

Childs Name: _____

CROCODILE CLUB

After-school Club

Forms

Contact Details

Sarah Begley. Administration, Registration & Billing

Telephone: 07765928359

Email: crocfinance@Stockcross.org.uk

Liz English. Information and Polices

Telephone: 07540706695

Email: crocinfo@Stockcross.org.uk

Stockcross School Office

Email: Office@stockcross.w-berks.sch.uk

Telephone: 01488608356

**STOCKCROSS SCHOOL
CHAPEL ROAD
STOCKCROSS
RG20 8LD**

OFSTED UNIQUE REFERENCE NUMBER: 110667

Welcome to Crocodile Club.

Working closely with Stockcross School and Welford and Wickham School, Crocodile Club offers after school childcare. The Club aims to provide high quality, affordable, reliable and accessible childcare to parents and carers. We endeavour to meet all our children's individual needs with a hardworking and highly qualified team of staff. We are based in Stockcross School Hall and have access to the playground, play equipment and playing fields.

Crocodile Club provides a fun, exciting and safe environment with the staff ensuring that our children are inspired and motivated through structured and informal activities. We value play work, and actively promote the skills necessary to provide a fun and quality service. We operate family friendly policies and promote the value of the excellent work that the play workers provide. We are fully Ofsted registered and regulated, and our knowledgeable and enthusiastic staff are happy to answer any questions or show you around if needed.

Crocodile club operates on Mondays, Tuesdays, Wednesdays and Thursdays during term time, from 3.15pm till 5.45pm. The Fee is £13.75 per session. We bill monthly and are fully aware of Tax credit procedures. We provide a healthy snack and drink following Government school food standards.

Crocodile club follows strict Government, Ofsted guidelines and policies, the club has a complaints procedure in line with Ofsted legislation. All policies and procedures are available on request.

Crocodile Club Team

We are very lucky to have a qualified team who work within the Stockcross school environment as learning support assistants. Our staff are trained in First Aid, Child Safeguarding trained and are DBS checked. We have all worked at Stockcross School for over 10 years.

Sarah Begley. Administration/Finance Manager/General Manager

Sarah has years of experience working with children and has her Level 3 play work qualifications. Along with supporting and supervising the children Sarah takes care of all the clubs administration and Finance needs. Sarah also works as the Kite Federations School Business Manager,

Paula Allen

Paula has a long history with Stockcross School. She is Level 3 teaching assistant/ Specialist TA, the schools ELSA assistant (Emotional literacy support assistant) and the Kite federation family Support Worker Paula is Crocodile clubs EYFS (Early years foundation stage) key person and is up to date all OFSTED early years policies.

Liz English. Chairperson

Liz is a HLTA Higher Level Teaching assistant at Stockcross School. She is well known throughout the school and became Crocodile Clubs Chairperson in 2018. Liz is responsible for the clubs policies and procedures.

Karen Wood

Karen is a Level 3 Specialist Teaching Assistant and Lunchtime controller at Stockcross School. Karen has over 10 years experience working with children and is a valuable member of the Croc team.

Contact Details

Contact Details

Sarah Begley. Administration, Registration & Billing

Telephone: 07765928359

Email: crocfinance@Stockcross.org.uk

Liz English. Information

Telephone: 07540706695

Email: crocinfo@Stockcross.org.uk

Stockcross School Office

Email: Office@stockcross.w-berks.sch.uk

Telephone: 01488608356

Crocodile Club

Mission Statement

Crocodile Club aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

Crocodile Club aims to:

- ❖ Offer an inclusive service, accessible to all children in the community
- ❖ Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centered environment
- ❖ Encourage children to take responsibility for themselves and their actions
- ❖ Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination
- ❖ Provide a range of resources and equipment which can be used under safe and supervised conditions
- ❖ Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- ❖ Work in partnership with parents to provide high quality play and care
- ❖ Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- ❖ Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns
- ❖ Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- ❖ Employ experienced, well trained staff and offer them appropriate support
- ❖ Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation

Crocodile Club Booking Form

Child's name:

All sessions start at 3.15pm and run until 5.45 pm.

Fees per session: 3.15pm - 5.45pm = £13.75

(Please tick the sessions that you require below)

	3.15-5.45pm
Monday	
Tuesday	
Wednesday	
Thursday	

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend. Late collection will be charged at an hourly rate.

Signed:

Date:

(parent/carer)

Crocodile Club

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Crocodile Club. I understand that the club has policies and procedures (which are available for reference at the club and on Stockcross school website), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Crocodile Club is a play setting and that whilst my child is there Crocodile Club is legally responsible for him/her.
- My child will be provided with a snack whilst at the club unless otherwise requested.
- I will provide my child with suitable attire (coat, sun hats etc) and a water bottle
- Once my child arrives at Crocodile Club he/she will be in the care of Crocodile Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Crocodile Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Crocodile Club closes at 5.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 5.45pm I will pay a charge of one extra hour per staff member to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.15pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Crocodile Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Crocodile Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have/will read the club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Crocodile Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Crocodile Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Crocodile Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated by children or parents.

- I understand that If I have any concerns or procedural issues with Croc I will talk directly to croc staff and not communicate negatively with KPF parents on any form of social media such as parent Whatsapp groups or Facebook.
- I understand I can ask to read Crocodile Clubs policies and procedures at any time.
- I understand that the “mini-bus” service from Welford and Wickham is provided by the KPF Federation and if provision is unavailable, withdrawn or cancelled at any time it is my responsibility to get my child/children to the Crocodile Club setting at Stockcross School.
- I understand that children that are absent from school (through illness or suspension/exclusion) cannot attend Croc Club during that absence.
- I understand I must report absences or ask any questions through the Croc email address and not through the school office as Croc is ran separately to the KPF schools.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____

Date: _____

Crocodile Club

Medical form

Child's name:	Date of birth:
Doctor:	
Doctor's address:	
Doctor's telephone:	
Does your child or the child in your care have any known medical problems or additional needs such as SEN? (Please list)	
Please detail any medical needs your child has/medication taken: (please provide full details, if medication is needed an additional medication consent form will need to be completed)	
Does your child have any known allergies? (an Allergy Management Plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health	
Parent/Carer emergency contact telephone numbers:	

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf. If my child's medical needs change I will inform Crocodile club staff promptly.

Signed:

Date:

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Signature of Parent/Carer

Date:

Crocodile Club

Photograph Permission Form

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At crocodile club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:

(please tick for consent)

- Electronic and printed displays and exhibitions at the Club
(eg photos of activities)
- Observation and assessment
- Class Dojo
- Club records of my child
- To accompany staff or student coursework
- Website for Club
- Promotional material for the Club
- Local newspaper or magazine
- National newspaper or magazine
- Other organisation's website
- Other organisation's promotional material
- Other

I understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified.

I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name:

Signed:
(parent / carer)

Date:

Print name:

