emergency Contact Information

Please name at least two people we could contact in the event of an emergency.

### 

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name*** | ***Relationship*** | ***Address*** | ***Telephone*** |
|  |  |  |  |
|  |  |  |  |

### Medical information

Name of doctor: **…………………………………………………………..**

Address of doctor: **……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………........................................................................**

Medical condition(s) to inform staff of: **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………......................................................**

### Dietary requirements: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………........................................................................

Do you give your permission for emergency medical treatment to be carried out on your child in the event of a serious accident or illness? YES ( ) NO ( )

### Attendance Schedule

###### Please tick which sessions your child attends

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
| Before |  | Before |  | Before |  | Before |  | Before |  |
| After |  | After |  | After |  | After |  | After |  |

### Who will be collecting your child at the end of the After School Club?

Name: **……………………………………………………………………………**

Relationship to child: **………………………………………………………….**

Name: **……………………………………………………………………………**

Relationship to child: **………………………………………………………….**

Acceptance

The terms and conditions overleaf are considered to be fair and reasonable. As parent/guardian I have read and understand the Terms and Conditions contained overleaf and agree to them.

Signed: **…………………………………..** Date: **……………..**

**We can / can’t use photo’s of your child in our brochures / website / social media page.**

**Signed ...................................................... Date ...................................**

**I give my permission to use the settings sun cream on my child.**

**Signed ...................................................... Date ...................................**

**I give my permission for face paints / Glitter / Tattoo’s used on my child.**

**Signed ...................................................... Date ...................................**

**We can / can’t take your child out on trips that have been risk assessed by the setting.**

**Signed ...................................................... Date ..................................**