



Hamsey Green  
Primary School

# **Hamsey Green Primary School Surfers & Ocean Club Parent Handbook**

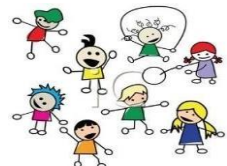
**For Pupils Attending  
Hamsey Green Primary School**

**Tithepit Shaw Lane  
Warlingham  
Surrey  
CR6 9AN  
Ofsted No: 144230**

**Contact the afterschool and breakfast club on**

**01883 622000 (8.30am – 3.00pm)**

**07394571311 (7.30am – 8.40am and 3.00pm – 6.00pm)**



**Welcome to**

**Surfers & Ocean Club**

This booklet has been prepared to help ensure that you are as fully informed as possible about the club. We hope that you will find it useful. Please do not hesitate to ask should you require any points clarified.

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## **Aims**

To provide a child-centred, enjoyable and stimulating environment with quality, friendly care for children between the ages of 4 and 11 years.

To enhance the facilities for pupils at this school and raise the profile of this establishment in the community.

To provide a service for parents wishing to return to work, already in work, receiving training or who are not available to look after children before and after school.

## **General Information**

Surfers Breakfast and Ocean After School Club operate on our upper school site from 7.30a.m. to 8.30a.m. and 2.50p.m. to 6.00p.m., Monday to Friday during term time.

Children must be registered to join the club prior to attending. Registration forms can be downloaded from the school website or obtained from either of the school offices. Once the application has been approved, parents/carers should make all bookings on-line using the School Money booking system. This system can be accessed using the link on the school website home page and bookings/cancellations can be made up to midnight the previous day. When booking sessions please remember to check out to record your selection and pay (if applicable).

Surfers and Ocean club is situated in the school opposite the Year 2 classroom. Please ring the bell on the Surfers and Ocean Club door to gain entry when dropping your child off at Surfers club or collecting from Ocean club.

All school policies are adhered to and we ask that, in line with school policy, mobile phones are not used whilst on the premises.

A quiet area is available for those children wishing to do homework. A member of staff is always available to read with children if a parent/carer requests them to do so.

Children will be reminded that they are on school property and that they must treat it with respect and follow normal school rules.

If a child continually misbehaves and after two verbal warnings and one written warning to parents/carers the situation does not improve then the parent/carer will be requested to remove the child entirely from the club. In this situation no refunds can be given.

Sessions must be paid for in advance unless paid by childcare voucher. The academy operates a zero tolerance on bad debt.

If you need to talk to someone in the club whilst a session is taking place, please call 07394571311. This number should only be used for an emergency, if you are running late to collect or if someone different will be collecting your child as the adults in the club are supervising the children. All other enquiries should be e mailed to [oceanclub@hamsey.surrey.sch.uk](mailto:oceanclub@hamsey.surrey.sch.uk) during school office hours.

## **Snacks and Drinks**

Children booked in for Surfers Club are provided with a healthy breakfast of cereals, muffins, toast, crumpets, fruit etc, together with a drink of water, milk, hot chocolate, orange or apple juice.

We provide all the children in Ocean club with a healthy snack at 4.00pm. The menu is available from Surfers and Ocean club but will consist of wraps, jacket potatoes, fish fingers, beans on toast, crumpets, muffins, dips, crackers, cheese, ham, crudités and fruit is available daily. A drink is also provided of either water, milk, hot chocolate, milkshake, orange or apple juice. The children can help themselves to fresh drinking water throughout the session. Children with allergies or special dietary requests can be catered for.

## **Dietary and Medical Information**

Please ensure you complete the dietary and medical information on the registration form where appropriate. If there are any changes to this information once your child has been registered for the club please inform us in writing as soon as possible.

## **Activities**

As well as free play we provide other activities such as arts and crafts, role-play, games, quizzes, team games, Wii dance and outdoor activities when the weather permits.

We encourage children to participate in group activities to enhance their social skills, but it is not compulsory for them to join in.

## **Terms and Conditions**

Please read the following carefully.

The current fee per morning session is £4.00 (as at September 2016) The current fee per afternoon session is £9.00 (as at September 2016) £1.00 reduction for additional siblings. Fees are payable in advance.

The school fully understands that sometimes parents require emergency after school childcare and this can be arranged via the school office – an on-line payment will be required before 3.00pm for that emergency session.

All bookings must be made on-line and payment should be made at time of booking except where employer voucher schemes are used. Credit/debit cards and pay point payments are accepted. Please aware that pay point payments can take up to 48 working hours to clear.

Any pupil attending either session more than twice which has not been booked and paid for online (excluding voucher accounts) will have the

place withdrawn and will need to make alternative childcare arrangements.

The school accepts childcare vouchers – please ask the office for the registration number of the schemes we already use.

Parents paying by employer vouchers schemes can book sessions required – the system will recognise a voucher account.

A non-refundable payment of £2.00 will be charged to each new applicant to cover administration costs.

An admin fee of £4.50 will be charged for the completion of each form requesting additional financial information e.g. child tax forms and statements.

Should arrangements be made at any time for any adult other than those already named to collect a child, a member of staff must be informed by the parent in advance. All adults collecting children **MUST** give the correct password and must sign the child out before leaving.

All information given to employees of the school is covered by the Data Protection Policy.

Children must be collected by 6.00 p.m. Failure to comply will result in a fine, please see page 3.

Respect for and proper use of all property, equipment and the premises is essential and must be maintained by all persons (child or adult) at all times.

Unless it is requested or optional as part of an activity, children **MUST NOT** bring toys, games or valuable items, including money. The school will not be held responsible for any personal items lost or stolen.

Accounts which are inactive for more than half a term will be closed unless advised otherwise to [oceanclub@hamsey.surrey.sch.uk](mailto:oceanclub@hamsey.surrey.sch.uk).

## Contact Details

It is essential that you provide current contact details so that you or any nominated emergency person can be contacted swiftly should the need arise. The school office should be notified as soon as possible of any changes to contact information. Please ensure that we always have up-to-date emergency telephone numbers on our file.

## Collection arrangements

Surfers and Ocean club follow the Breakfast and After School Club Arrival and Departure Policy. A copy of which will be given to you with the registration form or can be downloaded from the school website. If there are any unusual arrangements that you have made the school aware of, it is your responsibility to provide this to Surfers & Ocean club as confidential information of this nature may not automatically be passed to them.

A password system is in place for collection of the children – any adults who are not known to members of staff will be expected to provide the password before the child is released.

## Payment

Payments should be made on-line using a credit or debit card. If you are unable to pay on-line we also offer the option of using the pay point system. Please contact the school office to request a pay point bar code.

The school has also registered with childcare voucher schemes – Kiddivouchers, Allsave, Edenred, Computershare, Fideliti and Care-4. The account numbers you will need are displayed in the Surfers and Ocean Club, available on the school website or from the office. Should you wish to use a different company then please contact the office for advice.



## **Fees**

Payment is requested at the time of booking. Parent who have registered to use the voucher system will be recognised by 'School Money' and allowed to check out without an on-line payment.

Currently there are 40 places available in both Surfers and Ocean Club and the sessions have the appropriate staffing levels to support this.

Session fees cannot be refunded on the actual booked day as costs have already been incurred. The only exception to this may be sickness absence – this will be at the discretion of the school.

## **Administration Fee**

An initial administration fee of £2.00 per child will be charged when you register your child for the club. We are sometimes asked to complete forms or provide information for a third party. Requests of this nature will incur an administration fee of £4.50 per request.

## **Late Collection**

Ocean club closes at 6.00pm and children should be collected by this time. Late collection will result in a fine being imposed as follows:

£3.00 for every 5 minutes rounded up to the next 5 minutes.

In the case of siblings the charge will be applied to one child only.

# Site Safety and Security

## Safety of our children

The school the gates are automated to provide increased security for your children during the school day. The car park is for the use of staff, the pedestrian gate will open at 7.25am to allow you to drop your children at Surfers club and again at 4.35-6.00p.m. to allow you to collect from Ocean club.

We hope your children enjoy their time in Surfers and Ocean Club.

Please do not hesitate to contact either the Club Supervisor with any suggestions or concerns. You may do this in person, via the telephone or via e-mail on [office@hamsey.surrey.sch.uk](mailto:office@hamsey.surrey.sch.uk).



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'Together we learn for life'