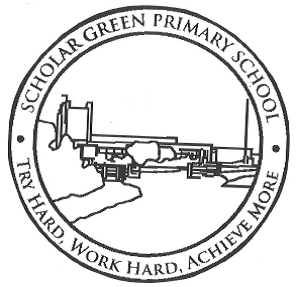
The Den



Scholar Green Primary School,

Congleton Road

Scholar Green

ST7 3HF

Email: theden@scholargreen.cheshire.sch.uk

Welcome to The Den

Our aim at The Den is to provide high quality childcare. We pride ourselves on a HOME from HOME environment where children are able to build new friendships, learn and develop freely through play. We will ensure that children are given the opportunities to grow self-confidence, experience success and thus develop a good self-image.

Partnership with parents and schools

At The Den we aim to work in partnership with parents, school teachers and other outside agencies. From time to time we will issue a survey to obtain your feedback on the club in order that we may collect your information on how the service maybe informed.

Meeting the staff

All staff at The Den are highly qualified or undergoing training. Staff are trained in First Aid, Food hygiene and comply with OFSTED regulations. All staff undergoes checks by the Criminal Records Bureau.

Gemma Matthews - Manager

Emma Aitken - Assistant

Elisha Hancock – Assistant

Steph Potts – Holiday club assistant

Andrea Edgeley – Assistant

Tracey Darlington – Assistant

Chloe Brook – Assistant

Michaela Wright – Assistant

Bailey Colman-Assistant

Lily Ashworth – Assistant

Tom Speake -Assistant

Zak - Assistant

Fees and Opening times

Breakfast club including breakfast - 7:30am – 9:00 am £6.50

Mini Breakfast club 8:15am-9:00am £3.75

After School club 3:15pm – 4pm £4.30

After School club including a light tea 3:15pm – 6:00pm £9.20

The Den’s Holiday club

Full day – 7:30am – 6:00pm £25

5 Hours - £16

Booking and Occasional Booking

Once you have registered your child and accepted our terms and conditions you will be able to complete a booking using our online system, School Spider.

Occasional booking, once you have completed the registration form, it will be possible to book your child in for a session. Please book using our online system.

Holiday club places must be pre-booked in advance. Once holiday places are booked these days will be charged for regardless of whether your child attends unless we are given 2 weeks’ notice of absence.

The Den service.

* Breakfast will be offered to the children between 7:30-8:15 am
* Children will be taken to their classrooms by a member of staff.
* KS1 children will be collected from their classrooms by a member of staff, KS2 children will be asked to make their own way to The Den.
* We will provide an opportunity for the children to settle in and to discuss their day’s events.
* We will provide a light snack at 4:05pm and drinks will be readily available.
* We will encourage your children to be involved in the planning of activities.
* We can supervise and support optional homework commitments.
* You will be welcome at all times to discuss our work, and to share your child’s achievements and progress.
* We will be consistent and reliable to enable you to have peace of mind.
* Sports coaches will be coming in once a week to do sports with the children who wish to get involved.

Holiday club

The Den runs a holiday club which opens from 7:30am- 6pm 5 days a week during the school holidays, for children aged 2 years to 12 years. We offer a range of fun, stimulating, challenging and enjoyable activities. Sport coaches will be coming to support the children in their interests on sports during the holidays. A day trip will be organised for each week of the holidays and may have additional cost added, this will be stated on the holiday club brochure. We value all children’s individual needs and plan our activities according to what they may enjoy and what they have requested. Young and energetic staff are enthusiastic and create a vibrant and friendly atmosphere within the club.

Collection of children

Children can only be collected by adults who are known to staff and are 18+. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection or email a recent photo with their name as the person will be asked for identification. All authorised persons will be asked to sign in their child and sign out, indicating the child has arrived and left for the day.

Late Collection

Parents running late to collect their child/children must inform us as soon as possible. The Den reserves the right to charge for late collection in order to cover staff time. A fee of £5 will be charged for the first 15 minutes and a further £5 for any subsequent 15 minute period.

Absence

It is with regret that full fees remain the payable in the event of your child’s absence or sickness if sessions have been pre booked. Please inform The Den manager as well as the school if your child is going to be absent.

Illness

In all cases of illness please notify The Den. It is important we are informed about infections, diseases common in childhood; such as chicken pox, measles, whooping cough, gastro intestinal upsets, etc. Before we seek medical advice or attention parental consent will be obtained, except in the case of an emergency.

All absences will be charged for.

Accidents and Incidents

Any accidents or incidents involving your child will be recorded in our accident/incident form.

Medication and sickness

Should your child/children become unwell whilst at the club a member of staff will contact you. You will be requested to collect your child only if necessary. The Den staff will only administer medication when given written consent from parents. When completing the medication form for the school, please inform the office staff that your child will be attending The Den.

Behaviour/Health and Safety

The Den has a policy on behaviour which goes alongside Scholar Green Primary School policy, a full copy of our policy is available from The Den or school office. We aim to develop an atmosphere of respect for other people and property. Children will be helped to understand that certain behaviour is not acceptable or appropriate within the out of school hours and holiday club because it is unsafe or unfriendly, the children will be spoken to and helped to understand why their actions were unacceptable. All good behaviour shown by children will be praised and encouraged by the staff. Children will be asked to follow certain club rules. Please be assured that these rules are to protect the children and to ensure their health ans safety while attending The Den.

Safeguarding Children/ Child Protection

We have a child protection policy at The Den. The aim of this policy is to ensure the protection of all the children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the club, to record any concerns we may have and if necessary pass these concerns to Social Services Child Protection Department. Again please ask a staff member if you would like to see our full policy on safeguarding/child protection.

Policy information

All OF our policies and procedures are available for you to read upon request. They are reviewed on a yearly basis and as and when new ones come into operation they will be added to the folder.

Complaints Procedure

If you have a complaint about any aspect of The Den, you should firstly speak with the manager of the club, Gemma Matthews. However if you are not satisfied with the response, then you should put your complaint in writing to Scholar Green Headteacher Mrs L. Colman in accordance with the school complaints policy.

If you any more questions or concerns then please do not hesitate to get in touch with Gemma by email or phone call. Hope to see you soon.