

The Gemstones Club

Breakfast and Afterschool Club

Welcome Pack



Dereham Church of England Infant and Nursery Academy

St Withburga Lane Dereham Norfolk NR19 1ED

Tel: 01362 692727

Email: office@dereham.norfolk.sch.uk



Our Procedures

Dear Parent/Carers

We welcome you and your child/children to our Breakfast and Afterschool Club, The Gemstones Club. We hope that you will find our childcare provision beneficial. We enclose information relating to the club, any further comments or suggestions are always welcome. All forms must be completed and returned before your child/children can start attending either of our clubs. (They are enclosed in this welcome pack).

Contact

Your contacts at The Gemstones club are: Gemstones organiser Mrs Miller.

Breakfast: Mrs Caffyn, Mrs Brooks and Miss Webb.

Afterschool club: Mrs Brooks, Mrs Caffyn, Mrs Smith and Miss Webb.

Junior & Grove House School run: Miss Webb

Gemstones can be contacted on: 01362692727

Our email address is: financeofficer@dereham.norfolk.sch.uk

Please inform a member of staff if your child is not going to be attending a club for any reason.

Booking of sessions

Our club is open every day, term time only.

Breakfast club is open from 07.30am-08.40am we offer 2 set prices.

Our Afterschool club is open until 6 pm and offers 3 different time sessions.



Breakfast club

7:30am until 8:45am- £5.50-includes breakfast

8:00am until 8:45am- £4.50- no food included

After school club

3:15pm until 4:15pm- £4.50 includes a snack only

3:15pm until 5:15pm- £9.00 includes a snack and light tea

3:15pm until 6pm- £12.50 includes a snack and light tea

By booking specific sessions, you are reserving the right for your child to retain that particular session for the whole of that half term. We will therefore require payment in advance, regardless of whether or not your child attends. If you wish to make any alterations to any sessions, you must tell us of those changes in writing/email, giving paid notice of 4 weeks. It is assumed that, unless we receive a letter of cancellation, you still wish to continue with your agreed session/s at The Gemstones Club, and you will be invoiced via our online booking system as normal at the beginning of each half term

Drop in sessions

You can add additional “ad-hoc” days to your contracted days, subject to availability. Please speak to a member of staff about this.

Payment Method

Fees are payable half termly in advance. Payments will be available to view from the Arbour Payments system once sessions are added the amount the amount is displayed owing for each half term. We do not issue individual reminders before the payment deadline our preferred payment method is Debit /credit card or PayPal via the Arbour Payments system. We can also accept vouchers from a range of childcare companies– please speak to the school Finance Officer, Mrs Miller, if you experience any difficulty with payment of fees, please speak to Mrs Miller ASAP.

After School Club Late Collection Charge

There is an extra charge for parents who collect their children later than their agreed time. For children who were due to be collected by 4-15pm or 5-15pm, the extra charge is £2 If a child is collected later than 6pm a late payment charge of £11 per child will apply for every half an hour that you are late. (This is because two staff members have to remain on duty until your child is collected).

Collection and drop off of children

For drop off and collections please enter the school via the school office, Please ring the bell on the door to gain entry. A member of Gemstones staff will sign your child in and out.



Breakfast Club

The club opens at 7.30am. Please do not try to drop your child off before this time as the club will be closed. Please sign your child in on arrival. Children will be delivered to their class by 8.40am.

After School Club

We meet to register in the school hall. The children will be signed in on arrival. The After-School Club closes at 6pm. We ask that you arrive to collect your child/ren by 6.00pm at the latest so they can be signed out and off the premises for closing.

Mealtimes

Breakfast is served until 8.00am. Please note that if your drop off is not within the 7-30am session then breakfast is not included,

At after school club, snack is provided for all children and served within the main school hall.

Any child booked on to the **5-15pm** or **6pm** session time will also receive a light meal.

Please avoid collecting your child before their session finish time as this interferes with meal times. If a different pick up time is needed you will need to inform the office prior to the session starting, A gemstones staff member will then be able to plan around this alteration. drop off and pick up times must be kept to.

If you have opted for your child/children not to have the light meal, you are more than welcome to provide a snack for your child.

Please advise the staff of any food intolerances/allergies or foods that must not be eaten by your child.

Behaviour

We expect the Gemstones children to behave in an acceptable way, with a caring and respectful attitude towards others. In the case of any unacceptable behaviour, we will discuss this with parents to resolve it together. If, despite our best efforts together, there is no improvement in the child's behaviour, we reserve the right to exclude the child from the Out of School Club.

Policies

The Gemstones Club has all the policies required by Ofsted Guidance. They can be seen by parents on request.

Complaints

Complaint forms are available should you need one.

We very much hope that your child/children will enjoy their time at The Gemstones Club.



The Gemstones Club

Registration Form

Child's personal details

Surname:		Date of birth:	
First Names:		Gender:	
Preferred name:		Religion:	
Ethnic origin:		Parent/ carer's name:	
First language:		GP's name and Phone no:	
Address:		Home No:	
		Work No:	
		Mobile 1:	
		Mobile 2:	
Postcode:		Email:	

Emergency Contacts

In the event that we are unable to contact you on the numbers above, please provide details of additional emergency contacts.

Name	Relationship to child	Address/Place of work	Contact No.



Breakfast Club Booking Form

Name of child: _____

School Child Attends: _____

Sessions run from 7.30am- 8.40am, Monday- Friday, during term time.

Children will be walked from the club to their classroom for 8.40am or from the club at 8-30am to Grove school or Dereham Church of England Junior Academy if the child is using our school run service.

Session Cost:

- £5.50 from 7-30am including breakfast
- £4.50 from 8am without breakfast

Fees are payable half termly in advance. Sessions will need to be booked via our app this is where you will select all the required sessions at the beginning of each half term. Payment is made via the app.

Please write below under the days required and write a start time to indicate which sessions you would like to book for your child.

Monday	Tuesday	Wednesday	Thursday	Friday

Please state start date: _____

Child's age at start date: _____

Details of any food intolerances/Allergies:



After School Club Booking Form

Name of child: _____

School Child Attends: _____

Sessions run from 3-15pm – 6pm during term time.

Fees are payable half termly in advance via the payments app once sessions have been selected you will need to pay the total balance of payments. We also accept childcare vouchers.

Session options:

Session Time
3:15pm until 4:15pm- £4.50 includes a snack only
3:15pm until 5:15pm- £9.00 includes a snack and light tea
3:15pm until 6pm- £12.50 includes a snack and light tea

Please write the sessions you would like in the table below.

<u>Day</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Session</u>					

Please state start date: _____

Child's age at start date: _____

Details of any food intolerances/Allergies:



After School Club – Collection of Children

I authorise the following persons to collect my child/ren, whose names are listed below, from the club.

Name	Relationship to child

Signed: _____ Parent/Carer

Date: _____

Please note: ONLY people on this list will be allowed to collect your child/ren.



Breakfast and Afterschool

Transfer to Grove or Dereham Church of England Junior Academy

Declaration: I agree that a Gemstone staff member will walk to drop off or collect my child from the nearby schools. I am aware that the children will be walking in a group with a staff member.

Name of child: _____

Name of School: _____

Signed: _____ Parent/Carer

Date: _____



Record of Medication

Child's Name:	
Medical Condition/Allergy etc.:	
Name of Medication	
Start Date:	
End Date:	
Dose:	
Route of Administration:	
Frequency – time/s to be specified	
Special Storage Requirements:	
Child to self-administer: (under adult supervision)	

DECLARATION

1. I, being the parent/guardian of the above child, request the involvement of an adult employed at The Gemstones Club in the medication of my child as detailed.

2. I can be contacted during Club hours as follows: _____

3. I agree that staff of the Club may administer the above medication to my child according to directions enclosed with the medication. I confirm that my child's doctor has stated that (s) he considers it necessary for the medicine to be taken during Club hours

Signed: _____ Parent/Carer

Date: _____

Dates and times of medication administered will be recorded in the Club's Medication Records.



Emergency Arrangements

In the event of an emergency involving your child, we will do our utmost to contact parents, using the contact numbers we have been given.

In the unlikely event that a child needs urgent emergency treatment and we cannot contact parents, we require written permission to allow us to request medical advice, or to take the child for treatment. We would obviously keep trying to contact parents as well.

Please sign below to enable us to act in this way.

Thank you.

Name of child: _____ In the event of a medical emergency, and if club staff cannot contact me, I give permission for them staff to take my child to their GP or to the Accident and Emergency Department.

Signed: _____

Parent/Carer Date: _____



Likes and Dislikes

Does your child have any likes or dislikes, fears or hobbies, favourite toys or comforters that you think we should know about? This information would be really helpful to ensure that he/she has a comfortable, relaxed and happy time with us.

Special Educational Needs/ Disabilities

Please state below if your child has a Special Educational/ Additional Need or Disability that we should know about:

It would also be helpful to know of any specific routines; techniques or ideas you use at home to manage their additional needs so that we can support this too:



Safeguarding

Safeguarding of children, staff, volunteers, students and parents is a priority. Our Designated safeguarding lead is Mrs Cole and our Alternative Safeguarding lead is Mrs Playford. If you have any concerns regarding child protection or the wellbeing and safety of a child or adult, you must inform them. Our safeguarding team are on site for the vast majority of the session times, however, in the event that they are off site, they can be contacted via phone.



Mrs Cole
Headteacher and DSL



Mrs Cunnington
Deputy Head, SEN Co-ordinator



Mrs Playford
Parent Support and ASL

All staff, students and regular volunteers have an Enhanced DBS check before starting at our school.
All Gemstones staff have regular safeguarding training.



Staff



Mrs Caffyn-

Breakfast & Afterschool play worker



Mrs Hurrell

Breakfast Club Play worker



Mrs Fenn

Afterschool Play Worker



Mrs Brooks

Afterschool Play worker



Mrs K Smith

Afterschool Club Play worker & Activities Planner



Mrs Miller

Gemstones Organiser and Main Contact

Any information or queries please email Mrs Miller financeofficer@dereham.norfolk.sch.uk



Payment Information form:

If you pay via a childcare scheme such as Tax free childcare, Edenred ,Kiddivouchers please input information below.

Name of child-	Reference Number-	Scheme used -

If a Receipt is needed:

(Please state below the information needed on your receipt)

This website is the most helpful: <https://www.childcarechoices.gov.uk/how-use-tax-free-childcare>

- Please log in to your Tax free childcare account.
- Log in with Username and password.
- When logging in please select our school as the provider to pay. (Dereham Church of England Infant and Nursery Academy.)
- Pay money into your childcare account – using a debit card or standing order, the government top-up will get added automatically, wait for this to show as available in your childcare account normally between 24-48 hrs .
- The money should be displayed in your childcare account, including the government top up and now you can make either a one off payment or regular payments directly to your provider from your child care account.
- once paid please email me on financeofficer@dereham.norfolk.sch.uk with your payment date, payment amount, and your reference number which should be displayed: first initial and the first 3 letters of the child's surname, for example, AJON12345. Made up of 4 letters and 5 numbers.

Any further help needed please email financeofficer@dereham.norfolk.sch.uk