



Get up and Go! (Gateshead) CIC

Ofsted Registration Number: EY486869

About Get up and Go!

Get up and Go! (Gateshead) CIC is based in High Spen Primary School. The club is open from 07.30am to 9.00am for breakfast and from 15.15pm until 18.00pm weekdays, during **term time**. High Spen Primary School is located in the centre of High Spen on Hugar Road. Get up and Go! is held in the Annex, which is located through the main doors of the school. There is a doorbell to the left of the reception window that alerts the Get up and Go! staff that there is someone waiting to drop off or collect their child.

Aims

At Get up and Go! we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. We also provide the children with a choice of healthy breakfast or afternoon snack with fruit and drinks also provided.

What we offer

Our Club follows the Play-Work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including craft, board games, construction, computer games, physical play, and reading. In addition other resources are available for child led activities such as cooking, painting and play dough. The children can choose to join in activities or select something else to do.

What we provide

The children are given a choice of foods. An example of breakfast would be a choice of cereal with milk, toast with a topping, a choice of fruit juice, milk or water and a piece of fruit. After school club will offer sandwiches/toasties, yogurt and healthy snacks such as carrot sticks, peppers and cucumber, there is also a fruit/salad platter that children can help themselves from. The children sit together to eat and we will encourage good table manners and aim to make meal times a pleasant social experience. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

Staffing

Get up and Go! is run by a manager Sharlene and deputy manager Gina who are both level 3 trained and have significant experience of working with children and have undertaken professional development training. In September 2015 we were pleased to welcome Helen, who joined us whilst she undertook her Level 3 CYPW (Children and Young People's Workshop). We are proud to say that Helen has now completed this training and is currently employed as a fully qualified member of staff. In September 2016 we welcomed Julie who works in after school club and prepares all the snacks for the children. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:30 for children over the age of 8. Children who are in the Early Years age range will be allocated a Key Worker who will be their responsible person while they are in the club. We will take up to 20 children per session.

Terms and Conditions

Admission

Get up and Go! aims to be accessible to all children and families from High Spen Primary School. Admission to the club is organised by the Manager/ Deputy Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately. Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you inform us of the sessions you will require in the new school year.

Payment of fees

The current fees are:

£1.00 per 15 minutes per child for breakfast club and after school club. If your child/ren are booked in for less than 1 hour, but require food, there will be an additional charge of £1.00 to cover the cost of the food. Siblings are charged at 75p per 15 minutes and an additional charge of £1.00 for food for bookings of less than 1 hour.

Fees are payable in advance at the beginning of the month by BACS, cash or cheque. Cheques should be made payable to 'Get up and Go! (Gateshead) CIC' or funds can be transferred to our bank account: Get up and Go (Gateshead) CIC, account number 58376260 and sort code 30-93-55.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday. **Refunds will be given only if 14 days notice of cancellation is given.** We do not charge for school holidays, bank holidays and professional training days. Refunds will be given if the school is closed for whatever reason.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Changes to days and cancelling your place

You must give us two week's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the club. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's teacher, you still need to notify us as the

school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence. If you know in advance of any days when your child will not be attending during the following week, please try to let the staff know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. The phone number for Get up and Go! is 01207 542373 option 4, please leave a message if there is no-one there to take your call. You can also contact us by email at hswraparound@yahoo.co.uk

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines, and introducing your child to the staff and other children.

Arrivals and departures

Our staff collect younger children from school and escort them to Club, the older children are able to make their own way to the annex. A register is taken daily, **you must sign your child in for breakfast club**, and a member of staff will sign them out. A member of staff will sign them in **for after school club and you must sign them out**. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 18.00, if you are delayed for any reason please telephone the Club to let us know (01207 542373). A late payment fee of £1.00 per 15 minutes will be charged if you collect your child after the Club has closed.

Special needs

Get up and Go! is accessible to all pupils in High Spen Primary School. We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff may require extra training before we are able to accept a child with particular special needs but we will aim to undertake the training as soon as possible.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. A member of staff who is trained in first aid will be on site at all times and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club, you will need to complete a Permission to administer medication form in advance.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to a member of staff. Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on the CD enclosed in this pack.

Pledge to parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We have a noticeboard where we display all information for parents, and comments that parent and children have made about our club. All children have a profile book where we keep a visual and written record of your child's time with us. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

**Contact Information**

Get up and Go!
High Spen Primary School
Hugar Road
High Spen
Rowlands Gill
Tyne and Wear
NE39 2DP

Club phone number: 01207 542373 (press 4 to get through to the club, please leave a message on our voicemail if there is no reply)
Club email address: hswraparound@yahoo.co.uk

Club Staff

Childcare Manager: Sharlene Parkin
Childcare Deputy Manager: Gina Backhouse
Childcare assistant: Helen Bullard
Catering: Julie Langstaff

Early Years and Childcare Service

Tyne View Centre
Rose Street
Teams
Gateshead
NE8 2LS
Tel: 0191 433 5100

Ofsted

Piccadilly Gate
Store Street
Manchester M1 2WD
Tel: 0300 123 1231

Ofsted registration number: EY486869



Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Get up and Go! (Gateshead) CIC.
- I understand that the club has policies and procedures (which are included on a disc in the parent pack and also available in printed form on request), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Get up and Go! (Gateshead) CIC is a play setting and that whilst my child is there, Get up and Go! (Gateshead) CIC is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Get up and Go! (Gateshead) CIC he/she will be in the care of Get up and Go! (Gateshead) CIC until collected and signed out by an authorised person.
- I will notify the club before the start of the session if my child is unable to attend on a day that he/she is booked into the club.
- I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions monthly, whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Get up and Go! (Gateshead) CIC. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Get up and Go! (Gateshead) CIC closes at 18.00 pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 18.00 pm I will pay a charge of £1 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 18.30 pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Get up and Go! (Gateshead) CIC will follow its Uncollected Children Policy and if necessary contact Social Care.
- Whilst Get up and Go! (Gateshead) CIC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.

- I have read the club's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.
- If there are any accidents or incidents at Get up and Go! (Gateshead) CIC involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- In the event that my child is involved in a serious accident, I expect to be contacted immediately.
- In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.
- Information held by Get up and Go! (Gateshead) CIC regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

I have read and understood the above terms and conditions and I agree to abide by them.
Please sign both copies, return one to Get up and Go! and keep the other for reference.

Signature: _____

Date: _____



Contract with Parents (Parent's copy)

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Get up and Go! (Gateshead) CIC.
- I understand that the club has policies and procedures (which are included on a disc in the parent pack and also available in printed form on request), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Get up and Go! (Gateshead) CIC is a play setting and that whilst my child is there, Get up and Go! (Gateshead) CIC is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Get up and Go! (Gateshead) CIC he/she will be in the care of Get up and Go! (Gateshead) CIC until collected and signed out by an authorised person.
- I will notify the club before the start of the session if my child is unable to attend on a day that he/she is booked into the club.
- I understand that I will be charged for the booked session.
- I will book my child into the club on a termly basis and will pay promptly for all booked sessions monthly, whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Get up and Go! (Gateshead) CIC. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Get up and Go! (Gateshead) CIC closes at 18.00 pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible.
- If I do not collect my child by 18.00 pm I will pay a charge of £1 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 18.30 pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Get up and Go! (Gateshead) CIC will follow its Uncollected Children Policy and if necessary contact Social Care.
- Whilst Get up and Go! (Gateshead) CIC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the club's Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from

the club, and I will pay for any missed sessions unless otherwise agreed with the manager.

- If there are any accidents or incidents at Get up and Go! (Gateshead) CIC involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible.
- In the event that my child is involved in a serious accident, I expect to be contacted immediately.
- In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.
- Information held by Get up and Go! (Gateshead) CIC regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

I have read and understood the above terms and conditions and I agree to abide by them.
Please sign both copies, return one to Get up and Go! and keep the other for reference.

Signature: _____

Date: _____



All about me

To enable us to tailor our activities to the children's interests it would be useful to have a little information about your child's likes and dislikes.

Get up and Go! (Gateshead) CIC

Child's name	Date of birth
What does your child enjoy doing at home?	
Is there anything your child dislikes?	
What is your child's favourite toy or game?	
What is your child's favourite book?	
Does your child need help with any activities (toileting, eating etc)?	
Which class is your child in at school?	

Menu



Breakfast Club

A choice of cereal with milk



Toast with a choice of topping



A selection of seasonal fruit



Fruit juice, milk or water

After School Club

A selection of sandwiches/toasties



A choice of either a yogurt or a biscuit



A selection of seasonal fruit



Squash, milk or water

This is just a sample of what we offer. We try to vary the food to ensure that all tastes are catered for and that the children do not become bored with the same food each day.



Photograph/video Consent Form

The use of photographs and videos are an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At Get up and Go! we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:
(please tick for consent)

- Electronic and printed displays and exhibitions at the Club (e.g. photos of activities)
- Observation and assessment
- Club records of my child
- To accompany staff or student coursework
- Website for Club
- Promotional material for the Club

I understand that personal details or names of any child in a photograph or video will never be given in such a way that would allow them to be individually identified.

I understand that images will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

I understand that there will be no payment for my child's participation.

Child's name: _____

Signed (parent/carer): _____

Print name: _____

Date: _____

Sun Protection

Children love to play outside in the sun, but sunburn in childhood increases the risk of developing skin cancer in later life. Children’s skin is delicate but you can protect their skin by:



- Avoiding the midday sun (between 11am and 3pm)
- Playing in the shade
- Wearing a hat that covers the ears and neck
- Covering up with a T-shirt and wear sunglasses that have UV filters
- Using a minimum of SPF15 sunscreen on exposed skin. Apply sunscreen liberally and reapply regularly.

Get up and Go! (Gateshead) CIC is concerned about protecting your child from sunburn and skin damage. Please provide a suitable hat, such as a legionnaire’s hat or sunhat. On sunny days apply sunscreen to any exposed parts. With your consent we will also help your child apply sunscreen when necessary. Please complete and return the consent form below.

.....
Permission to apply sunscreen

Child’s name:

I am happy for my child to have sunscreen applied at Get up and Go! (Gateshead) CIC.

Please delete as appropriate:

- I am happy for my child to use the sunscreen provided by Get up and Go! (Gateshead) CIC.
- or**
- I will provide a bottle of sunscreen labelled with my child’s name for use at Get up and Go! (Gateshead) CIC.

Signed: Date:
(parent/carer)

Print name:

This consent will remain valid whilst your child is in the care of this Club. Please inform staff of any changes.



Policies and Procedures

Please find an up to date copy of all our policies on the school website. We also have the following policies available to view onsite at all times, we can email copies of the policies to you on request.

- Accident, incident or emergency
- Alcohol and Drugs
- Behaviour management
- Child goes missing
- Child protection
- Complaint procedure
- Confidentiality
- Evacuation
- Failure to collect a child
- Food and drink
- Health and safety
- Illness
- Inclusion
- Medicine
- Meeting the needs of the child
- Mobile phone and camera
- Photography
- Prevent Duty
- Safeguarding
- Smoking
- Staff suitability
- Staff illness
- Working with parents

Registration Form

Tick if EYFS child (under 5 years)

If your child is in nursery or reception class, we will be working alongside school to monitor your child's progress within the EYFS. Do you give Get up and Go! permission to liaise with your child's teacher to ensure an accurate picture of your child's development?

Yes/No (delete as appropriate)

Date of registration: _____

First name:		Surname:		Preferred name:	
Date of birth:		First language:		Name of Key Person (EYFS)	
Guardian details:					
Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address (if different):		
Does the child normally live at this address? Yes/No			Does the child normally live at this address? Yes/No		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes/No			Does this person have parental responsibility? Yes/No		
Does anyone else have parental responsibility for this child Yes/No (If yes, please provide details overleaf)					

Emergency Contact Details (Please provide details of **two** people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
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Address:	Relationship to child:
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Name:	Telephone number:	Mobile number:
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Address:	Relationship to child:
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Child's Doctor

Name of Doctor:	Telephone number:
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Address of Doctor:

About your child

Please detail any additional/special needs your child has: (please provide full details)

Please detail any dietary requirements /allergies your child has: (please provide full details, an allergy plan will be put in place where required))

Is there anything your child doesn't like (food, games etc) or is scared of?

What are your child's favourite activities?

Signature of parent/carer: _____

Date: _____



Required sessions

Please provide the core sessions you would like to book in the tables below. Additional hours may be requested at a later date, we aim to be as flexible as possible, but additional hours will be dependent on space and staff availability. Please note that we operate Monday to Friday term time only at present, this may change in the future but we have no plans to offer a holiday club at present.

We are Ofsted registered and are able to offer the following hours for up to 20 children. Places are offered on a first come – first served basis. Please indicate the hours you require. i.e. Thursday 8.15 – 9.00.

Breakfast Club 7.30 – 9.00 includes breakfast

Monday	Tuesday	Wednesday	Thursday	Friday

After School Club 15.15 – 18.00 includes snack

Monday	Tuesday	Wednesday	Thursday	Friday

Adhoc hours – Please give us as much notice as possible for adhoc hours. We will issue invoices for adhoc hours at the end of the month. Please email the club at hswraparound@yahoo.co.uk to give dates and times. Sessions are given on a first come – first served basis.

For children who attend the club for regular hours we issue invoices at the end of the month for the next month’s fees. We accept cash or cheques made payable to ‘Get up and Go! (Gateshead) CIC’ or a BACS transfer to our account - Sort Code: 30-93-55 Account Number: 58376260 Account Name: GET UP AND GO (GATESHEAD) CIC. Please give your child’s name as the reference.

If a child is collected late, on a regular basis the core hours will need to be reviewed and a late collection charge will apply. Core sessions need to be booked in advance, termly. We will be able to offer ad hoc hours where spaces are available. Please give as much advance notice as you can.

If you require any further information, don’t hesitate to contact us on 01207 542373 option 4 or by email at hswraparound@yahoo.co.uk

Many thanks
Gina and Sharlene

Medical Form



Child's name:	Date of birth:
Address:	
Doctor's name: Doctor's address:	
Doctor's telephone number:	
Please detail any medical needs your child has/medication taken: (please provide full details, if medicine is needed and additional medication consent form will need to be completed)	
Does your child have any know allergies/intolerances? (An allergy management plan will be put in place where required)	
Does your child have any dietary requirements?	
Any other information relevant to your child's health?	
Parent/carer's emergency contact telephone numbers:	

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate medical treatment before I can get to the hospital, I hereby authorise the staff member present to consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf

Signed _____ Date _____

Print name _____

