



What we offer:

Through themed topics we aim to provide a range of activities, incorporating craft, computer work, board games, reading, imaginary play, outdoor games, sport and much more.

A snack and drink are provided each day. However, this is not intended to be a substitute for a main evening meal that the child may receive at home. This will be prepared on the premises using fresh ingredients.

Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly family setting. As far as possible all children will be seated at tables and at the same time.

Ark hours:

Breakfast Club: 7.45am-8.45am After School Club: 3.15pm-5.15pm

Drop-off and collection:

Children can be dropped off in the school playground between 7.45am and 8.00am.

The school gate is open for collections from 5.15pm with the latest collection at 5.15pm. An early pick-up at 4.15pm is available and should be arranged with Ark in advance.

If you are delayed for whatever reason, please call Ark on its dedicated number 07901 000485. A late collection fee of £15 per 15 minutes will be charged if children are collected after 5.35pm.

Ark fees:

Breakfast Club: £8.50

After School Club: £14.50

Admission:

It is our intention to make Ark accessible to children and families from our whole school community.

Admission to Ark is organised by the School Office and a waiting list system is used. The waiting list is operated on a first come – first served basis.

An application form is required for each child attending and all information submitted is treated with the highest confidence.

Payments:

You will receive an invoice for the time your child/children attend the club within the first 2 weeks of every half term. Payments must be paid for a half term in advance.

Please ensure you use the invoice number as your reference when making payment and ensure the amount you pay matches the total invoice amount.

Refunds are not given for sickness, occasional days off or holidays during term time. You will still be charged for the days you have requested even if your child was not able to attend or you change your mind nearer the date(s).

There will be no charge for sessions booked when your child/children are attending a school residential trip.

Cancellations:

As we invoice half termly you will be required to give half a terms notice should you wish to relinquish your space in Ark. There is no guarantee that the space will still be available should you wish to re-join in the future, and in this instance, you will be added to the waiting list.

Temporary changes:

If for any reason your child/children will not be attending Ark please let us know.

Please also notify us of any other adults who will be collecting your children. They will need to bring photographic ID with them if they are not known to the school.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the School Office know by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please call us as soon as you can. Contact details can be found at the end of this application form.

Illness:

Please inform the School Office of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him/her to the club for 48 hours after the illness has ceased.

Accidents and First Aid:

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. We have emergency procedures in place and fire drills are carried out regularly.

Medication:

Please let the School Office know if your child is taking prescribed medicine and speak to the School Office if medication needs to be administered during club time.

Complaints Procedure:

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the School Office.

Verbal complaints will be brought to the next management meeting for discussion and action. The complaint can be brought to the meeting by the complainant or a representative. Separate meetings can be arranged by the management, if requested.

Any complaints will be dealt with in line with the Nutfield Church Primary School Complaints Policy and Procedures.

Staffing:

All our staff are experienced and qualified in keeping with National Care Standards and are required to undergo continual training and development. Staff are employed by the school following the school's recruitment and selection procedures. We ensure a ratio of at least one member of staff for each eight children attending the club.

Safeguarding:

All staff are appropriately trained and we will follow the Nutfield Church Primary School Safeguarding policy in conjunction with the latest Keeping Children Safe in Education (KCSiE).

Equal Opportunities:

Nutfield Church Primary School's Wraparound Provision is committed to equal opportunities and all Ark staff will:

- Treat each child as an individual with equal concern
- Give every child an equal chance to learn and develop
- Consider each child's age and stage of development, gender, ethnicity, home language and any disability
- Encourage children to develop a sense of their own identity and culture
- Help children to learn about cultures different from their own, and to develop positive attitudes towards people who are different from themselves

SEND:

Ark will make every effort to accommodate and welcome any child with special needs.

We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme will include specific elements relating to children with special needs.

We will endeavor to accommodate all children of all abilities. Each case will be assessed individually and risk assessed to ensure everyone's safety.

Behaviour:

Children and staff will create rules for behaviour whilst at the club which are consistent with the school's behaviour policy. These will be displayed for children to see.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Ark aims to encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and sharing, talking to children with the courtesy that we expect from them and engaging children in activities.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly. As an ultimate sanction, the child may be excluded from the club. Ark recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will strive to be flexible in order to accommodate such cases.

Contact details:

School Office – 01737 823239 (available between 9am-4pm)

Ark Mobile – 07901 000485 (available between 7.45-8.45am and 3-5.15pm)

Email – THEARK@nutfield.surrey.sch.co.uk