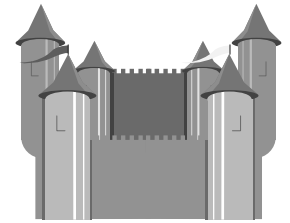


Howes Primary School



The Keep

Terms and conditions

No child will be accepted at the Club unless a registration form has been completed.

Payments must be made at the start of each booked period.

Should a child be unwell when a place has been booked payment may still be charged at the Headteacher's discretion .

If a child is off school sick Parents / carers should notify the club leader.

An adult must sign a child in at the club in on arrival.

The adult collecting their child must sign them out on collection to confirm the safe handover of that child from the after school club.

Should it be a different adult collecting the child to normal the club leader must be notified.

Children whose behaviour is unacceptable at the club will, following a warning to parents, not be allowed to use the club.

It is the responsibility of the Parents / carers to ensure the club leader is notified of any issues related to health, dietary requirements etc.

All club policies are available from the club leader upon request.

Staff and parents will work together to ensure the smooth running of the club.



Keep Having Fun at our
Holiday Fun Club

Information leaflet

Keep Manager: Mrs Karen Puzey

Tel: 07538 376 854

www.howesprimary.co.uk

Aim

The club aims to provide quality care and recreation in a safe and friendly environment, where children are happy to attend and parents/carers have confidence in the facility and feel they get value for money.

The club is primarily to address the needs of parents / Carers who are working or who wish to retrain or study.

Parents are welcome to use the club daily or as the need arise. Priority for places will be given to those who use the club on a regular basis.

Hours	8.00am - 5.30pm	OR
	8.00am - 1.00am	
	1.00pm - 5.30pm	

Costs	Whole Day	£15
	Half Day	£12



Concessions

Concessions are available for siblings

All day	£12
Half day	£10

Booking Arrangements

Registration and booking forms are available from school or on our website www.howesprimary.co.uk and should be returned to The Keep, Howes Primary School, Palermo Avenue, Coventry, CV3 5EH



Organisation

The club is registered with OFSTED for 56 Children aged 3-11 and conforms to the National standards. On a day-to-day basis the club is overseen by a management committee, which includes the Head teacher, a Governor, the club leader and parents.

Staffing

Qualified staff, all of which are CRB cleared, run the club. Staff are constantly updating their training. At all times there are least two members of staff on duty and the ratio of staff to children is 1 to 8 for children under the age of 8.

Insurance

All staff and children involved with the club are covered by insurance through Kids Club Network.

Location

The club is run from a room at Howes Primary School and also has the use of the hall, playground space and the music room. Parents access the club through the gate to the right of the car park. The Keep has their own security intercom system for parents/children attending The Keep.

Activities

The club provides a wide range of activities appropriate to the age range of the children.

These include:-

- tabletop activities
- construction toys
- Imaginary and role play
- arts and Crafts
- TV and 6 laptops
- Physical & sporting activities
- Outdoor Play
- Quiet reading / rest area

OFFSITE VISITS

Wide variety of trips are available according to your child's age

