



Ark Childcare (UK) Ltd
Committed to Outstanding
Quality Childcare

Dear Parent

Thank you for your enquiry regarding information on The Ark Out of School club. We have pleasure in enclosing our brochure and an information pack for you.

The Ark Breakfast and After-School club is situated in Pontesbury Primary School less than a 15-minute drive from the A5. We care for all primary aged school children. Our school pick-up and drop-off service currently extends to Hanwood, Pontesbury and Minsterley.

The Ark offers high quality childcare through a stimulating, happy and friendly environment, with qualified, experienced and highly motivated staff. We have been rated as Outstanding by Ofsted and are committed to ensuring we provide a valuable service to working parents. We would be very pleased to show you around the Out of School Club at any time so that you can see the facilities we have to offer your child.

Please do not hesitate to call us for any further information or, to book your child a place, fill the registration and booking form in and send to the above address with your registration fee (made payable to "The Ark"), which will be deducted from your first month's fees.

Yours sincerely

Roz Young (Director)
Katie Evans (Out of School Club Manager)
Rachael Lewis (Out of School Club Manager)

Registered office:

The Ark Day Nursery
Hall Bank, Pontesbury
Shropshire. SY5 0RF
Tel: 01743 791540
nursery@arkchildcare.co.uk
www.arkchildcare.co.uk

Crackerjacks Day Nursery
Astley Lane
Hadnall
Shropshire. SY4 4BE
Tel: 01939 210205

Out of school club servicing
Pontesbury, Hanwood,
Minsterley and Longden based at:

Pontesbury Primary School
Bogey Lane
Pontesbury
Shropshire.SY5 0TJ

Director:
Roz Young B.A. (Hons), EYP

Ark Childcare UK Ltd
Reg: 5625802



ECERS rating "Excellent" 2012

Registration and Fees

April 2017

Breakfast and After School Club (based at Pontesbury Primary School)

Breakfast Club	£6.50
After School Club	£11.50
Breakfast and After School Club	£16.50

Breakfast Club 07:45am – 8:45am

After-school Club 3:00pm – 5:55pm

Payment Terms

A deposit of £50.00 is payable to register, this will be deducted from your first months fees, or refunded if we cannot offer you a place.

Fees are payable one month in advance by standing order, card payment or cheque; this will be payable on the first day of each month.

Fees will be calculated on a monthly basis.

Discounts are available when two or more children from the same family attend the nursery or after-school club, with any discount allowance being deducted from the lower charged fees.

Additional sessions for your child can be arranged as long as there are vacancies.

Full fees will continue to be charged for short-term sickness or absences.

Permanent changes to decrease or end your child's attendance will require one month's notice in writing.

One month's written notice and payment must be given if you no longer require your child's place.

There will be an additional charge of £30.00 for every 15 minutes past your collection time for persistent late collections.

Late fee payments will be charged at £2.00 per day.

Terms and Conditions

Admissions

Ark Childcare (UK) Ltd provides a breakfast, after school and holiday club for children up to 11 years of age. Places can be booked on either a full time or part time basis. A completed registration and booking form must be completed.

Attendance

Permanent changes to decrease attendance require one month's notice. Occasional additional attendances can be arranged on an ad-hoc basis as long as there is availability. One month's notice is needed when your child is leaving the club.

Sickness

In the interest of all the children at the club, it is imperative that the spread of infectious diseases and viruses is minimised. In line with Shropshire Health Authority recommendations, our policy regarding excluding children with certain infectious diseases and when your child can return must be adhered to. Ark Childcare (UK) Ltd reserves the right to exclude any child if they consider it in the best interest of that child or the interest of other children.

If your child is taken ill at the club every effort will be made to contact and inform you of the situation and arrange for you to collect your child. We are registered with the neighbouring Doctors Practice and staff are trained in First Aid procedures. In the event of a serious illness / accident the club reserves the right to seek medical advice or take your child to hospital.

Full fees will continue to be charged for short-term sickness or absences.

Accidents

Every step is taken to ensure that your child is safe while at the club. However, if your child is involved in an accident while at the club, all details will be recorded on Accident Forms, which will require your signature when you come to collect your child.

Medication

Prescribed medications by your doctor can be administered as long as they are given to the After-School Manager or Deputy. It is essential that the medicine is clearly labelled and all information on dosage etc must be entered in the Medication Sheets. Parents are required to sign this book to ensure they acknowledge the medicine administered to their child by the Staff.

Absences

If your child is absent from the club please contact by telephone or call into the club to inform the Manager as soon as possible. Full fees will continue to be charged for short-term sickness or absences.

Security

A secure entry system along with a password is used to ensure your child's safety. This password **must not** be given to other people apart from those who have been identified as authorised to pick up your child from the club. You must inform the Manager if someone other than the authorised person will be collecting your child, under no circumstances will a child be able to leave the Club without our prior knowledge and your signature.

Delivery and Collection

Children will either be taken from their classroom to the After-School club or they will be picked up from school and taken to Pontesbury School. To collect your child you must walk through the visitor car park and around the side of the building to the hall.

Personal Property

Any items must be clearly labelled with your child's name. Children should not bring in any items of value and your child should wear no jewellery. Toys and sweets are discouraged as they can cause problems with other children. All items are left at the After-School club is at the owner's risk.

Clothing

All removable items of clothing should be clearly labelled with your child's name.

Records

OFSTED require us to keep registration details of your child in the form of a Registration Form. Observations are also kept on all children.

Snacks

Fees include a healthy snack and drinks.

Policies

Parents are actively encouraged to study all our policies and procedures, which are in place to ensure your child's safety at all times.

Parents

The After-School club operates an open door policy and actively encourage you to become involved in club life. You are welcome to come in at any time. we send out a newsletter to keep you up to date with your child and their life at the club.

Behaviour Management

Ark Childcare (UK) Ltd has a policy on behaviour management, which you are encouraged to read. However, we aim to deal with this through positive role models, sensitivity, distraction and intervention before the incident if possible. Any other strategies will be discussed between staff and parents if need be.

Complaints Procedure

Parents wishing to make a suggestion or report a concern are asked to inform the Manager or Director, where in most incidences the problem can be rectified. If you are not satisfied with this you may write to OFSTED Early Years, The National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD. The number is 0300 123 1231.

If there are any further areas you would like to know about please contact the Manager.

The Manager reserves the right to exclude a child from the Breakfast, After-School or Holiday Club for any breach of the terms and conditions.

Manager (Pontesbury)

Mrs Rachael Lewis/ Miss Katie Evans

Director

Miss Rosamond Young

Registration and Booking Form



Please complete all sections.

Name of Child _____

Date of Birth _____ Sex _____

Address of Child _____

Post Code _____ Home Telephone _____

Address of other parent if parents do not live together _____

Names and ages of siblings _____

Mothers Name _____

Work Address _____

Job Title _____

Telephone (Work) _____ (Mobile) _____

Fathers Name _____

Work Address _____

Job Title _____

Telephone (Work) _____ (Mobile) _____

Who does your child normally live with _____

Who has Parental Responsibility _____

Any Other Person with Legal Contact _____

Language Spoken _____

Emergency Contact (Other than parents) _____

Relation to child _____

Telephone (Home) _____ (Mobile) _____

Emergency Contact (Other than parents) _____

Relation to child _____

Telephone (Home)_____ (Mobile)_____

Doctors Name _____

Address _____

Post Code _____

Telephone _____

Please give details of immunisations your child has received and update as when necessary.

		Date
Polio	Yes / No	
Mumps, Measles, Rubella (MMR)	Yes / No	
Diphtheria, Tetanus, Whooping Cough	Yes / No	
Hib	Yes / No	
Meningitis	Yes / No	

Known Allergies /
Special Health
Requirements _____

Special Diet /
Food Preferences _____

Additional Information _____

If you could list below the people who will normally collect your child. Under no circumstances will we allow your child to leave the nursery premises with a person not known to us. If someone different is to collect your child you must inform us before hand.

Please indicate which session or days you require:

Start Date _____

School Children

	Mon	Tues	Wed	Thurs	Fri
Breakfast Club	<input type="checkbox"/>				
After School Club	<input type="checkbox"/>				
Holiday Club	<input type="checkbox"/>				

Child's Name: _____

School: _____

Year / Class: _____

Name of Teacher: _____

Other Information: _____

TO REGISTER PLEASE SIGN THE FOLLOWING AGREEMENT

I / We understand and accept the terms and conditions of registration and payment.

I / We enclose a deposit of £50 that will be deducted from my / our first months fees or refunded if the required sessions are not available.

I / We give permission for the After-School Club to administer emergency first aid or to take my / our child to hospital if I / we can not be contacted.

I / We give permission for the staff to take my / our child on short walks.

I / We have received, read and understood the parents handbook.

Signed _____

Date _____

Signed by Manager _____

Date _____

New Parents Check List

Child's Name: _____ Date: _____

Give out Parents Handbook and go through explaining key procedures	
Explain the security system	
Go through the completed Registration Form and make sure it is signed	
Show Parent where The Ark's policies and procedures are kept	
Explain Fees	

Permission Sheet – Out of School Club

Permission for:	Yes / No
Can we use staff cars in an emergency or on the school run and planned trips	
Plasters	
Can we take photos	
Can we use photos for promotional Material (Shropshire Star / Advertising literature inc. website)	
Short walks	
Can we administer emergency first aid or take your child to hospital if needed	
Can we liaise with other settings that your child may attend eg. school	

Parents email address:

Parents Signature:

Managers Signature:

Date:

The Ark Out-of-School Settling in Form

Name of Child:

Date of Birth:

Previous Childcare: Nursery Childminder Other

Parent's Names:	
Siblings and their ages:	
Likes:	
Dislikes:	
Dietary Needs:	
Medical Needs:	
Special Requirements (toileting etc):	
Any other information:	