



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute Club


Ofsted

Outstanding Since 2012


Ofsted

Outstanding Since 2012

Ofsted – Outstanding Care Provider

Providing outstanding care out of school

Parents Handbook

OPENING TIMES

BREAKFAST CLUB; 7:30 – 9:00 AM

AFTERSCHOOL CLUB 3:00 – 6:00PM

HOLIDAY CLUB 7:30AM – 6:00PM



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



All about The Parachute out of School Club

Contact Nicola on 07725846241

Or 07928938938906

The Parachute Club is based in The Gates School on Bristle Hall Way in Westhoughton.

Within the club we provide a wide range of activities which meet the needs of all children in a safe, fun and caring environment. Our activities change weekly and coincide with events taking place throughout the year. Plans for our activities are available in club please ask a member of staff should you wish to see them.

Whilst in our care children will be provided with a light breakfast and an afternoon snack.

The Parachute Club collects from the Westhoughton area only. Providing affordable care for parents who need this service

The Parachute Club has been established by the owner Nicola Coxon who has over 15 years' experience in 'out of school provision'. Nicola holds all relevant qualifications and aims to ensure that every member of staff is fully qualified; first aid trained and hold disclosure certificates.

The Parachute Club does not offer sibling discounts but aims to keep prices at a level at which all parents can afford. Information regarding working tax credit is available from management.

The Parachute Club is registered and governed by Ofsted we are very proud to say that we have been graded **OUTSTANDING** by Ofsted in our inspections in 2012 & 2015. Ofsted set national standards for out of school providers to work to. Ofsted expects providers to demonstrate how they will achieve each standard, ensuring quality of provision.

The Parachute Club have been inspected under Ofsted and the full report is available on our website, the Ofsted website and we can print you a paper copy should you request one.



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute out of School Club

Operational Procedure

At The Parachute Club we provide children with a wide range of play opportunities to help staff meet the demands of all the children; all children are given the opportunity to play outdoor weather permitting during bad weather there is a separate sports hall in which to play.

The club is set into various areas.

Quiet Area; includes reading, children's computers, the entertainment corner with TV, DVD player with hundreds of films to choose from for every age, writing table and board games.

Homework Club; at the request of parents, children are encouraged to read with staff and begin homework tasks set by school.

Role Play Area; includes den making areas, fancy dress, play kitchen, play shops, tents, dolls and prams.

Physical Area; includes snooker, football table, bowling, dancing; our outdoor sports include football, hockey, tennis, rounders, cricket and many many more.

Creative area; will include adult and child lead arts and crafts, free drawing, chalk and wipe boards.

Construction Area; will include various building materials such as Lego, k-nex and building blocks.

Eating Area; this area is set out so that the children can sit down and enjoy their snack in the company of their friends. The staff will always try and promote healthy eating; fresh water and sugar free juices will always be available as well as fresh fruit to help themselves to.

The children will always be encouraged to participate in fun team and physical activities.

Pricing

Breakfast Club 7:30am – School time £5.50 Per session

Afterschool Club – Collection from school – 6:00pm £8.50 per session

Holiday Club – 7:30 – 6:00pm **CHILDREN MUST BRING A PACKED LUNCH** £19.50

Half Day Holiday Care – Am Session 7:30am – 12:00pm, Pm Session 1:00pm – 6:00pm £12.50



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012




The Parachute out of School Club Menu

Breakfast Club

Selection of eight cereals with Semi Skimmed Milk.

Toast with a choice of Butter/Jam/Lemon Curd/Natural Honey.

Healthy Options:

Cucumber/Carrots

Tomatoes /Celery

Unlimited: sugar free juice / water, Apples & Oranges

For special occasions:

Crisp & Popcorn

Afterschool Club

Main:

Beans & Sausage on toast

Spaghetti Hoops on toast

Toast, crumpets, waffles,pancakes

Hot dogs with roll

Soup Tomato or Chicken

Noodles, rice, pasta macaroni cheese,

Sandwiches Ham/Cheese/Jam

Afters:

Grapes/ pears

Strawberries/ Melon

Ice Cream

Jellies (Sugar Free)

Yoghurt (Low Calorie)

Ice Lollies (Sugar Free)

Should your child have any special dietary requirements please inform a member of staff.



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute out of School Club Allergens List

By law all food serving premises need to provide a list of allergens contained in their foods, below is our list, this list is displayed in club and is subject to change, parents will be contacted about allergen changes.

| Food | Available Stores | Allergens |
|---|--------------------------------|-------------------------------|
| Cereals: Sugar Puffs Cornflakes Shreddies Golden Balls Weetabix Frosties Cheerio's Rice Crispies | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Bread: Sliced White Medium Loaf Hot Dog Rolls | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Beans & Sausage | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Spaghetti Hoops | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Hot Dog Sausages | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Toaster Pancakes Waffles Crumpets | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Macaroni Cheese | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Tomato and Onion Pasta | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Noodles | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Butter | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Jam Lemon Curd Natural Honey | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Soup Tomato Chicken | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Ham Cheese Spread | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Ice Cream | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Jelly | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Yoghurt | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Ice Lollies | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Crisp | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |
| Popcorn | Aldi, Morrison's, Tesco, | Lidl, Asda, Sainsbury's |

Please inform Parachute Club of any allergies on the Allergy form in the registration forms pack



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute out of School Club POLICIES AND PROCEDURES

*Are available for you to
read in club and all child
related policies are
available to read on clubs
website*

www.parachutechildcare.co.uk



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute out of School Club

HOLIDAY CARE INFORMATION

Holiday Programmes will be handed out on the holiday prior or as soon as available,

*All holiday programmes are downloadable from
The Parachute Club website*

www.parachutechildcare.co.uk

*Booking for the holidays can only be made when
the holiday programme has been released*

*If you are unsure about trips please ask Nicola
she will take you through the programme.*



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute out of School Club

CHILDREN'S REGISTRATION FORMS

Please complete these forms and return to the club before your child/ren

Start with us

Any changes in the information you have provided for your child,

Please inform the manager as soon as possible

PLEASE MAKE SURE TO FILL IN A SEPARATE SET OF FORMS PER CHILD.



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



The Parachute Club's

Children's Registration Form

Childs Name _____ Date of Birth _____

Sex _____ Siblings and ages (if present at club) _____

Home Address _____

Postcode _____ Home Telephone number _____

Email Address (This will be used for monthly invoicing and other Parachute Club communications only)

Please state who is the main carer for this child:

Mum Dad Both Other (Please State) _____

Sessions Required

Starting date required: _____

Sessions required please tick appropriate box, please note all days will be classed as permanent and will be invoiced for unless you make a change for these days please speak to a member of staff to do so.

DAYS ARE PAYABLE REGARDLESS OF ATTENDANCE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Shift Work |
|-------------------------|--------|---------|-----------|----------|--------|------------|
| <u>Breakfast Club</u> | | | | | | |
| <u>Afterschool Club</u> | | | | | | |

HOLIDAY CARE IS BOOKED SEPARATELY ON HOLIDAY PROGRAMMES.

All about the school your child attends

Name of School; _____ Child's Class _____

School Address; _____

Postcode _____

Telephone Number _____



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



Contact details

Please inform club if someone else is collecting your child from club, even if they are on the emergency contacts list.

| <u>Name and Relationship</u> | <u>Address</u> | <u>Contact No 1</u> | <u>Contact No 2</u> | <u>Allowed to Collect</u> |
|--|----------------|---------------------|---------------------|---|
| <u>Mother</u> <u>Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |
| <u>Father</u> <u>Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |
| <u>Other</u> <u>Relationship & Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |
| <u>Other</u> <u>Relationship & Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |
| <u>Other</u> <u>Relationship & Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |
| <u>Other</u> <u>Relationship & Name</u> | | | | <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> |

Other Contacts

| <u>Name</u> | <u>Relationship</u> | <u>Telephone Number</u> | <u>Allowed to collect</u> |
|-------------|---------------------|-------------------------|---------------------------|
| | | | <u>Yes/No</u> |
| | | | <u>Yes/No</u> |
| | | | <u>Yes/No</u> |
| | | | <u>Yes/No</u> |
| | | | <u>Yes/No</u> |

PREFERRED PASSWORD – IF YOU DON'T GIVE ON WE WILL DESIGNATE ONE FOR YOU

PLEASE INFORM OF ANY LEGAL PROCEDURES OR COURT ORDERS,



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



Medical Information

Childs Doctor _____

Telephone Number _____

Address of surgery _____

Medical Conditions _____

Special Dietary Requirements _____

Has your child had relevant vaccinations; YES NO?

Date of booster; _____

Where necessary do you give permission for the use of a plaster dressing to a minor cut?

YES NO

Child protection statement

I understand that any member of The Parachute Club staff who has a concern relating to safety, welfare and protection of children within their care, has a duty to report this in accordance with our child protection policy. I further understand that the member of staff has no duty to inform me that a report has been made.

Signed _____ relationship _____ date _____

Consent of emergency medical treatment;

I give my consent for any medical treatment which is urgently necessary except (please provide any details of any emergency treatment which may not be given to the child)

Signed _____ relationship _____ date _____



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



Food Allergy Form

Child's Name _____

Emergency Contact Details:

| Name | Relationship | Phone Number |
|------|--------------|--------------|
| | | |
| | | |
| | | |

Specific Allergy: _____

Found In: _____

Symptoms of a reaction:

Procedure of a reaction:

Is a EpiPen used if an allergic reaction occurs Yes No (please note all staff are EpiPen trained)

I give permission for the above procedure to be followed if an allergic reaction occurs.

Parents Signature _____ Date _____



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



PARENTAL CONSENT

I give consent for my child to take part in the following activities (please tick)

Face painting

Hair and Beauty

Outdoor pursuits e.g. football

Watching a PG film

Parent/Carer's signature _____ Date _____

I give permission for my child to attend the scheme and participate in all activities, including outings which may involve public transport or company vehicles. Parents will be given prior information for all trips and will be required to complete a booking form.

Parent/Carer's signature _____ Date _____

I give permission for staff to apply sun cream to my child when it is needed; it is parent's responsibility to provide sun cream, if none is provided Parachute Club will provide sun cream.

Parent/Carer's signature _____ date _____

I give permission for my child to have his/her photograph taken or video by the scheme

Parent/Carer's signature _____ date _____

I give permission for my child's picture to be viewed on the Parachute Club website

Parent/Carer's signature _____ date _____

Additional Information Please state



Ofsted
Outstanding Since 2012



Ofsted
Outstanding Since 2012



Homework Club

Please write below what homework you would like us to do/complete with your child i.e. 5mins of reading on Monday and Friday.

Most children would prefer not to do homework in club so it is essential for us that you make these discussions

Please write your preference in the box below

Please note that there are lots of children in club and we cannot provide 1to1 homework help.

Parent's Signature _____ Date _____