

INFORMATION FOR PARENTS

HOW WE BEGAN

Appletree Nursery opened in September 1994 in response to a growing demand from parents for quality, accessible childcare. In 1996 Appletree Nursery was so successful that expansion of the nursery became inevitable to cater for the increasing demand.

Our After School Club was established after requests from Family and Community Services and the need of parents whose working hours did not coincide with the school day.

We collect children from Grenoside Primary School, but children from Yewlands Comprehensive School and St Thomas More Catholic Primary are also welcome into club if they can make their own way there from school.

We also run a holiday playscheme during the school holidays (excluding the Christmas break) We are open from 8.30am until 6pm and can offer earlier starts if requested. All children are welcome regardless of where they live or what school they attend

Appletree After School Club is registered by Ofsted, and we operate in compliance with their regulations and procedures. We offer a caring and stimulating environment where children feel valued, learn to be independent and confident whilst being supervised by qualified and experienced staff.

HOW IT WORKS

Appletree After School Club operates from 3.15pm to 6.00pm, 5 days a week during term time. We aim to provide a safe, well supervised, happy and relaxed play based environment where children can play, take part in various activities or just relax and read.

Members of ASC staff meet the infant children at their classrooms and the junior children in the dining hall.

Children are escorted to the club on foot by our staff. A drink and snack is provided by the club at the start of the session.

Appletree Breakfast Club operates from 7.30am, offering a choice of healthy breakfasts for the children and similar activities to After School Club. Reception children are taken into their classroom, children in Y1 and Y2 are taken to their classroom doors and children in years 3 to 6 are taken to queue up with their teachers in the school playground.

HOW TO BOOK

To register at Grenoside Breakfast/After School Club you will need to complete an application form and return it to admin@appletreechildcare.org.uk. We will then be able to confirm whether or not there are vacancies on the sessions you require.

A booking form will be emailed to you towards the end of each half term for you to book your child/ren in for the following half term. If booking forms are not returned, places cannot be guaranteed. Occasional bookings must be made at least 24 hours in advance, please do not assume that there will always be a place available.

You will be invoiced monthly for those nights at the beginning of each month, and you can pay weekly, fortnightly, or in one payment. All payments must be made by the end of the month. Payment can be made in cash, cheque, Bank transfers or Standing Order.

(Standing Order mandate enclosed)

Please make cheques payable to 'Appletree Childcare (Sheffield) Ltd': Please note we do not accept cheques for less than £20.00.

OTHER INFORMATION

All children must be collected from After School Club by a named collector. (A person named on their Registration form either as an emergency contact or other person authorised to collect your child) If for any reason someone unknown to ASC staff will be collecting your child, we must be informed in advance.

Children can be collected from the club at any time. If you are going to be late to collect your child please let us know so that we can let your child know and offer reassurance that you are on your way.

If your child is off school or is sent home from school, or if you will not be sending your child to a booked session, please let us know. This will avoid any confusion and delays at the end of the school day.

Your child's privacy will always be respected. Any concerns that you, or the staff may have will always be discussed away from the children and other parents. If you wish to discuss anything in private please don't hesitate to ask a member of staff.

The club complies with the provisions of the Children's Act, is registered with Ofsted, and has all appropriate insurance cover.

The club has an Inclusion & Equality Policy and a Child Protection Policy, which all workers and volunteers must comply with. Copies are available on request. All staff hold relevant Childcare or Playwork qualifications and are DBS checked.

Our Ofsted registration number is **EY368533**

CONTACTS

If you would like any further information please contact any of the following:

CLUB ADMIN Mel Guymer (0114) 2571427

CO-ORDINATORS Gayle Crossley (0114) 2571427 (9am-6pm)
Kate Whincupp 07930658154

MANAGER - Janet Parkin 07811902191 (any time)

If you wish to contact club staff during the session please ring 07930658154