



Play Club

Information for Parents/Carers and Children - Autumn 2022

Meridian Play Club is a well-established and valued after-school club open to all children from Reception to Year 6 who attend our school. This childcare provision offers a nurturing, fun environment where children can relax and play with other children and familiar staff and enjoy our indoor and outdoor spaces.



Play Club is provided directly by the school and is managed and supervised by school staff. All Meridian School policies and procedures apply to Play Club and information specific to Play Club is outlined below.

<p>Staffing:</p> <p>Play Club Leader: Mark Kane Nadia Dickson Nealam Bulsara Grant Smith</p>	<p>Opening Times:</p> <ul style="list-style-type: none"> • Term time only. • Monday to Friday. • Open from the end of the school day until 5.45pm.
<p>Cost:</p> <ul style="list-style-type: none"> • £11 per session • Payment must be paid half termly in advance. 	<p>Direct Line: 07399009572</p> <p>Please use this number to contact Mark during Play Club hours.</p>
<p>Bookings:</p> <ul style="list-style-type: none"> • We are currently only able to accept bookings for a whole half term. • You can book for between one and five days a week, every week for a minimum of a half term. • To make a booking, please complete the registration form and return it to the school office. 	<p>Changes to bookings: There is a 2 week notice period if you wish to cancel a long term booking. If you would like to change the days offered and agreed for your child, please email the school office on sao@meridian.greenwich.sch.uk who will advise if the change is possible.</p>
<p>Payment:</p> <ul style="list-style-type: none"> • Payments should be made via our online payment system, ParentPay. Registration details can be obtained from the school office sao@meridian.greenwich.sch.uk. • Workplace childcare vouchers can be used to pay for Play Club. Please contact the school office to discuss this payment option. • We will only accept cash or cheque payments in exceptional circumstances. 	<ul style="list-style-type: none"> • Late Payments: Amounts owing for two weeks or more will result in the withdrawal of the Play Club place. • Refunds: Unfortunately, we cannot give refunds for absence, including sickness or change of requirements for any bookings. All sessions booked will be charged whether your child attends or not. The only exception to this is

where the school has organised a school trip which coincides with the club.

First Aid:

- During Play Club, there is always at least one member of staff in school who is a First Aider.
- If your child becomes ill whilst in the care of the Play Club, including if they should show Covid-19 symptoms, you will be contacted and asked to collect your child straight away.
- Play Club staff will have access to asthma pumps and emergency medicine such as EpiPens. As is the case during the school day, only prescribed medicine can be administered by staff

Snacks and water:

- Children are permitted to bring a small, healthy snack to eat at the start of Play Club.
- All children should use the refillable water bottle they have in school. This should be labelled with their name and can be refilled in school.
- Children are **not allowed** to bring in fizzy drinks, glass or metal cans, sweets, chewing gum, nuts or any product containing nuts

Activities:

- Children have the opportunity to take part in both indoor and outdoor activities.
- Indoor activities include arts and crafts, puzzles and Wii.
- Outdoor activities include bikes, football, bikes and skipping.
- There may be activities that include paint, soil and water so please ensure you dress your children in appropriate clothing.

Collection: Play Club ends at 5.45pm.

- Staff cannot answer the buzzer continuously during the hours of Play Club. Please book a collection time of **5pm, 5.15pm, 5.30pm or 5.45pm.**
- Children are dismissed to parents/carers following the same routine that we have in place at the end of the school day.
- Please be prompt in collecting your child at your chosen time.

Lateness:

- Lateness can cause distress to children and delays Play Club staff from their own families.
- In the unlikely event that parents/carers will not be able to collect their child at 5.45pm, they must contact Mark on the Play Club phone number above.
- Lateness will be recorded and parents/carers will be fined £5.00 in the first instance and £10.00 in the second.
- In the unlikely event of persistent lateness (three occasions in any school year) the school reserves the right to withdraw the Play Club place.

- Only agreed persons over the age of fourteen years will be allowed to collect children.
- If parents/carers wish to change the normal collection arrangement, then advance notice must be given to Mark or the school office.
- Collection arrangements must comply with government guidance:
<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/>
- No child will be permitted to leave the school unaccompanied unless advance notice has been given in writing and agreed. We can only accept verbal permission over the phone for any child to leave Play Club unaccompanied in exceptional circumstances.
- The school will not release children to any person if it is deemed children's safety or well-being could be compromised.

If parents/carers have any queries about Play Club, please contact Mark (Play Club Leader) or Rhianna in the school office (sao@meridian.greenwich.sch.uk).