

## Addison Play Centre – Information for Parents



### **Opening Times:**

Breakfast club: 7.45am - 8.50am

After School Club: 3.10pm - 6.00pm

Monday – Friday

Term Time Only

# Welcome to Addison Primary School Extended Day

Addison Play is open to age 4 to age 11 pupils. It consists of a Breakfast club which is open from 07:45-8:50am and Play Centre which runs from 3:10pm 6:00pm. Extended day operates from Monday to Friday term time only and is held in the School. The children have access to the playground and hall area.

## **Breakfast Club**

Breakfast Club is open from 07:45am – 08:50am. Children will not be admitted later than 08:30am; breakfast is served until 08:30am

Food on offer includes: cereals, toast, fruit, milk and water.

If for any reason your child has already eaten at home before Breakfast Club, please ensure an adult informs Addison play staff. Please inform us of any food allergies or dietary requirements – these must be clearly stated on the booking form.

## **Play Centre**

We will provide a healthy snack, during After School Club. During this time, Addison Play will provide pupils with activities such as: craft, role play, and a variety of indoor and outdoor sports. There will also be a designated quiet area to provide an opportunity for children to complete homework.

A link is sent each fortnight for parents to select their preferred days for the coming 2 week period. Please email [play@addison.lbhf.sch.uk](mailto:play@addison.lbhf.sch.uk) if you require a link. Booking process:

- Booking must be made 2-weeks in advance via the google link
- Booking cannot be accepted after the deadline Thursday 12pm
- Please only book sessions your child will attend. All booked days are chargeable, regardless of attendance.

## **Behaviour Policy**

We promote and celebrate positive behaviour. Addison Playcentre should be a fun and enjoyable experience for both children and staff. However, we are firm in our expectations for positive choices and good behaviour. There is a 'Three-strike' approach to serious misbehaviour choices. The first chance will be an apology letter to the child or staff. The second chance will be seclusion (moved to a different space). After the third chance (strike)

A meeting will be arranged with the child and their parent/carer with the manager to discuss and decide the final outcome.

We aim to make the Playcentre an enjoyable and friendly environment for all children. Any incidents of continually unacceptable behaviour will lead to a review of your child's place at Addison Play.

## **Fees**

Fees are due two weeks in advance Our current fees are:

Play Centre: £10.50 Daily £52.50 weekly

Breakfast club: £3.00 Daily £15.00 weekly

Please ensure payments are made in advance, when booking Breakfast and/or Play Centre. All payments must be made via Parent Pay.

Non-payment can result in the loss of your child's place after one week.

## **Cancellation of bookings**

- Cancellation of a session needs to be emailed through to [play@addison.lbhf.sch.uk](mailto:play@addison.lbhf.sch.uk) before mid-day of the day to be cancelled. Any time after this, a fee will be incurred.
- In the event of your child's absence from school due to illness etc. there will be no charge for the booked session.
- Please give two weeks' notice (if possible) of holidays or planned absences

## **Contact Details**

Please ensure that the details provided on your registration form are kept up to date and any changes in details, particularly telephone numbers, are communicated to the school at your earliest opportunity.

## **First Aid**

All our staff are first aid trained and hold an up-to-date certificate that is renewed every three years. If your child requires first aid, we will keep a record and if required a letter will be sent home.

## **Policies and Procedures**

All copies of our school policies and procedures can be found on our website:  
[www.addisonprimaryschool.org](http://www.addisonprimaryschool.org)

## **Illness**

Please ensure that you inform the staff if you suspect that your child may be unwell. Should they become unwell during their session, it may be necessary for you to collect them before the end of the session.

Dropping off & Picking Up for Breakfast Club and Play Centre

Please drop off and pick up children at the entrance on Addison Gardens.

## **Collection Policy**

Children are expected to make their way to Play Centre independently at the end of the school day. Younger children will either be collected from their classroom by a Play Leader or escorted to the Play Centre by a member of staff. Play Centre closes at **6:00pm**.

## **Late Collection**

If you are running late, you must contact the Play Centre as soon as possible on **07762 070 042**. Repeated late collections are taken seriously. If a child is collected late on more than three occasions, this will result in a review of their place at the setting.

If a child has not been collected by **6:15pm**, and we are unable to make contact with parents/carers or any listed emergency contacts, the school will follow safeguarding procedures. This may include contacting Social Care and the local police.

## **Further Information**

For further information please contact the school on 0207 603 5333 or by email at [play@addison.lbhf.sch.uk](mailto:play@addison.lbhf.sch.uk)