

WELCOME TO Leapfrog



OPENING TIMES

Morning Session:

7.30am - 8.45am

Afternoon Session:

3pm - 5.45pm



You can find us in the Community Room
situated in the Infant School.

MONDAY - FRIDAY, TERM TIME ONLY

**AND MUCH
MORE!**



**A home away
from home
atmosphere**



**Read inside for
information about:**

- Our Value
- Our Staff
- How to book
- Communication

Our Mission Statement

This statement outlines the services that children, parents/ carers and the community can expect from our Club, and the values that inform our work.

Our Club aims to:

- * Provide a happy, safe, warm and stimulating all inclusive environment for all children to play, learn and develop freely.
- Help children to develop responsibilities for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and others.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parent/carers.



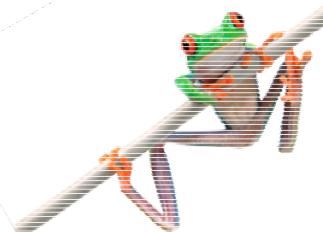
Our Club is committed to providing:

- Care and activities that put the needs and safety of children first.
- An all inclusive programme of activities that are interesting, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Childcare Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination of any form.



Our club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our Policies and Procedures, including opening times, fees and charges along with programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.



Welcome!

We thought you might like to know a little about the day to day running of club!

Leapfrog has been running since 1998 and has become extremely popular. In order that we do not over book places, it is essential that you let either myself or another member of staff from club know in advance when your children will be attending.

It is a statutory requirement of Social Care that we only have 60 children attending Club at any one time due to the number of staff employed and the area of space available. Therefore, if you wish for your child to attend either session;

You must register with staff in Leapfrog the Friday of the week before you would like your child to attend.



Payment must also be made at this time to ensure you get the **reduced** rate of **£4.00** per AM and **£7.50** per PM session.

If payment is made on any other day the booking will cost £4.50 per AM session and £8.00 per PM session.

If you know that your child will not be attending a particular session that has been booked in advance, please let myself or another member of staff know so that the space can be offer to someone else on the waiting list. (Please note: Refunds cannot be given if a place has been booked and your child does not attend. If your child cannot attend due to sickness you would then be able to carry over the session.)

If you have 2 late pick ups in any 1 week (i.e after 5.45pm) this will incur a £10 fine.



I am available in the School Office every day to answer any questions that you may have regarding Leapfrog. All Parent/Carers are welcome to read the Club Policies and if you would like to request any input into these policies please just let me know.



Many Thanks

Mrs L Vince
Manager



There is help available for working Parents from the Benefits Agency.

Please contact them direct on 08005975976 for further information.



Contact Leapfrog on:

023 9266 2596



We aim to provide:



A welcoming and all inclusive club for all children, which Parents are confident about using.



An environment in which children's personal, social and educational development can flourish.



A safe, caring and enjoyable place of play



Every member of the club is encouraged to have respect for one another.

Children are encouraged to set and follow their own rules.

On the rare occasion that a child's behaviour is causing distress to another child or a member of staff, Parents will be contacted.

Please do not allow your child to bring valuables to the Club as we accept no responsibility for their loss or damage.



Our club is fully inclusive as stated in our Policy.

With regards to Safe Guarding we have a:-

- Duty to safeguard children
- Rigorous vetting and recruitment procedure
- Duty to involve you as parents in our safe guarding practice.

A full copy of both Policies are in our Policy folder displayed in the club.



Club Rules can be seen displayed on the walls throughout Club.



What is the cost?

If you book and pay for your child's session on the Friday of the week prior to your child attending, each session will cost:

Breakfast club - £4.00 (per child) After School Club - £7.50 (per child)

Bookings made at any other time will be charged at:

Breakfast Club - £4.50 (per child) After School Club - £8.00 (per child)

What do I get for my money?

Quality care by experienced staff along with the peace of mind knowing that your children will be looked after safely.

Lots of varied activities including:

- | | | | |
|--------------|-----------------|-----------|-----------------|
| Social Play | Arts and crafts | Workshops | Themed evenings |
| Outside Play | Board Games | Free Play | Computers |

A Breakfast and Teatime snack is provided for each child. Children are NOT permitted to bring their own food for snack.



How do I pay?

Play workers are available between 8.30am - 9.00am and evenings Monday to Friday in the Community Room.



WE NEED TO KNOW!

If your child is NOT going to attend their booked session for any reason please let us know as staff from both Schools will be looking for them.



ALL PLACES MUST BE PAID FOR AND BOOKED THE FRIDAY PRIOR TO YOUR CHILD ATTENDING CLUB!

WHAT IF I NEED TO CANCEL?

Please telephone 023 92662596 if your child is unable to attend their session for any reason.

All places that have been booked will still have to be paid for as this space has been allocated.

Please note that if your child is ill they will have to pay for their first day of sickness and any remaining days can be carried over. Please DO NOT bring children to club if they have not been to School.



Who can attend Leapfrog?

Leapfrog is an all inclusive club open to the children of both Northern Parade Infant School and Northern Parade Junior School.



MEDICATION

If your child has to have medication administered please let the Play workers know as the necessary forms will have to be completed.



All of our Play workers are First Aid trained to deal with all minor accidents.

Should a more serious accident occur procedure will be followed and you will be informed asap!

Collection of Children

COMING TO CLUB

For those children coming to Club for the After School session, the children will be sent to the club by their teachers (unless you have asked us to collect them from class)

GOING HOME

All children need to be collected from the club by 5.45pm at the latest. If they are not picked up by this time twice in one week you will incur a £10 fine. The person collecting your child from Club must be OVER 18 and if not the designated Parent a password must be given.

GOING TO SCHOOL

All Infant children attending Breakfast Club will be taken to their classrooms.

All Junior School children that are attending the Breakfast Club will go into the Junior School playground to their classes .

**If you are unsure of anything
please ask a member of staff in Club.**

Please note:

All children must be signed in AM and out PM.



PARENT Communication Communication

- Here at Leapfrog we endeavour to ensure all Parent views are listened to, valued and respected.
- Parents are able to speak to the Staff at any convenient time; staff are aware of confidential issues and act accordingly.
- Parents are required to complete registration forms for their children before they attend Leapfrog. Parents are also expected to provide adequate information with regards to any health issues, emergency contact and collection procedures.
- A club partnership must also be signed and agreed to, this covers information regarding payment etc.
- Parents are kept informed of their children's progress on an informal basis.
- Surveys are sent to Parents asking for valuable feedback on the operation of the club.
- Leapfrog welcome all Parents into the club, to share any skills or just to observe the clubs practices and have a cup of tea!
- All Parents are welcome to look at all Leapfrog Policies and put their views forward.



We look forward to
seeing you soon!

