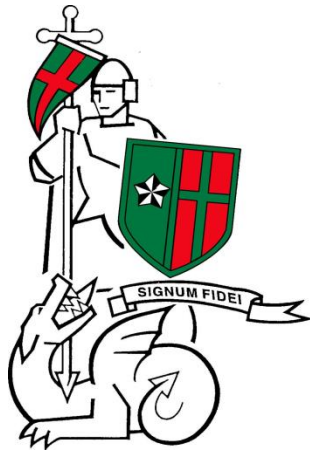


Dragon's Den Information Pack ~ Updated: September 2018

Tel: **07849 756840**

E mail: stgeorges.primary@york.gov.uk



Dragons' Den

St. George's R.C. Primary School

1 Winterscale Street

York

Headteacher ~ Mrs Dee Statham

Dragons' Den Manager ~ Rachel Fletcher

WELCOME PACK

Dear Parents and Carers,

Welcome to Dragons' Den! We are so pleased you will be joining us for our extended day! This pack contains information about Dragons' Den's aims, opening times, fees, policies etc. We hope this pack will give you the information you need but if you have any queries or questions please feel free to speak to our lovely manager, Rachel Fletcher, who will be very happy to help.

Here's the Team!

Miss Fletcher ~ Manager

Mrs Iggulden

Mr Myers

Mrs Oliver

Mrs Humphries

Miss Jacques

Mrs Kendall

Dragons' Den Aims

Here at Dragons' Den, we aim to provide your children with a safe, fun environment to relax, work and play in. We want your child to feel as comfortable and happy here as they do in school and at home ~ and to have a place to not only learn and do their homework, but to play and take part in fabulous activities.

We also want you, as their parents and carers, to feel happy and confident that your children are receiving the highest quality care that they deserve. Dragons' Den will be an extension of school allowing the children to get support with homework and times tables, and to take part in fun activities including sports and arts and crafts. We are offering a safe and secure environment for your child to work, play and relax and receive quality childcare.

Timings and Fees

Breakfast club:

Breakfast club runs from 7:30-8:50. The children will go to their classes at 8:50. We will provide a lovely choice of cereals and toast for your child to enjoy.

We will also provide an opportunity for reading, changing reading books and quiet activities so that your child has the perfect start to their school day.

Breakfast club sessions cost £4 per session, per child.

After school club:

After school club runs from 3:00 -6:00 which is when Dragons' Den will close. We will provide fun and exciting activities for your children: games, relaxing areas to read and spaces to do homework. We will also provide a light snack to keep them going until they are home with you.

Extended day costs £7.20 per session, per child.

We also accommodate children who may be attending clubs after school such as music or sports clubs ~ so that your children will not miss out on other commitments they wish to take part in. Any questions or queries please ask Rachel our Club Manager.



Booking

All bookings need to be made on our termly booking sheets. Please make sure you get your child booked in asap. Please ask at Dragons' Den or at the office for a booking sheet.

Fees

Dragons' Den fees will be payable through the school Parent Pay system. We will have a separate account to pay your Dragons' Den fees so you can see when and how much you have paid.

We accept childcare vouchers.

Late Fees policy

Here at Dragons' Den we understand that sometimes your day doesn't always go as planned and you may have occasions where you are running late!

Our policy is here to help clarify things should this situation arise.

Our policy states that as long as you contact Dragons' Den before 6pm, so that we are aware that you are on your way, we will not charge you for the lateness.

However, if lateness occurs on more than 2 occasions we will be required to charge you £5 every five minutes after 6pm to cover the cost of employing our staff. We have to adhere to very strict staff child ratios and there would have to be 2 members of staff with your child.

If you don't inform us that you are going to be late, we will also be required to charge the £5 extra.

DRAGONS' DEN PHONE NUMBER: 07849 756 840

The manager will of course be able to use her discretion on some occasions ~ as we do understand that unexpected situations can arise!

Cancellation policy

At Dragons' Den we have a 7 day cancellation policy. If you know that you will not be attending the club we ask that you inform us 7 days in advance.

If you have any issues please do e-mail us at:

stgeorges.primary@york.gov.uk

For emails please make the subject heading: Dragons' Den

or phone us during the school day on:

01904 552440

Sickness is also covered in the policy as long as you notify school that your child is absent from school. Unfortunately, if you do not let us know that your child will not be attending we will be required to charge you for the session to cover our staffing costs.

Registration Form

Name of child			
Age			
Date of birth			
Home address			
Parent / Guardian name			
Does this person have parental responsibility?		Yes	No
Work address			
Home number			
Work number			
Mobile			
E mail			
Parent / Guardian name			
Does this person have parental responsibility?		Yes	No
Work address			
Home number			
Work number			
Mobile			
E mail			
Alternative Emergency contacts who have permission to collect your child		<u>Mobile number</u>	<u>Relationship to child</u>
Contact 1 name			
Contact 2 name			

Medical Information

Name of Child's Doctor: _____

Surgery 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)

Password Protection:

Part of our Safeguarding policy is to set up a password. In the event that the child is being collected by someone other than yourselves or your emergency contacts, could you please provide a password below which the collector can tell us to verify they have your consent to collect you child. We will also phone you to verify if the person collecting your child is unfamiliar to us.

Password: _____

Parent/ Guardian signature:

Date: _____

Copies of our safeguarding, administering medicines, behaviour and fire policies are available for you to read on our website.