



*After school care for children
aged 4 - 11 years*

Site address:

St Mary's C of E (Aided) Primary School
Link Lane
Pulborough
West Sussex
RH20 2AN

Postal address

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Billingshurst

West Sussex
RH14 9NG

Tel.: 079 271 91260

Email: jiminysasc@yahoo.com

Manager: Michellé Vorster

Supervisor: Sian Elliott (above telephone number)

OFSTED Reg. no.: EY390206

Jiminy's After School Club was established in September 2009. We are OFSTED registered.

Jiminy's aim is to provide high quality childcare in a safe and caring environment for children aged 4 -11 years.

Playwork Principles

These Principles establish the professional and ethical framework for playwork and as such must be regarded as a whole. They describe what is unique about play and playwork, and provide the playwork perspective for working with children and young people.

They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children

Sessions

Children will meet in the school's Multi-purpose room. **Please inform us prior to the session start if your child is not attending.**

We will provide children with a healthy snack and water followed by a wide range of age appropriate activities. Children staying until **6pm** will have a tea at 5.30pm.

We welcome suggestions from parents, carers and teachers regarding activities the children enjoy.

The Team

We are passionate about childcare and playwork.

Michellé is an Early Years Teacher with over ten years' experience working in Early Years and currently working towards her Level 3 Diploma in Playwork. Sian is a professional sports coach. Cate Cooper holds a Level 3 diploma in Childcare and Education and Leoni Parish has worked at Jiminy's for the past two years as well as working as a Midday Meals Supervisor and Teaching Assistant at a local school.

Each team member is DBS checked and completed the following training:

- Level 2 Food Hygiene
- Paediatric First Aid/ First Aid Schools First Aid
- Basic Child Protection training

Collection

You must inform staff in advance if someone other than the named person will be collecting your child. We will not release your child otherwise.

Illness

Please do not send your child to Jiminy's if he/she:

- carries an infectious disease
- has a temperature
- has suffered from vomiting or diarrhoea 48 hrs prior to attending Jiminy's
- is unwell.

If your child is unwell, or picked up from school during the day, please remember to call Jiminy's prior to the session start to avoid staff looking for your child.

If your child is unwell at Jiminy's staff will telephone you to collect your child as soon as possible.

Accidents

For minor accidents we:

- will provide appropriate treatment
- complete an accident form and you are asked to countersign.

In case of a more serious accident, the Manager/Supervisor will take responsibility and ensure that the child receives prompt attention. Staff will also immediately endeavour to contact you or the named emergency person on the Registration form to take responsibility for any subsequent treatment.

In the unlikely event, that no one can be contacted, and your child needs medical attention, the Manager/Supervisor will take your child to your doctor/hospital or call an ambulance.

Ofsted

We were Ofsted inspected on 26 March 2015 rating the overall quality of the provision as OUTSTANDING. Please look on www.ofsted.gov.uk (childcare on non-domestic premises) for the full report

Policies and procedures

Should you wish to obtain a copy of Jiminy's policies and procedures, please ask a member of the team.

Some of the policies are linked with school policy to ensure consistency e.g. behaviour management.

Complaints

Our aim is to provide a safe, stimulating and caring environment where children and their families feel welcome and valued. We believe in working together with parents/carers to ensure children's needs are identified and met.

We welcome comments from parents/carers about our provision, whether positive or negative.

Should you have a concern or complaint, please discuss it with the Manager or Supervisor. You can contact OFSTED, should the issue not be resolved at:

The National Complaints Team
Ofsted National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD
Email: enquiries@ofsted.gov.uk
Tel. No.: 0300 123 1231.

Bookings and fees

We are open Monday to Friday term time only.

There is a £15 non-refundable registration fee per family, which should be included with the registration form. Alternatively, you can make the payments by BACS.

Session fees

- 3.15pm - 5.30pm : £11
- 3.15pm - 6pm : £14.00
- Late collection fee : £5 per 15 minutes

Discounts:

- Single child attendance: 10% discount for single children attending 5 days a week
- Two + children attending 1 or 2 days: 10% discount for the eldest child
- Two + children attending 3+ days - 20% discount for eldest child

Fees are invoiced half-termly in advance. We issue invoices at the end of each term for the following; payments should be made within five working days of the start of the term for which the payment is due. Failure to pay in time for the start of the term will result in a 10% surcharge or loss of a place for your child.

Payments can be made by BACS or voucher scheme. Childcare vouchers allow working parents the opportunity to save tax & National Insurance on the cost of their childcare.

Admissions Policy

- Spaces will be accessible to all sections of the community.
- Spaces will be allocated as follow:
 - 1st priority: pupils from St Mary's C of E (Aided) Primary School with siblings already attending Jiminy's;
 - 2nd priority: other pupils from St Mary's C of E (Aided) Primary School);
- Places will be offered via a waiting list system.
- Registration forms need to be received at least five working days prior to the start date.
- A Child may only attend a session once you have received a confirmation letter.
- We promote equality of opportunity for all children without any discrimination on the grounds of sex, race, religion, colour, creed, marital status, ethnic or national origin, or political belief. We recognise that parents are young children's first educators and welcome their involvement.
- Our aim is that each child should be recognised and appreciated; each child have access to all activities, regardless of ability; gender, ability, race, colour, background, origins.
- The criteria are set out with full commitment to Equal Opportunities. They are also to be read in conjunction with 'conditions of registration' that parents/guardians must read and sign before their child is admitted to Jiminy's.
- Detailed policies and procedures are available to everyone at all times.

Conditions of Registration

- We are open term time only.
- A non-refundable registration fee of £15 is required per family.
- You must inform us by 3pm via text or phone should your child be absent.
- Fees are invoiced half-termly in advance to be paid within 5 working days of the start of term. Fees not paid in time will result in a 10% surcharge or loss of your child's space.
- Any fee increases will takes place on the 1st September each year.
- Should you collect your child late you will be charged extra.
- No refund will be offered for non - attendance.
- Should your child be unwell he/she may be sent home.
- Your child may not be able to attend Jiminy's if he/she has certain illnesses.
- You are required to inform us as soon as any contact details change.
- Concerns and complaints: Please discuss any concerns or complaints with the manager or supervisor. Should the matter not be resolved to your satisfaction, you may contact OFSTED directly.
- You must inform Jiminy's in advance if someone other than the named person will be collecting your child. Your child will not be released otherwise.
- At least one **calendar month's** written notice is required if you wish to change a start date, reduce the number of sessions or give notice.
- We reserve the right to refuse a registration.
- We reserve the right to cancel a registration without notice should an adult or child's behaviour be aggressive, abusive, inappropriate or unacceptable.
- We reserve the right to make any adjustments with short notice.
- By signing the registration form, you agree to all of the conditions of registration.