

The Parachute out of School Club

Parents Information Pack

BASED WITHIN
THE GATES PRIMARY SCHOOL
BRISTLE HALL WAY
WESTHOUGHTON
BOLTON
BL5 3QA

CONTACT US ON:
07725846241

Welcome to the Parachute Club

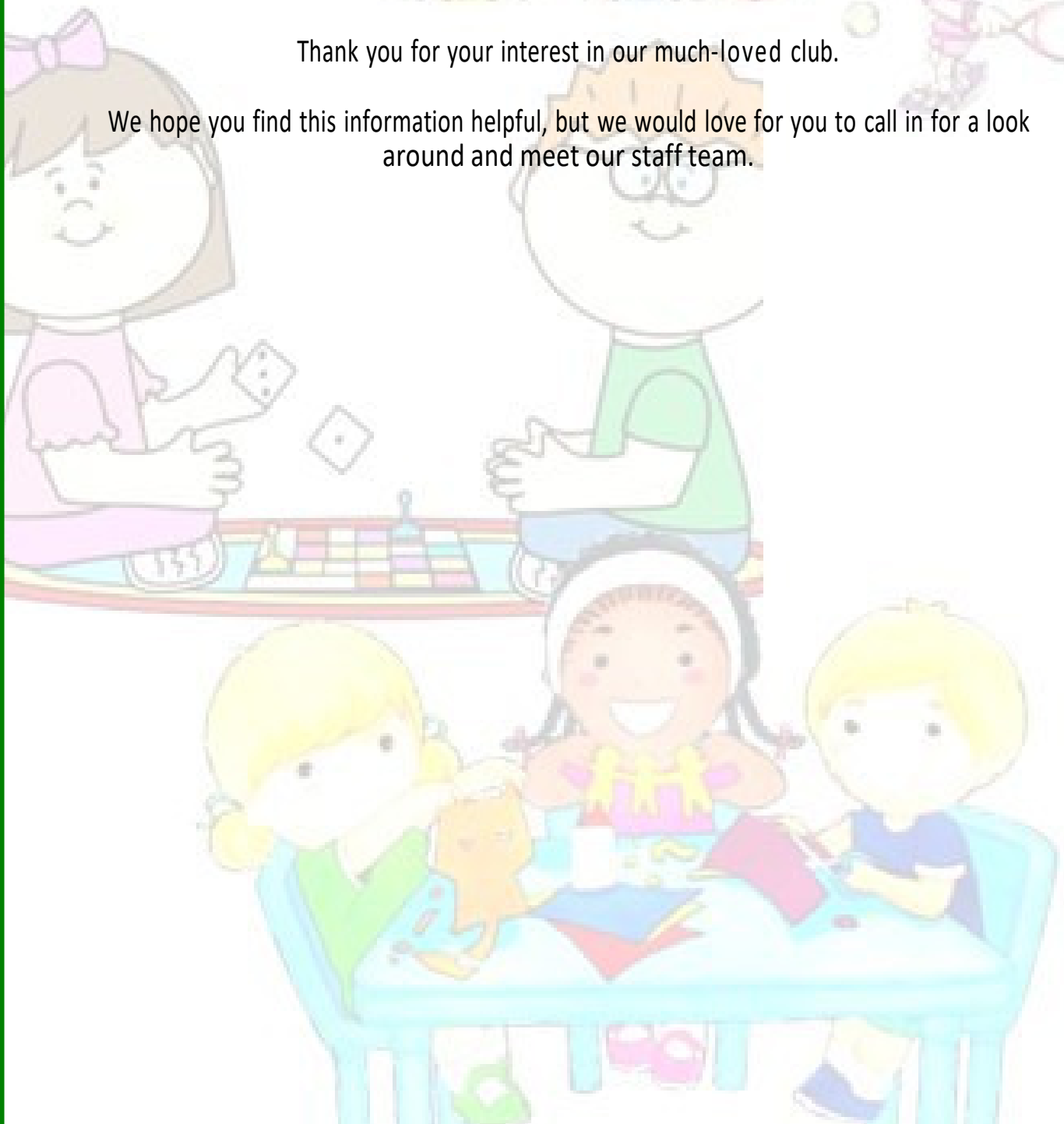
All our staff are here to make your child's experience as happy and as fun as possible, ensuring that both you and your child settle into the Parachute club family

This pack is to introduce you to our club and outline how things are run.

Please remember we have an open-door policy, so you have the comfort of knowing that we are always here if you need us.

Thank you for your interest in our much-loved club.

We hope you find this information helpful, but we would love for you to call in for a look around and meet our staff team.



About the Club

The Parachute club opened its doors on 6th January 2006 To deliver a unique, fun, safe and stimulating environment for children aged 3 to 11 years old within the Westhoughton area.



We are based within The Gates Primary school, providing our breakfast, after school and holiday club within the schools 2 halls, community room and a large secure outdoor play area.

We believe every child deserves the best experiences and support we also ensure there is a secure foundation for enriched play and learning opportunities.

We provide planned activities, sports, team games as well as providing a wide range of play resources to ensure we meet the needs of all children and their interests.



The club employs the most dedicated and desirable staff with a natural affinity for childcare. We promise that your child will be loved, well cared for, and treated with the respect that all children deserve.

We understand that it is a massive decision putting your child in wrap around care, but we will work hard to ensure parents peace of mind.

Opening Times & Session Fees

Breakfast club: 7.30am to 9am

£7.00 Per Child

After school club: 3.15pm to 6 pm

£12.50 Per Child

Holiday club 7.30am to 6pm

£25.00 Per Child

Holiday care half days

Morning session: 7.30am to 12pm

Afternoon session: 1pm to 6 pm

£19.00

Per Child

We do not offer sibling discounts.

Should you require any additional times or information please do not hesitate to contact Nicola. We are always here to help.

Ways to pay



Something we always get asked "how do I pay?" well, we accept most methods of payment at The Parachute Club, below are the different options, should your method of payment not be listed please do not hesitate to contact Nicola.

A) Bank transfer

Nicola Coxon t/a The parachuteclub

The Yorkshire Bank

Account 04506145

Sort code 05-00-05

B) You can pay cash in club, always make sure you have signed our sheets and retain your receipts.

C) We except all childcare vouchers

If your scheme is not listed please speak to Nicola

Edenred: P20292821

Midcounties Co-op: 85007698

Fideliti: THE017C

Sodexo: 813443

Computershare Voucher Services: 0008204278

Kiddi Vouchers: EY355950 – BL53QA

Government childcare voucher scheme:

EY355950

**CHILDCARE
VOUCHERS
ACCEPTED**



Please ensure you use your child's name as a reference

Keeping up to date

The Parachute club recognizes how important it is for parents to be kept up to date on their child's progress; staff will always be available for you to speak to.

If you would like to see what we have been up to: Regular updates are posted on our Facebook page @parachutechildcare
And we would love you all to be members.

The clubs website: www.parachutechildcare.co.uk, will allow you access to information on: up and coming holiday care programmes, Our Policies, Ofsted reports and up to date information about our staff team



Look What We've Been Up to



Should you need to speak to us
please call 07725846241

Meet the Team

Our staff team is made up of 7 dedicated, childcare professionals, who are all DBS checked and all hold either level 2 or 3, NVQ or National Childcare Diplomas.

The club itself is owned and managed by Nicola Coxon, who has over 26 years of experience in wrap around care.

We are committed to providing a strong and knowledgeable team and believe that consistent team development is essential to ensure that we are aware of new legislation, methods of keeping children safe and providing an outstanding environment for your children.

As well as various methods of formal training the staff hold daily briefings to allow staff to share knowledge and ideas centred around the children in our care, staff also have annual appraisals where they can discuss their own development with management.

Some of the certificates all our staff hold are:

Safeguarding	Child Protection	Paediatric First Aid
Food Hygiene	Food Allergies	COVID
Manual Handling	Health and Safety	Fire Prevention
COSH	Prevent	FGM
Toxic Trio	GDPR	County Lines
Online Safety	Safer Recruitment	CSE

Plus many more

Early years Foundation stage (EYFS)

At The Parachute Club we offer a stimulating and enriching environment for all age groups, give children the best learning opportunities through play and experiences to help each child reach their full potential.

Based around the EYFS Framework, we provide a programme that supports children through play in their early years. This is done via staff planning and observation, each month has a play-based theme with activities that is then recorded in your child's learning journal.

All EYFS children will have a keyworker who will collect information from the staff team daily as well as growing an informative relationship with parents and give support where needed.

Throughout a child's time at club in our early year's group, parents and your child's teachers will be given the opportunity to view their children progress and give feedback via our learning journal.

The EYFS works towards the area of learning and development to ensure a smooth transition into school

The areas are

Communication/language

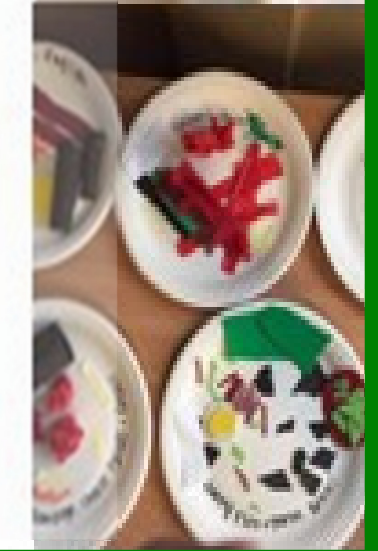
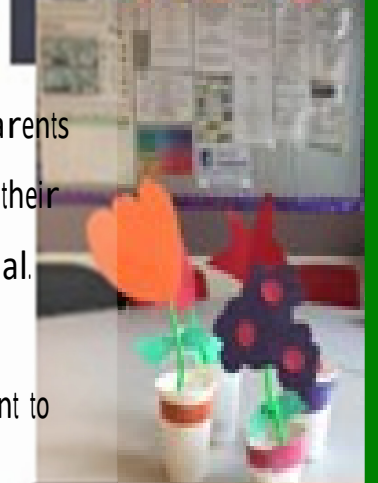
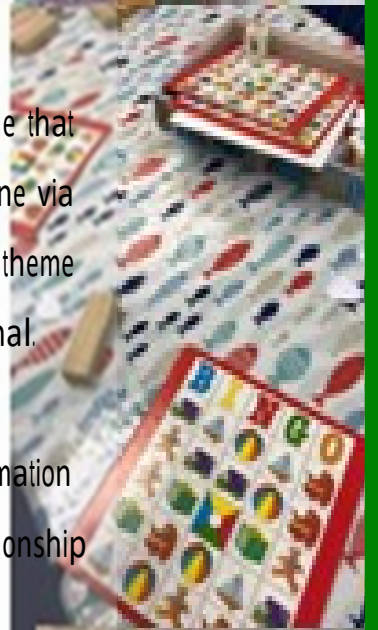
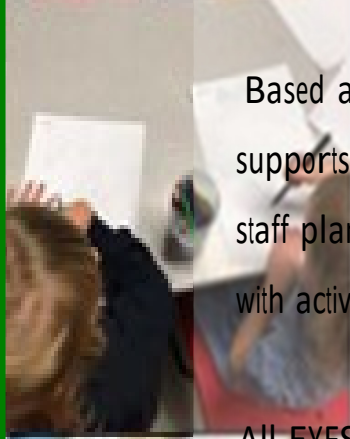
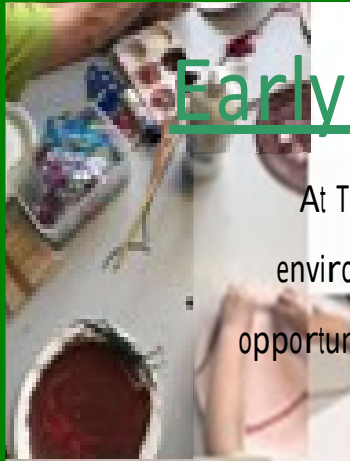
Physical development

Personal social and emotional development

Literacy

Mathematics

Understanding the world



Our Menu

Please note the parachute club only provides a snack to keep children fuelled up until they get home

Breakfast club 7:30am – 8:15am

A wide variety of cereals

After school club 4:00pm

Hot dogs in a roll

Beans on toast

Ham/cheese salad wraps made by your child

Chicken and salad wraps

Variety of soups (winter months)

Selection of sandwiches and salad

Desserts

ice cream, yogurts, watermelons, honeydew melons,
selection of Fruit

Holiday care

Breakfast as stated above

Mid morning snack toast and fruit selection

Dinner – Parents must provide a packed lunch we do not allow fizzy drinks

Afternoon snack as stated above

Sugar free cordial, water and a fruit selection is provided throughout the day for the children to help themselves

The staff at The Parachute Club are trained in allergies if your child suffers from any food allergies please add the info to your forms and have a chat about it to a staff member, this will then be shared in a team briefing to ensure everyone is aware.

WE HOPE YOU HAVE LEARNT A LOT ABOUT
CLUB AND HAVE CHOSEN TO JOIN US
FOLLOWING ARE THE,

Children's Registration Forms

PLEASE COMPLETE THESE FORMS WITH AS MUCH

INFORMATION AS POSSIBLE, SO THAT WE ARE ABLE TO
PROVIDE THE BEST QUALITY CARE FOR YOUR CHILD

THESE FORMS MUST BE RETURNED TO CLUB, BEFORE YOUR
CHILD STARTS ATTENDING.

PLEASE REMEMBER TO INFORM US IN THE FUTURE OF ANY
PHONE NUMBER/ ADDRESS CHANGES

The Parachute Club's Children's Registration Forms

Child's Name: Date of Birth:/...../ Gender: M / F

Child's preferred name?.....

Do any siblings attend The Parachute Club? Y/ N

Home Address:

.....

.....Postcode:.....

Email address (This will be used for monthly invoicing and other Parachute Club communications

only):.....

.....

Please state what school your child attends:.....

Starting date required:

Please tick the appropriate box below to state what sessions you require for your child, please note all days will be classed as permanent and you will be invoiced for, unless you make changes to those days Any changes to your days must be put into writing, please speak to a member of staff to do so. DAYS ARE PAYABLE REGARDLESS OF ATTENDANCE

	Monday	Tuesday	Wednesday	Thursday	Friday	Shift Work
Breakfast						
Afterschool						

HOLIDAY CARE IS BOOKED SEPARATELY ON THE HOLIDAY PROGRAMMES

CHILDS PASSWORD (This is in cases of others collecting your child)

.....

Contact Details

Please give details of ALL persons involved with your child who have parental responsibility. Provide details for anyone else who you would want to be contacted during an emergency. Please indicate the order of priority. If there is a Court Order in place, please attach a copy.

Please also always inform The Parachute Club if someone else is collecting your child, even if they are on the emergency contact list.

Contact Priority One

Forename: Surname:
Relationship to child.....
Parental responsibility? Y/N
Address.....
.....Postcode.....
Home Number:..... Mobile Number:.....
Email:.....

Contact Priority Two

Forename..... Surname
Relationship to child.....
Parental responsibility? Y/N
Address:.....
.....Postcode.....
Home Number:..... Mobile Number:.....
Email:.....

Contact Priority Three

Forename..... Surname
Relationship to child.....
Parental responsibility? Y/N
Address:.....
.....Postcode.....
Home Number:..... Mobile Number:.....
Email:.....

Contact Priority four

Forename..... Surname
Relationship to child.....
Parental responsibility? Y/N
Address:.....
.....Postcode.....
Home Number:..... Mobile Number:.....
Email:.....

Contact Priority five

Forename..... Surname

Relationship to child.....

Parental responsibility? Y/N

Address:.....

.....Postcode.....

Home Number:..... Mobile Number:.....

Email:.....

Contact Priority six

Forename..... Surname

Relationship to child.....

Parental responsibility? Y/N

Address:.....

.....Postcode.....

Home Number:..... Mobile Number:.....

Email:.....

Has your child ever received support from outside agencies and are they still receiving additional support? If yes please give details

Medical Information

Childs Doctor _____ Telephone Number _____

Address of surgery _____

Medical Conditions _____

Special Dietary Requirements _____

Has your child had relevant vaccinations?; YES NO

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 _____

Food Allergy Form

Please ignore this page if your child has no allergies

We understand that you have already completed contact details but this page will be kept in a separate file in case of emergencies,

Child's Name _____ D.O.B. _____

Doctors surgery _____ Surgery phone number: _____

Emergency Contact Details:

Name	Relationship to child	Emergency contact number

Specific Allergy: _____

Found In: _____

Symptoms of a reaction:

Procedure of a reaction:

Is an Epipen used if an allergic reaction occurs: Yes No

(Please note all staff are Epipen trained, and will receive up to date training from your child's nurse if needed)

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

Signature _____ Date _____

Consent for administering medicine (medicine release)

I give my permission for medicine prescribed by my doctor to be administered by a suitable member of staff. The club management will have sole responsibility for either administering the medicine or appointing a suitable member of staff to do so, a suitable member of staff will be an individual that the club manager has trained to carry out this task and feels they have the appropriate skills to do so.

I will put instructions for administering medicine in writing, I will be responsible for asking for the medicine at the end of each session in order that it may be taken home, I will also sign the details of medication acknowledging that I have seen the dosage given through the day and all relevant documentation.

I understand that non-prescribed medicines can only be given to children where the bottle handed into club is brand new and unopened.

Signature of parent _____ Date of signature _____

Children's individual/special educational needs

Please give details of any special requirement your child may need I.E. special care plan, religion, behaviour. Please go into as much detail as possible so that we can provide the best possible care for your child, please also feel free to speak to Nicola at any time.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 _____

Children's personal belongings

Please note at Parachute club we only have a small area for your child's belongings, it is important that all your children's belongings are labelled. The staff at club are unable to go back to classrooms should your child forget anything and the parachute club holds no responsibility to lost items we advise parents to not allow children to bring personal items to club. Electronic devices such as phones and tablets are not allowed in club for safeguarding reasons, if your child comes to club with an electronic device children will be asked to either put it in their bags or handed to a member of staff to keep safe until parents come to collect, Parachute club holds no responsibility for lost or broken personal items of any kind.

Parent/Carer's signature _____ date _____

Parent /Club Contract

Please return the clubs copy signed and dated This needs
to be completed prior to your child's start
date

Please return this copy to club

Club's copy

The Parachute out of school club

Parent / Club Contract

Childs Name..... School.....Class.....

Sessions Required (Term time only)

Monday	AM	PM	Breakfast Club	£7.00
Tuesday	AM	PM	Afterschool Club	£12.50
Wednesday	AM	PM	Holiday Care	£25.00
Thursday	AM	PM	Half Day Holiday Care	£19.00
Friday	AM	PM		

Payments and Notice

Payment is required on the first day of the week in which your child attends. If you are paying monthly this also must be paid in advance, Payments should be made using any of the methods approved by The Parachute Club, (please note that childcare vouchers can take up to 5 days to reach our account).

Once a place is booked, Fees are payable regardless of your Childs attendance.

To cancel your Childs place permanently you must provide 4 weeks notice in writing. If you wish to change your child's days that they attend you must also provide 4 weeks notice in writing (please note the Parachute has a waiting list, once your days are cancelled and notice period is finished ,it will be offered to another child)Fees are still payable throughout the notice period.

Late Payment

Any parent who's payment are not paid with in the month, Parachute club reserves the right to terminate childcare immediately without notice , Should your circumstances change please speak to Nicola on 07725846241 failure to do so may result in court action taken by the club.

Holidays

Parachute will be closed all bank holidays and for 1 week between Christmas and New Year.

Holiday bookings must be made separately on the holiday booking form that is attached to the holiday programme.

Holiday programmes will be sent to you via Email or you can collect one at club.

School closure Days

These are defined as days during the normal school term where school is closed for example, teacher training days, polling days, emergency closures and bad weather closures.

Fees for these days are still payable in full, if it is your Childs normal day of attendance.

Child Health Policy

If your child is unwell with any infectious condition it will be necessary for you to arrange alternative care, Children who are contagious must not be brought into club as they can affect both staff and other children.

Signing in and out of club

Our Ofsted regulations state that all children must be signed in and out of the setting, a daily sheet is provided at the front desk.

Child collection

If a known person is unavailable to collect your child, you must inform the club immediately, unknown persons will NOT be able to collect your child without prior notice. Please ensure all persons collecting have your Childs password.

Parents cannot be stopped from collecting a child without the relevant legal documentation.

Complaints procedure

In the event of any complaints please do not hesitate to contact a manager, if you feel that your complaint cannot be resolved within club please contact Ofsted, the full complaints procedure and Ofsted details are available on the clubs website and notice board.

Please note that the Parachute reserves the right to amend the terms and conditions of this contract and registration fees at any time.

Signed _____ Date _____

Please keep this copy for your records

Parents copy The Parachute out of school club Parent / Club Contract

Childs Name..... School.....

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