



# Pebbles After School Club

Threemilestone School  
Polstain Road, Threemilestone, TR3 6DH

Play Leader: Mrs Rosemary Barber  
Administrator: Miss Dawn Hawken  
Telephone: 01872 263322

## **Aims and Objectives of Pebbles**

- We will provide extended childcare for families from 3.15pm to 6pm.
- We will provide a safe, secure and happy environment for the children to be cared for outside the normal school day.
- A stimulating environment for the children will be provided through the use of play activities indoors and outdoors (weather permitting).
- Our provision will be to the highest standard possible with exciting opportunities for children to play, relax and be cared for.
- All of the activities will be planned out and where possible involve the children in the design and development of each.
- We will ensure that there are equal opportunities for all children within our childcare provision.
- Parents will be kept well informed about their children within the childcare setting and this will be provided informally at the end of a session.
- Our food provision will always be healthy and nutritious.
- We will ensure parents can carry out their employment/business secure in the knowledge that their child/children are being cared for in a safe environment which is run by qualified and reliable staff.
- We will continually evaluate the quality of our provision acting upon feedback from the team leaders, parents and pupils.

## **Activities**

All activities will be undertaken with an appropriate level of supervision, maximum ratio of staff to children will be 1:8. This will be increased if the activity necessitates such. Dangerous behaviour will not be tolerated.

Activities are planned in advance and where possible involve the children in their design. A timetable for each session of Pebbles is always displayed on the whiteboard and we will publish these from time to time in the school newsletter.

All activities provided by Pebbles will be organised in such a way that all children regardless of age, ability and gender will be given an equal opportunity to participate in enjoyable, creative and stimulating play and recreation at all times.

It is fully recognised that because of the age range of the children that may attend, there may need to be a wider range of activities made available to cater for the differing needs within the setting.

### **Medicines**

Details of children with special medical needs will be recorded. All prescribed medicines brought to the club will be locked away or put in the medicine fridge in the staffroom. They will only be dispensed following written authorisation from the parent or carer and the approval of the Headteacher.

### **Complaints Procedure**

It is very important that any complaints are resolved quickly and amicably. Most complaints, concerns or queries can be dealt with through discussion with a member of staff or the Team Leader at Pebbles. However, should this be unsatisfactory, complaints may be referred to the Assistant Head teachers who will arrange a meeting to resolve any difficulties.

Complaints from staff should be addressed to Mrs Coleman or Mrs Brown who will involve the Head Teacher if necessary.

### **Prices and Opening Times**

Pebbles is open daily during term time from 3.15pm to 6.00pm.

The fees are £6.50 per session per child and £5.50 per session for additional siblings, payable monthly in advance.

Bookings are made through the School Office. Once a place is offered you retain the place until 1 weeks notice of your intention to stop the club is given.

If you require fewer days in any particular month i.e due to a holiday, please notify the School Office by the 15<sup>th</sup> of the previous month and you will not be charged for them.

These prices are per session and irrespective of collection times. These prices are regularly reviewed and are subject to change.

Penalty charges will be made for late collections. Late collection up to 6.15pm will be £6 per child. Late collection after 6.15 will be £20 per child as additional security costs will be incurred by the Club. If you are delayed please contact the Play Leader, Rosemary Barber on 01872 263322 immediately.

If you have any queries or questions relating to Pebbles please contact DawnHawken in the School Office on 01872 263322.