



**Jolly Junglers: Tel: 07508 180811 Email: [jollyjunglers@summerfieldschool.org](mailto:jollyjunglers@summerfieldschool.org)**

## **SEPTEMBER 2023**

### **Breakfast Club**

8am – 8.45am (includes breakfast) £3.50 per session

### **After School Club**

3.15pm – 5.45pm (includes snack) £12 per session

**LATE booking/admin fee:** £10 per session, per child

**LATE collection fee:** £1 per minute after 5.45pm

## Welcome to Summerfield Jolly Junglers Care Club

We are delighted to welcome you to our wrap around care facilities 'Jolly Junglers Care Club'.

The club is an extension of our school day where your child/ren will be looked after by our caring staff, with wonderful opportunities to enjoy, learn and relax.

At Jolly Junglers, we welcome all children and pride ourselves on providing a safe and stimulating environment for the children attending our club which we achieve by:

- Having dedicated staff who provide the children attending the club with a healthy breakfast before school and healthy snacks after school.
- Having staff acting as role models and interacting with the children to help them develop mentally, physically and creatively.
- Working within the guidelines of our policies and procedures, ensuring that they are reviewed annually.
- Recruiting staff using safer recruitment practices.

## Meet the Team

When joining Jolly Junglers Care Club, you will be introduced to our team:

Georgia Culver-Spall	Care Club Leader
Carol Dalton	Playworker
Amanda Smith	Playworker

Our team will provide you with an update on your child's time spent in the club and are available to answer any questions you may have.

## Admissions

Please contact the school office for enquiries about a place for your child and we will inform you of whether there is currently a place available.

If a place is available the parent/carer and, where possible, the child will be invited to visit Jolly Junglers and speak to members of staff. Thereafter, parent/carers will be asked to complete the Jolly Junglers Care Club forms for admission, acceptance of the club terms and conditions and medical treatment forms, in order to confirm their child/ren's place at the club.

Once this has been completed, a member of staff will contact the parent/carer to confirm their child's start date in the club.

## Waiting List

To ensure that admissions to Jolly Junglers are offered on a fair and consistent basis, where there is currently no space in the club, completed admission packs will be placed on the waiting list in the order in which they are received by Summerfield School.



When a vacancy at Jolly Junglers becomes available, the parent/carer of the child/ren at the top of the waiting list will be offered the space(s). Where a space is no longer required, the parent/carer of the next child on the waiting list will be contacted and so on.

### **Bookings and Payments**

Our booking system is part of 'Weduc', therefore, please ensure that you have activated your account and loaded the app to your mobile 'phone or other device. A Weduc help guide can be found at: [How do I book my child onto Clubs? – Weduc \(zendesk.com\)](https://www.weduc.com/help/How-do-I-book-my-child-onto-Clubs?--Weduc-zendesk.com).

Once a completed admissions pack has been received by the school and a place offered to your child/ren, your child/ren will be added to the Jolly Junglers Care Club registers so that bookings can be made via 'Weduc'.

**Please note the booking deadline is 8pm the night preceding the session(s) required. Bookings received after this time must be made via the school office and will incur a late booking/administration fee of £10 per child, per session.**

You can select the date and session options you wish to book, these comprise:

#### **Breakfast Club: 8am – 8.45am, £3.50\* per session**

Select your child/ren, the session date(s) you wish to book and add to your basket. Payment is required before the session booking(s) is/are confirmed.

#### **After School Club: 3.15pm – 5.45pm, £12\* per session**

As above select the session you wish to book and add to your basket.

**Please note full payment of sessions is required in advance and at the time of booking Jolly Junglers sessions. Where payment is not received or completed at the time of booking, the booking will not be made and we will be unable to offer your child/ren a place in the selected session(s).**

#### **Payment Using Childcare Vouchers or the Government Tax-free Childcare Scheme**

If you wish to pay by childcare vouchers, please contact your employer to find out who their childcare voucher scheme is administered by. Summerfield School currently receive vouchers from providers such as Edenred, Computershare and Busy Bees but can be set up easily with others. In order to set up paying the school with childcare vouchers, you will need to provide the school's Ofsted number which is **110385**, to your childcare provider. Alternatively, funds may be transferred via the Government Tax-free Childcare Scheme accounts.

For both the above methods of payment, please email: [finance@summerfieldschool.org](mailto:finance@summerfieldschool.org) to inform us when payment has been made so that we can apply the cleared payment as per your request to your child's Weduc account. **Please note it can take several working days for provider funds to clear the school bank account and additionally, we require 5 working days to allocate cleared funds to Weduc. Please ensure you transfer your payment taking the above into account.**



Please remember to pay for the items in your basket and refer to your 'How to Guide' should you need assistance, as just selecting the session will not secure the booking.

Please note the Weduc system can only accept one child booking at a time. Where bookings are required for more than one child, please ensure this is completed under the drop down option for each child.

- **Booking Window**  
Bookings can only be made on the Weduc bookings and payments system. These can be booked in advance and must be made by 8pm the evening prior to the session required.
- **Cancellations or Sickness**
  - Please email Jolly Junglers as soon as possible if you need to cancel booked sessions or if your child is poorly and cannot attend. **Cancellations must be received by 9.30am the day prior to the booked session in order to have the session credited to your Weduc account. Cancellations received after this time will not be credited unless there are exceptional circumstances which must be emailed to Jolly Junglers or discussed with Miss Culver-Spall in advance of the booked session.**
- **Non Attendance**
  - If you have booked a session and your child does not attend, no refund can be given unless as stated under the cancellations and sickness information outlined above.
  - We cannot offer any 'make-up' or 'rolled forward' sessions. Instead, the above process must be followed to obtain a credit in the case of absence.
- **Early Collection**
  - Session times are 3.15pm to 5.45pm daily, however, if you wish to collect early you are welcome to do so. Please note the full session fee applies.
- **Late Collection**
  - **If you are running late, you must contact Jolly Junglers during the session on their mobile tel: 07508 180811. Please only use the Jolly Junglers email for non-urgent matters. Please note a late collection fee of £1 per minute applies after 5.45pm.**

### **Fees**

Fees are set and reviewed annually by the school Governing Board to ensure they remain competitive whilst also reflecting current economic factors.

Payment must be made at the time of booking. Late payment cannot be accepted and where late fees are applied, these must be paid in full before your child can attend their next session. Any missed sessions due to non-payment of fees will not be eligible for credit.

### **Partnership with Parents and Carers**

Our Club recognises that parents/carers play the fundamental role in a child's development and this should be acknowledged as the basis for a partnership between Jolly Junglers and parents/carers.



The staff team is committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. Jolly Junglers aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with Jolly Junglers
- Ensuring that parents/carer's concerns are always listened to by Jolly Junglers whenever they are raised. The Leader will ensure that parents/carers receive a prompt response from Jolly Junglers.
- Making all information and records held by Jolly Junglers on a child available to their parents/carers unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that Jolly Jungler's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers to comment on Jolly Junglers policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
- Encouraging parents/carers to help in the running of Jolly Junglers, including becoming involved in its management committee where appropriate.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the work of Jolly Junglers. This will include an annual satisfaction survey.
- Keeping parents/carers up to date with any changes in the operation of Jolly Junglers such as alterations to the opening times or fee levels.

#### Uncollected Children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, Jolly Junglers will ensure that all children are collected by a parent, carer or designated adult. If a child is not collected at the end of a session, the following procedures will be activated:

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Leader will be informed.



- The Leader will call the parent, carer or designated adult and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Leader will call the local Social Services Department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Leader will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of Jolly Junglers premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- The child will remain in the care of Jolly Junglers until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Services.
- Incidents of late collection will be recorded by the Leader and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at Jolly Junglers.



**PLEASE COMPLETE AND RETURN THESE FORMS TO:** [jollyjunglers@summerfieldschool.org](mailto:jollyjunglers@summerfieldschool.org)  
(Pgs 7 to 12)

**Jolly Junglers Care Club Admissions Form**

**1<sup>st</sup> Child**

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Name to be used: \_\_\_\_\_

Sex: M / F

Languages Spoken: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

**Sibling**

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Name to be used: \_\_\_\_\_

Sex: M / F

Languages Spoken: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_



**Sibling**

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Name to be used: \_\_\_\_\_

Sex: M / F

Languages Spoken: \_\_\_\_\_

Address:

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**Sibling**

Child's Full Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Name to be used: \_\_\_\_\_

Sex: M / F

Languages Spoken: \_\_\_\_\_

Address:

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**Names of Parents/Carers: (Please indicate who has Parental Responsibility)**

**Contact 1:**

Name & Relationship to Child	Address (if different from above)	Contact Number <b>and</b> Email Address:	Parental Responsibility (Yes/No)

**Contact 2:**

Name & Relationship to Child	Address (if different from above)	Contact Number <b>and</b> Email Address:	Parental Responsibility (Yes/No)

**Contact 3:**

Name & Relationship to Child	Address (if different from above)	Contact Number <b>and</b> Email Address:	Parental Responsibility (Yes/No)



**Names of additional persons authorised to collect your child (excluding any previous names already in the contact details).**

This could include siblings aged 12-15 (of which the parents are responsible for the child collecting the sibling).

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

DOB: (If under 15) \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

DOB: (If under 15) \_\_\_\_\_ Parent Signature: \_\_\_\_\_

If you wish to have your invoice emailed to you, please can you fill in your email address as below; \_\_\_\_\_

**Doctor's Details:**

Doctor's Name:

\_\_\_\_\_

Doctor's Address:

\_\_\_\_\_

Tel Number: \_\_\_\_\_

Details of any significant health issues (including a special educational needs and/or physical disabilities statement):

\_\_\_\_\_

Details of any special dietary requirements: (Allergies/intolerances)

\_\_\_\_\_

What is your child's favourite healthy snack? \_\_\_\_\_



Please tell us five activities or games your child likes to do or play:

- 1.
- 2.
- 3.
- 4.
- 5.

### **Parents/Carers Consent Form**

1. I give permission for my child to receive first aid and treatment, if required, by a designated first aider at Care Club:

Yes/No

2. In the event that my child requires immediate medical treatment, before I am able to get to the hospital, I hereby authorise the Play Leader or delegated member of staff, to consent to emergency medical treatment on my behalf:

Yes/No

3. I give permission for my child to go on short/local walks as part of a session at Care Club:

Yes/No

4. I give permission for my child's photograph to be taken at Care Club on the understanding that the photographs will only be used on displays, newsletters or evidence towards our 'EYFS' and 'Aiming Higher' quality assurance standards:

Yes/No

5. I understand that if my child requires sun cream in sunny conditions, that I must provide this for my child and they will administer it for themselves during the session:

Yes/No

6. I give permission for my child to have their face painted during an appropriate activity at Care Club (Suitable face paints will be used):

Yes/No



7. I give permission for Care Club staff to carry out learning observations of my child relating to the Early Years Foundation Stage Curriculum, (if your child is under 8 years of age), or for the 'Aiming Higher' quality assurance framework, (this covers children aged 4-11 years old):

Yes/ No

Name of Child: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Parent/Carer)

Print Name: \_\_\_\_\_

**This signature confirms all permissions and the school's behaviour policy whilst attending the Care Club have been agreed to.**

**I confirm that I have read and understood the Admissions Pack and Policy and Agree to the Terms and Conditions of Policies and Procedures as set out in the Admissions Policy**

I hereby consent for my child to take up a place at Summerfield Care Club, according to the terms and conditions set out in its' policies and procedures. I have understood the expectations and obligations relating to both myself and Jolly Junglers and agree to abide by them.

I understand that booking and payment must be made via the school's Weduc booking and payment system and that payment is required in advance. I also confirm that persistent late or non-payment of late fees will jeopardise my child's continued attendance at Jolly Junglers.

I accept late fees will apply to my child's account at the rate of £1 per minute for collection after 5.45pm and that I must telephone Jolly Junglers club during the session to advise if my child will be collected late.

I confirm that the information given above is correct and I will contact the Play Leader or School Office as soon as any of the details change.

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions or comments please contact the Jolly Junglers team.

