



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 and drink, 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.

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 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

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.

Due to COVID19 staff will register your child's attendance at Breakfast Club and sign out your child on collection from Play Centre.

Collection Policies

Children will be expected to make their way to Play Centre at the end of school independently. Young children will either be collected by a Play Leader from their class or will be taken to Play Centre by an adult. Play Centre closes at 6.00pm.

Late Collection

If you are running late then we would expect a phone call from you on – 07517 051 427 – Play Centre number. If this happens more than three times, it will result in a review of your child's place.

In the event that your child has not been collected by 6.30pm and we have been unable to contact you on any of your emergency contact numbers, it is school policy to contact 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.lbfh.sch.uk