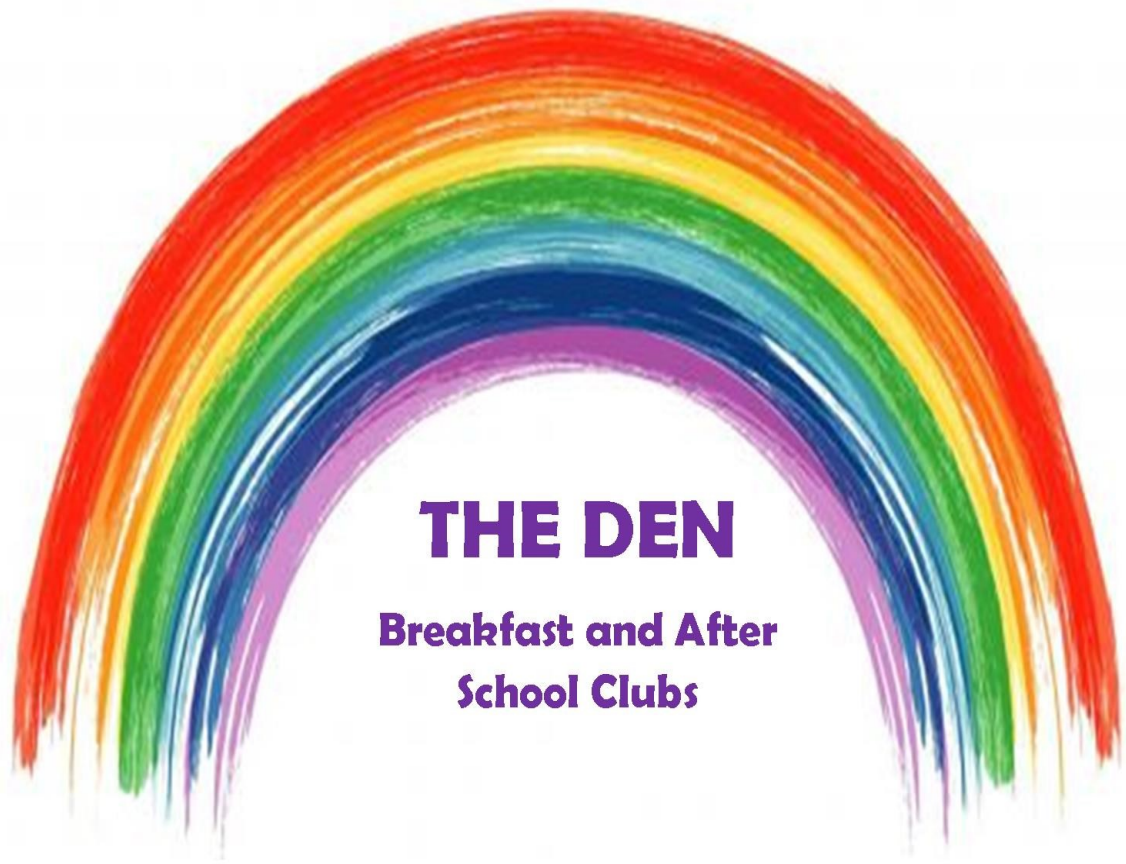


TEAM HORDLE



THE DEN

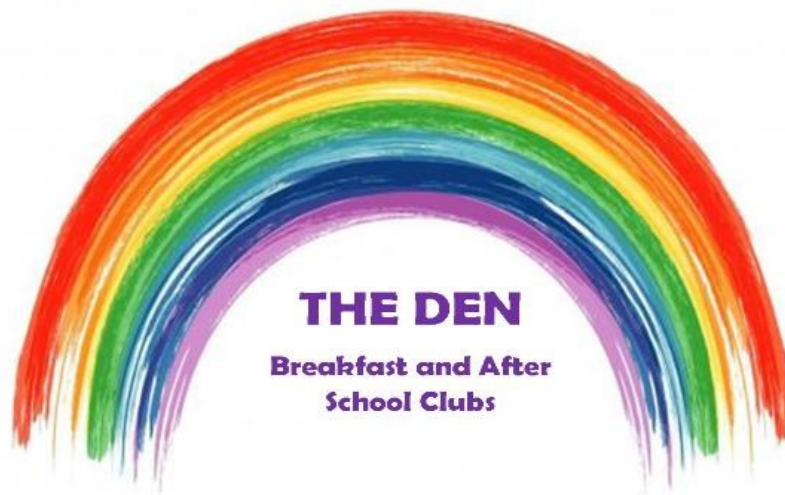
**Breakfast and After
School Clubs**

**Parent Information
A guide to using our
Breakfast and
After School Clubs**

TEAM HORDLE welcomes you to THE DEN

Dear Parent/Guardian,

We are delighted to advise parents/guardians that the school offers wrap around care with The Den Breakfast and After School Clubs.



In this booklet you will find all the information you need to know about how The Den runs, including the available sessions, pricing, contacts and payment information.

We very much look forward to working with you and your child. We are passionate about the care we provide for our children and we are proud to say that The Den reflects our school values of excellence, love and opportunity for all.

Kind regards,

Fiona K Adams
Headteacher

Session information

The Den offers a range of flexible sessions which we hope will suit many families. HEN children are welcome from 2 years old and all school-aged children are invited to attend.

Sessions available are:

Session Type	Session timings	2 year olds	3 year olds	4 year olds	5+
BREAKFAST	8-8.45am*	£5.50	£5	£5	£3
FULL	3.30-6pm	£14	£12	£12	£11
EARLY	3.30-5pm	£8.50	£7.50	£7.50	£6
LATE	4.30-6pm	£8.50	£7.50	£7.50	£6

*Children are taken to their classrooms in time for registration.

Ad-hoc bookings:

Breakfast Club: Bookings will be taken up until 4pm the day before

After School Club: Bookings will be taken up until 2pm on the day of use

PAYMENT must be received before your child attends.



Contacting us

Bookings, queries and payments

All bookings, queries and invoicing are managed by the School Office. Hannah Rook will be your primary contact and she can be contacted in the main office or by email: theden@hordleprimary.co.uk

Who runs the club?

Team Hordle run the club with Kylie Payne as the Club Leader working alongside Sarah Martin. From time to time, the club will be run by other members of the Hordle Team but Kylie and Sarah are who you will see most days.

The Den team are extremely passionate about creating a club that is a great place to play, have fun and relax.

The team keep in regular contact with parents about how your child/ren is getting on at the club, what activities they have been up to and we post regular updates on the school blog so keep an eye out for those!

School blog: <https://hpsintouch.blogspot.co.uk/>

We also have our Den facebook page, with regular updates on activities that have taken place so please like our page and get involved! Find us at theden@hordleprimary

Collecting your child

When you arrive to collect your child/ren, please make your way through the gates to the left hand side of the school (past HEN nursery) and ring the bell on the gate at the end (signposted). You will be met at the gate by a member of the team who will take you to meet your child in the Cluckhouse.

However, please note that with so many children attending, and parents arriving to collect at different times, it is impossible to say where the team will be—they want to make the most of the entire school environment so if you do not get an answer on the gate bell, please call the number provided to you at the time of your first booking. Please ensure you save this number to your contacts as this is also your emergency number should you face any delays in collecting your child.

Payment Information

Bookings for regular sessions will be booked on a termly basis.

A new booking form will be sent out to all parents 2-3 weeks before the end of each half term, ready for you to make bookings for regular sessions for the following term/half term. Invoices will be sent one week after this, ready for payment before the start of the next half term.

Ad-hoc bookings will not be sent an invoice but must be paid in advance.

As with all other school-based clubs, Hordle CE (VA) Primary School has a cashless policy and therefore, once you have received your invoice, payments must be made by one of the two following methods:

Scopay

Please use your scopay account and select the "After School Club" product to make payment



Or

Childcare Vouchers

We are delighted to advise that The Den welcomes payment via Childcare Vouchers. Please speak to Mrs Rook in the School Office for further information.

Please note

Please remember that we are not a business and as a school we are not permitted to allow debts to accrue and therefore payment for regular sessions must be paid half termly in advance. Ad-hoc sessions must also be paid before your child attends the session. We will always listen to individual parents if advance payments half termly is difficult to achieve.

We understand that not everyone has a tablet, smartphone or desk top computer, therefore an iPad will be made available upon request for people to use for online payments – you will just need to have your debit card to hand.

Late fees

Please note that a fee of £2.50 will apply for every 15 minutes (or part thereof) for late collection. If you incur a late fee, an email will be sent to confirm the amount and payment will be due via scopay.com within 5 days.



Snack time at The Den

Your child will be provided a healthy snack and drink each day and this will vary so that your child does not have the same snack every day. Please ensure your child also has a named bottle of water with them as they do during the usual school day.

Example snack rota

	Week 1	WEEK 2	WEEK 3	WEEK 4
MON	Fruit platter Toast & spread	Ham, veg sticks, cream cheese Toast	Fruit, yogurt, Crackers & cheese	Cheese cubes, veg sticks & dips Wraps/crackers
TUES	Cheese cubes, veg sticks & dips Wraps/crackers	Fruit, yogurt, cereal Crackers & cheese	Ham, veg sticks, cream cheese Toast	Fruit platter Toast & spread
WED	Ham, veg sticks, cream cheese Toast	Fruit platter Toast & spread	Fruit, yogurt, cereal Crackers & cheese	Fruit, yogurt, cereal Crackers & cheese
THURS	Fruit, yogurt, cereal Crackers & cheese	Cheese cubes, veg sticks & dips Wraps/crackers	Fruit platter Toast & spread	Ham, veg sticks, cream cheese Toast
FRI	Make your own snack!	Make your own snack!!	Make your own snack!	Make your own snack!

Fruit – banana, apple, mango, blueberries, strawberries, melon

Veg – peppers, carrots, cucumber, spinach

Bakery – wraps, bread, crackers, bagels, thins, malt loaf

Allergies/Medical Conditions

The Den team are fully aware of any allergies and medical conditions and will tailor snacks to suit your child.

We are a nut-free school.



General Information

Pick up Procedure

Children will be collected from their classrooms (or from the School Office should they be attending a Hordle Hub Club first) and will be provided with a hi-vis jacket by a member of The Den team.

For the safeguarding of our children, it is essential that we have up to date information on who can collect your child. Please ensure you complete a registration form stating who has permission to collect your child and advise if there are any changes to this at any time.

If you wish to make any changes to the adult collecting your child, you must inform the School Office before 2pm. This information will be passed on to The Den team.

We fully appreciate that sometimes last minute changes occur—if this is the case, please contact Kylie directly. We will advise you of the contact number before your child attends their first session at The Den.

Your child will not be released to a person not on the pick up protocol unless advance notice has been given to the School Office or in person/via telephone call to the Club Leader.

It is very important that you keep us up to date with changes in all of your contact details, please direct these changes to the school office in person or via email: adminoffice@hordle.hants.sch.uk

Medication/Illness

From time to time, your child may require medication whilst at The Den—please complete the medical consent form in the school office who will hand over this information to the team.

Paracetamol (Calpol) and Chlorphenamine (Piriton) can be administered at After School Club if needed.

If your child is feeling unwell during their time at The Den, we will contact you to advise and seek consent for medicines where required.

Terms and Conditions

- Payment must be received in advance of your child attending any DEN Breakfast or DEN After School sessions. Payment can be made via Scopay.com or making payment via a Childcare Voucher scheme.
- Parents complete the registration form to say they understand that should payment not be received in advance, their child is not permitted to attend until payment has been made
- Late collections incur a charge of £2.50 per 15 minutes or part thereof and must be paid within 5 days
- If children are not collected by 3.45pm at the end of the school day, your child will be taken to The Den, where we can ensure your child is fully supervised, and a charge of £2.50 per 15 minutes or part thereof will apply. This must be paid within 5 days. This will also apply for any children attending Hordle Hub Clubs who are not collected by 4.45pm
- It is the parent/guardians responsibility to advise us of any changes to contact information/medical conditions and pick up information
- It is the parent/guardians responsibility to inform the school if your child is not attending the club for any reason
- No refunds are given should your child not require a session that has been booked.

We hope you enjoy your time at The Den. If you have any questions please do not hesitate to contact us:

The Den
Hordle CE (VA) Primary School
Hordle Lane
Hampshire
SO41 0FB

Tel: 01425 611657

Email: theden@hordleprimary.co.uk

