



## After School Club Agreement.

Welcome to Inside Out Learning After-School Care.

### WHAT WE OFFER:

High quality child care that meets the needs of parents/carers.  
A safe and exciting setting.  
Highly qualified staff.  
Excellent outside facilities  
Quality toys and resources.  
A range of stimulating activities.

### LOCATION:

The after school club takes place at **The Hermitage Centre**,  
(behind the Belle Vue Methodist Church)  
Belle Vue Road, Shrewsbury SY3 7NL

### CONTACTS

Franky : 07738615908

email: [inside-out-learning@outlook.com](mailto:inside-out-learning@outlook.com)

Please take a look at our policies and risk assessments on our website so you can read what we have put in place to keep you, your child and our staff safe. [www.inside-out-learning.co.uk](http://www.inside-out-learning.co.uk)

### PRICES

Each session costs £12 per child. Sibling discount  
We do not operate hourly charges. The price is per session and includes food and drink.  
The price remains the same regardless of the length of time your child has actually spent at the club. We are a fully inclusive club and we try our very best to accommodate your child's needs. Please speak to Franky if your child has any additional needs.

### DAYS

**Monday**-pick-up from Coleham Primary School until **6pm**

**Tuesday**-pick-up from Coleham Primary School until **6pm**

**Wednesday**-pick-up from Coleham Primary School until **5pm\*** £8 no discounts.

### PAYMENT

Please make all payments via BACS or with childcare vouchers. Please email Franky if you plan to pay with childcare vouchers and please use your child's name as a reference.

**Lloyds Bank, Inside Out Learning, Mrs Francesca Giani**

**SORT: 30 97 62**

**ACCOUNT: 57331068**

### THE SESSION

We pick-up the children from Coleham Primary School & take a register.

We take a short walk to The Hermitage Centre.

We go into the hall for a drink and fruit snack.

We then play in the garden or hall depending on weather and light levels.

We enjoy a savory snack around 4:30pm e.g. sandwich or wrap, crumpet or bagel.

We then play inside or out until parent/carers pick-up.

Last pick-up is 6pm



## **After School Club Agreement.**

### **COLLECTION**

Children will be released to an adult that is known to them. On some occasions staff may need to contact the parents to confirm the collector's identity before releasing the child.

### **CAPACITY**

We can accept up to 30 children at each session.

### **LATE COLLECTION**

Late collection of children, unless notified, will result in staff following procedures for non-collection of a child. The child will stay with two members of staff at The Hermitage Centre until they are safely collected. The Club Leader will contact the parent's mobile and other contact number. If we get no response, we will contact the emergency contact numbers we have on our records. We will continue to contact all known emergency contacts until we receive a response. If we do not receive a response, a decision will then be made with regard to contacting the police who will take responsibility for the child/ren and continue to try to contact parents/carers until successful. Franky will be responsible for a full written report of the incident to be filed.

**Inside Out Learning reserves the right to charge for another session should collection exceed the 6pm deadline or withdraw the service if consistent late collection occurs.**

### **NON-ATTENDANCE**

Children will have permanent spaces on set days for a half termly block. Unfortunately, we cannot offer refunds for missed days in normal circumstances. But, if your child cannot attend sessions because of a severe illness, severe injury or other unavoidable events, we will do our very best to offer you alternative sessions or a refund. We will deal with each case individually.

### **SAFEGUARDING & HEALTH & SAFETY**

All staff have DBS clearance and have received Child Protection and H&S training. There will always be at least one member of staff at the session with a Paediatric First Aid Certificate. Staff also have food hygiene certificates.

All staff follow Inside Out Learning policies and procedures. Policies and risk assessments can be found on our website and are also displayed at the Hermitage Centre. We also hold a file with all other essential policies, please ask if you would like to see any of them.

### **MEDICATION**

All staff follow our Medication Policy.

### **EQUAL OPPORTUNITIES**

We are committed to taking proactive steps to ensure that we provide a safe and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to our Equal Opportunities Policy.

### **COMPLAINTS**

All complaints will be dealt with in line with our Complaints Policy, but please always speak to Franky about any concerns you may have in order to resolve any issues as quickly as possible. Our Complaints Policy is on our website and also displayed at the Hermitage Centre.

If you have any questions please don't hesitate to get in touch,  
Best wishes, Franky [inside-out-learning.@outlook.com](mailto:inside-out-learning@outlook.com)  
**Please fill in the form below.**



## After School Club Agreement.

<b>1. Child's full name:</b>
<b>DOB:</b>
<b>Class Teacher</b>
<b>2. Child's full name:</b>
<b>DOB:</b>
<b>Class Teacher</b>
<b>3. Child's full name:</b>
<b>DOB:</b>
<b>Class Teacher</b>
<b>Parent name and address:</b>
<b>Parent mobile:</b>
<b>Emergency contact number 1</b>
<b>Emergency contact number 2</b>
<b>Emergency contact number 3</b>
<b>Additional parent name and address:</b>



### After School Club Agreement.

It is the responsibility of the parent/carers to supply inhalers, epi-pens or any medicines with clear instructions in a bag or box with the child's name on. It is the adult/carers responsibility to check that the medication is in date. In the event of a medical emergency we will administer first aid and call for an ambulance.

Does your child have any allergies or intolerances? If yes please list.	YES/NO
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Does your child need an epipen/antihistamine medication?	YES/NO
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Does your child have an inhaler?	YES/NO
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Does your child have any medical needs/SEN?	YES/NO
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We sometimes take photos of the sessions for our website and facebook page. We try not to take facial shots and we never use names. We try to take photos of the range of activities but this inevitably sometimes includes some children. Take a look at our gallery on our website to get an idea of how we use such photos.  
[www.inside-out-learning.co.uk](http://www.inside-out-learning.co.uk)

Do you give permission for us to take photos of your child to put on our website?	YES/NO
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Do you give permission for us to take photos of your child to put on our facebook page?	YES/NO
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Parent/carers name..... DATE.....

Parent/carers signature.....