

The Club

35 St Margaret's Street
Bradford on Avon
BA15 1DW
01225 864544

Children aged between 4 years and 11 years of age can attend The Club based at the rugby Club, Winsley. The Club aims to provide a relaxed and friendly atmosphere where children are exposed to a number of sporting and creative activities with the emphasis on participation as opposed to entertainment. As full time childcare providers, our commitment to the children is paramount and we endeavour to treat all children as individuals. The Clubs opening hours are from 7.30am to 6.30pm throughout the year including teacher-training days.

On a weekly basis, the children will have a chance to swim at the local pool, take part in art sessions, horse riding and cooking.

During the holidays, workshops are arranged both home and away and include water sports, activity weeks, and camping trips.

THE CLUB POLICIES

All children will from time to time come into contact with infectious diseases. With working parents in mind, we understand the problems that arise when children are ill and at the manager's discretion we will accommodate sick children away from The Club environment. With written parental consent prescribed medicine can be administered.

All Staff attend regular First Aid classes but in the event of an accident The Club reserves the right to seek medical advice from the closest casualty department.

Corporal punishment has no place at The Club. If behavioural problems do arise we will discuss the matter with parents and a workable solution is sought. By being consistent in our approach, we feel we can achieve simple and meaningful solutions.

We are happy to comply with dietary needs and restrictions although fast foods and convenience foods are not available.

In the first instance any complaints or issues arising should be discussed with the Manager. If you feel your complaint was not handled in a satisfactory manner it is your right to contact:

Ofsted
Freshford House
Redcliffe Way
Bristol
BS16 NL
Tel: 0117 9456 200

NON-DISCRIMINATORY DECLARATION

The Club is fully committed to the Social Services policy on caring for children in a multi-cultural community, and will therefore give the following undertaking and declare:

'We will treat the children we are asked to provide day care for with equal concern and in doing so we agree to meet their specific needs with regard to their religious persuasion, racial origin, cultural and linguistic background as well as sex and disability.'

CHILD PROTECTION POLICY

The Club has a legal responsibility to report any suspicions of neglect or abuse to the local authority (West Wiltshire County Council). The Children's Act 1989 places a duty on the local authority to investigate such matters. The Club will follow the procedures set out in the local authority child protection documents, and when necessary, will seek their advice.

BULLYING POLICY

All children coming into the Club have a right to play and enjoy what is on offer without fear of intimidation, harassment or physical or verbal abuse. We strive to promote behaviour, which encourages respect for each individual, co-operation with each other and opportunities for play and adventure within a safe and caring environment. Racism, sexism and other kinds of discriminatory behaviour will be challenged and will not be allowed to continue within the play setting.

CONFIDENTIALITY

Although all records and registration documents are kept confidential, parents will have ready access to the file and records of their own children. Under the Children's Act 1989, we have an obligation to release these files to the local authority if requested.

FEES

The hourly rate of £5.00 is payable monthly in advance on registered hours. On joining Westview Day Nursery / The Club a fifty pound deposit is payable. This sum is deducted from the final month's account. Rates are reviewed annually. The Club operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child. Payments of invoices must be made by the 15th day of month in which they were issued. Failure to make payment will result in a 10% surcharge being made. We reserve the right to revoke registration of a child for non-payment.

These policies are an abbreviated version of the Policy and Procedures document, which are available on our website www.westviewdaynursery.co.uk or from a member of staff.

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01225 864544
07919 683220

Name.....will be registered at the Club.

Date of birth.....

Mothers name.....

Fathers name.....

Home address.....Billing address.....

.....

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Home telephone number.....

Email

Emergency number

Work telephone number.....

TERM TIME SESSIONS

Monday am.....pm.....

Tuesday am..... pm.....

Wednesday am.....pm.....

Thursday am.....pm.....

Friday am.....pm.....

HOLIDAY SESSIONS

Monday am.....pm.....

Tuesday am..... pm.....

Wednesday am.....pm.....

Thursday am.....pm.....

Friday am.....pm.....

FEES

An hourly rate of £5.00 is payable in advance on registered hours. Drinks and snacks are included in the hourly rate. Rates are reviewed annually in January.

On joining the Club a fifty pound deposit is payable. This sum is deducted from the final months account.

The Club operates on an hourly basis throughout the year except for weekends and bank holidays. Bank holidays are not charged for. Credit/rebates are not given for sessions missed by a child.

COMMUNICATION

In case of emergency all necessary steps will be taken to contact the parent or guardian. In the event that this contact cannot be made, The Club reserves the right to seek medical attention.

Medical concerns/allergies etc.....

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Doctors Name and address.....

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Doctors telephone number.....

Dietary requirements.....

PARENTAL CONSENT

Consent for off site activities.....

Consent to travel in Club vehicles with suitable restraints.....

Consent for non-prescribed drugs.....

Consent to be photographed.....

WITHDRAWAL

I agree to give in writing ONE MONTHS NOTICE of leaving the Club, or to pay the fees in lieu thereof. I acknowledge that signing this forms a binding contract between The Club and parents/guardian.

Signature(s).....

Name.....

Date.....