The Den

Breakfast, after school and holiday club

Scholar Green Primary School,

Congleton Road

Scholar Green

ST7 3HF

Email: theden@scholargreen.cheshire.sch.uk

Facebook: The Den Holiday Club at Scholar Green Primary School

Welcome to The Den

Our aim at The Den is to provide high quality childcare. We pride ourselves on a home from home, environment where children are able to build new friendships learn and develop freely through play. We will ensure that children are given the opportunities to grow self-confidence, experience success and develop a good self-image.

Partnership with parents and schools

At The Den we aim to work in partnership with parents, school teachers and other outside agencies. From time to time we will issue a questionnaire to obtain your feedback on the club.

Meeting the staff

All staff at The Den are highly qualified or undergoing training. Staff are trained in First Aid, Food hygiene and comply with OFSTED regulations. All staff are checked via the Criminal Records Bureau.

Emma Aitken – Manager
Chloe Brock – Deputy manager
Tracey Darlington – Playworker
Sarah Ebborn – Playworker
Amy Griffin – Playworker
Sky Triner - Playworker
Jake Hancock – Playworker
Finley Spreadbury – Playworker
Hannah Brown – Playworker
Hannah Smith – Playworker
Emily Murphy – Holiday club playworker
Annie Spreadbury – Playworker
Devon Knapper - Playworker
Darcey Yarwood – Playworker
Oliver Finch – Playworker

Fees and Opening times

Breakfast club (including breakfast) - 7:30am – 9:00 am £7.00

Mini Breakfast club (without breakfast) 8:15am-9:00am £4.50

After School club 3:15pm – 4pm £5.00

After School club (including a light tea) 3:15pm – 6:00pm £10.00

The Den's Holiday club

For children attending Scholar Green Primary school:

Full day – 7:30am – 6:00pm £30

5 Hours - £20.25

During trip days only full day sessions are available and there will be extra charges.

For children attending from other schools:

Full day - £32.00

5 Hours - £21.50

During trip days only full day sessions are available and there will be extra charges.

Booking sessions

Once you have registered your child and accepted our terms and conditions you will be able to book your child in for the required sessions using the 'School Spider' app, or email if paying by childcare vouchers.

Occasional booking: Once you have completed the registration form it will be possible to book your child in for a session using the School Spider app or by email. Please give at least 24hours notice to ensure the staff to child ratio is met.

Holiday club places can be booked again on the 'School Spider' app if your child attends this school, or by email if you pay by vouchers. If they attend another school you can book by emailing the den at theden@schlargreen.cheshire.sch.uk

In the event that sessions need to be cancelled or changed we require 2 weeks notice. If you can give us the 2 weeks notice your cancellation will be refunded on the School Spider app.

The Den services.

- Breakfast will be offered to the children between 7:30-8:15 am
- Children will be taken to their classrooms by a member of staff.
- Children will be collected from their classrooms by a member of staff.
- We will provide an opportunity for the children to settle in and to discuss their day's events.
- We will provide a light snack at 4:30pm, drinks and fruit will be available.
- We will encourage your children to be involved in the planning of activities.
- We can supervise and support optional homework and reading commitments.

Holiday club

The Den runs a holiday club which opens from 7:30am- 6pm 5 days a week during the school holidays, for children aged 2 years to 11 years. We offer a range of fun, stimulating, challenging and enjoyable activities based on the children's interests. A day trip will be organised for each week of the holidays and may have additional cost added, this will be stated on the holiday club brochure. We value all children's individual needs and plan our activities according to what they may enjoy and what they have requested. The Den team create a vibrant and friendly atmosphere within the club.

Please ensure the children bring a packed meal for their tea if staying after 4pm whilst at the setting, we will provide a cooked lunch. They also require a sun hat and cream, waterproof coat and a refillable water bottle. A hot lunch will be provided by the Den.

Collection of children

Children can be collected by adults who are known to staff and are 18+. On the occasions where someone else needs to collect who is unknown to the team they will need to use your child's unique password.

Late Collection

Children must be collected promptly at the end of each session. Should a parent fail to collect their child at this time, a late collection charge of £5.00 per half hour or part will result. If there is a genuine emergency resulting in late collection, a discussion will be had with the parent regarding the late collection and payable fees.

Illness

In cases of illness please notify The Den. It is important we are informed about infectious diseases common in childhood, such as chicken pox, measles, whooping cough, sickness, etc.

Accidents and Incidents

All the staff in the Den are first aid trained and able to deal with any accidents should they occur and will be recorded as needed.

Medication and sickness

Should your child/children become unwell whilst at the club, a member of staff will contact you. You will be requested to collect your child only if necessary. The Den staff will only administer medication when given written consent from parents. When completing the medication form for the school, please inform the office staff that your child will be attending The Den.

Behaviour/Health and Safety

The Den has a policy on behaviour which goes alongside Scholar Green Primary School policy, a full copy of our policy is available from The Den or school office. We aim to develop an atmosphere of respect for other people and property. Children will be helped to understand that certain behaviour is not acceptable or appropriate within the out of school hours and holiday club because it is unsafe or unfriendly. (The children will be spoken to and helped to understand why their actions were unacceptable.) All good behaviour shown by children will be praised and encouraged by the staff. Children will be asked to follow certain club rules. Please be assured that these rules are to protect the children and to ensure their health and safety while attending The Den.

Safeguarding Children/ Child Protection

We have a child protection policy at The Den. The aim of this policy is to ensure the protection of all the children in our care. We have a statutory duty to ask you about any injuries your child may have when attending the club and to record any concerns we may have. If necessary we will pass these concerns to Social Services Child Protection Department. Again please ask a staff member if you would like to see our full policy on safeguarding/child protection.

Policy information

All of our policies and procedures are available for you to read upon request. They are reviewed on a yearly basis and as and when new ones come into operation they will be added to the folder.

Complaints Procedure

If you have a complaint about any aspect of The Den, firstly speak with or email the manager of the club, Emma Aitken. If you would like to discuss any matter further, please place your complaint in writing to Scholar Green Headteacher Mrs L. Colman in accordance with the school complaints policy.

If you any more questions or concerns, then please do not hesitate to get in touch with Emma by email or phone call. We look forward to seeing you soon.