



Parents Handbook

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1. Introduction

The R A Butler Early & Late Play Club opened its' doors during September 1997 to provide after-school care for children who attended the School. The Club operates as an independent charity overseen by a management committee.

The Club is registered with Ofsted and is inspected on a regular basis. The latest Ofsted Report is available from either the Club Manager or their website.

All year groups at R A Butler Academy are catered for; ages 4 to 11 years. A close working relationship is maintained with the school to ensure continuity of care.

The Club is based adjacent to the reception classrooms with an access-controlled gate. The facility is rented from the School, although the wood-covered area and cloakroom was purchased by the Club. There is access to all the outside areas of the school and the KS1 Hall.

The Early Play Club can offer childcare to 85 children whilst Late Play Club has 140 places.

The Club opens at 07.30 hrs until school starts each morning and from 15:30hrs to 18:00hrs after school has finished for the day.

The Club is open during Term-time only.

Contacts:

Club Managers – Liz Grassby and Tina Bower. For all general enquiries, admissions and waiting list enquiries.

Email: manager.rablateplayclub@gmail.com

Direct Line: 01799-528607 Club Mobile: 07513-895520

Treasurer/Financial Administrator – Julie Smith. For all finance, fees and account enquiries.

Email: finance.rablateplayclub@gmail.com

2. Aims of the Club

The Club aims to provide a safe, secure and relaxed environment for the children who are in our care.

The Club is accessible to the children and families who attend RA Butler Academy.

We believe Play is essential for children's development, fostering cognitive, emotional, social, and physical growth while enhancing creativity and learning. We focus on the Playwork Principles and different play types to encourage a rich play environment that is safe, secure and inclusive for all children.

Each day we have different crafts, games and play opportunities for the children. We make sure to cover a wide range of activities. The children will choose the activities they wish to partake in (free play). We also run an organised activity each week such as Den Building, Talent competitions or Messy Play

If a child wishes to complete their homework whilst at Club, adequate facilities will be provided.

We aim to provide a smooth transition between the school and the Club.

The children and Playworkers at the Club have created the rules of acceptable behaviours. These rules are displayed for all the children to see and shown below:

- * Children will respect each other, playworkers and visitors.
- * Playworkers will encourage an atmosphere of care and consideration.
- * Good behaviour will be praised.
- * There will be an emphasis on co-operative play and sharing.
- * Encouragement to ensure all children are engaged in activities.
- * There will be no toleration of bullying, aggressive or threatening behaviour.

The Club has procedures for dealing with unacceptable behaviour. However, should there be persistent bad behaviour the child may be excluded from the Club.

3. Management Committee

The Management Committee is made up of the Club Manager, the Treasurer/Financial Administrator and Parents of children who attend or have attended the Club.

There will be a minimum of one meeting each Term.

These meetings will have a chairperson and secretary, and formal notes will be taken.

The Management Committee all hold current DBS clearance and are registered with Ofsted.

Any parent who wishes to join the Committee or requires further information should, in the first instance, discuss this with the Club Managers.

As of June 2025, those on the Management Committee are:

Chairperson	Cedric Allenou	(Ex-Parent)
Secretary	Cheryl Chapman	(Parent)
Treasurer	Julie Smith	(Financial Administrator)
Club Co-Managers	Liz Grassby & Tina Bower	
Members	Mike Middlemiss	(Parent)
	Amelia Moller	(Parent)
	Nicola Clarke	(Parent)
	Ciara Pieters	(Parent)
	Stephanie Lindsley	(Parent)
	Ginette Brown	(Parent)

In the event of the Club having to close permanently the Management Committee will give at least one half-term's notice.

4. Admissions & Registration

All children will be attendees of R A Butler Academy.

All children will be between the ages of 4 and 11 years of age – Reception to Year 6.

Places in the Club are offered on a first-come, first-served basis.

When all places are filled a waiting list will be established, with the following criteria:

1. Children already attending the Club.
2. Reception children with siblings already attending the Club.
3. All other children on the Waiting List.

For more information, please have a look at our website which can be found on our page of the school's website www.rab.academy under 'Parent Information', Early/Late Play.

For enquiries regarding the waiting list please get in touch with Julie Smith at finance.rablateplayclub@gmail.com or to be added to the waiting list please complete the online form using this link: <https://forms.office.com/e/FGi5FQymCx>



5. Behaviour


Where behaviour is good, most pupils show through their actions that they know what constitutes appropriate behaviour. They are considerate, courteous and relate well to each other and adults and take responsibility for their own actions. They develop self-esteem, self-discipline and adhere to high standards of behaviour which contribute to effective learning. Ofsted, 1998

The Club aims to create an environment in which children feel valued, happy and secure, where their needs are being met and they are given opportunities to learn and to succeed. There is an understanding that an atmosphere of co-operation with positive relationships will enhance the quality of the learning experience for the children and, to this end, children and adults will behave in an appropriate manner.




RIGHTS, RESPONSIBILITIES & RULES

Every person in the Club has RIGHTS

Children can expect the right to:	
	<ul style="list-style-type: none"> Feel safe and happy Learn Be treated fairly and with respect Have their property treated with respect Express themselves
Staff have right to:	
	<ul style="list-style-type: none"> Feel valued as a person and a professional Teach without disruption, when applicable

	<p>Be shown courtesy and consideration</p> <p>Work in a safe and supportive environment</p>
Parents have the right to:	
	<p>Feel welcome</p> <p>Know that their children work, play and learn in a friendly, safe and helpful environment</p> <p>Be informed of their children's activities and progress</p> <p>Be treated with respect and have their opinions valued</p>

The children are encouraged to take responsibility for their behaviour and to understand the effects of their behaviour on those around them.

Children responsible for:	
	<p>Sharing and co-operating with other children</p> <p>Treating others with respect</p> <p>Co-operate with, and support the adults who work in the Club</p> <p>Jobs within the Club Room</p>
Staff are responsible for:	
	<p>Ensuring the children are aware of the rules, etc</p> <p>Providing children with a stimulating environment</p> <p>Providing appropriate and enjoyable activities</p> <p>Giving clear explanations</p> <p>Providing children with a positive role model</p> <p>Managing disruptive behaviour, in the room and on the playground and during meals</p> <p>Promoting good relationships with parent and the wider community</p> <p>Making necessary materials available</p>
Parents are responsible for:	
	<p>Supporting their children</p> <p>Acting as a partner with the Play Club regarding their child's behaviour</p> <p>Keeping in regular contact with the Play Club</p> <p>Respecting the staff and valuing their professional opinions</p> <p>Supporting the Play Club staff in relation to decisions made, following appropriate discussion and consultation</p>

	Ensuring children are appropriately dressed and equipped.
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CONSEQUENCES

Consequences are a result of behaviour, they can be both positive or negative.

POSITIVE CONSEQUENCES OR REWARDS

It is known that a child’s self-esteem is raised, and good behaviour encouraged by recognising acts of consideration and good/improved behaviour. We celebrate children’s achievements in a variety of ways, always taking into consideration their personality and level of self-confidence, prior to deciding on the type of reward and how publicly it will be presented. The types of rewards are:

- Praise
- Stickers
- Time on an activity of the child’s choice
- Verbally sharing praise with the parent/carers
- Showing work to another adult or the peer group
- Group reward

NEGATIVE CONSEQUENCES OR SANCTIONS FOR INAPPROPRIATE BEHAVIOUR

When rules are broken the child is aware of the consequences. Sanctions need to be certain, fair, immediate, related to the incident and respectful to the child. The Club Manager will talk to the child about their behaviour and explain the consequences.

PERSISTENT NEGATIVE BEHAVIOUR

There are some children who will, at some time or another exhibit persist negative behaviour. It is the responsibility of the Club Manager, in consultation with the school to decide when this is taking place. It may be necessary to draw up an Individual Behaviour Management Plan for the child, at this point the parent/carers will be contacted.

INSTANCES OF SIGNIFICANT NEGATIVE BEHAVIOUR

If significant negative behaviour occurs within the Club environment, the Club Manager will inform the parent/carers and the school. In these instances, a written warning will be provided to the parent/carers. It may be necessary to draw up an Individual Behaviour Management Plan for the child. The child’s behaviour will be monitored.

Further instances of significant negative behaviour may result in the child’s place at the Club being withdrawn.

Significant negative behaviour includes:

- Intentionally affecting the physical safety of other children or adults in attendance at the Club.
- Causing and/or intentional harm to another child attending the Club or adults working in the Club.
- Violent and aggressive behaviour.
- Stealing and intentionally damaging the Club or the School’s property.

6.Fees

Fees for 2024-25 are charged at:

Early Play - £4.95 per session

Late Play - £11.05 per session

The price shown is the same for all children attending the Club.

The Club recognises that childcare can be costly, so we encourage eligible parent/carers to claim Universal Credit or use the Government's Tax-Free Childcare Scheme. [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The Management Committee annually review the fees charged and if an increase is deemed necessary all parent/carers will be notified as soon as is practicable.

Payment of Fees

Fees must be paid in advance; half-termly.

Invoices are raised before the start of each half-term for payment in full.

Fees can be paid by childcare vouchers, bank transfer or the Government's Tax-Free Childcare Scheme. [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk). For our banking and childcare voucher details please contact the Financial Administrator.

Fees are charged for all booked sessions whether the child attends or not (including all days a child is sick or attending other after-school clubs i.e. karate).

To permanently cancel a child's place or session we require at least a calendar months' notice, or the sessions will be charged for.

There is no charge for Bank Holidays or Inset Days that fall Monday to Friday, during Term-time.

Non-Payment of Fees

If the fees are not paid in advance, the Club will formally write to the parent/carer requesting immediate payment.

If payment is still not received a formal warning will be issued to parent/carers and a late payment fee of £5 may be added for each month fees remain outstanding. In the event of continued non-payment, the child's place will be withdrawn.

If parents/carers are having difficulty making payment the Financial Administrator must be informed immediately.

Late Collection/Pick-Up

The Club **closes at 18:00hrs** it is a requirement that all children are collected **before** this time.

An additional fee of £5 for late collection up to 18:15hrs, may be charged at the Club Manager's discretion and will be notified to the parent/carers as soon as practicable.

The discretionary charge will depend on various factors, such as number of occasions this has occurred and length of delay.

7. Staffing

The Club has two managers, three supervisors and twelve Playworkers (as of June 2025)

Staff have significant experience of working with children and comply with the EYFS requirements for registered childcare.

Staff are expected to undertake professional development training.

All Staff and those on the Committee are checked and hold an enhanced DBS.

Staff/Child ratio is 1:8 for all children under 8 years of age, this is in line with statutory requirements.

8. Booking Process

The Booking Form must be completed before a child can either commence at the Club or be added to the waiting list.

Temporary or occasional bookings will be accepted if there are places available.

It is imperative that any absence is notified to the Club Managers as soon as possible. The School will not inform us of any absences or pass on any notes sent to the Class Teacher.

9. Special Requirements

The Club will make every effort to accommodate and welcome any child with special needs. We will liaise with their parent/carer(s) and all relevant professionals to ensure the child's specific needs are met.

Our staff training program includes elements relating to children with special needs.

We will endeavour to welcome all children of all abilities, whilst working within the Club's limitations. Each child will be individually assessed, and a Risk Assessment will be undertaken with all relevant parties.

10. Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained. Please refer to our 'Safeguarding Policy' for more information.

11. Equal Opportunities

The Club is committed to equal opportunities, our strategies for realising this goal include:

- Our premises provide a high level of accessibility to all the children.
- Menus are created to ensure there is variability and provides for a cultural mix.

12. Induction

The child/children and the parent/carers will be invited to come and visit the Club before their first session.

During the child/children's first session a Playworker will spend individual time with them, explaining; free play, expected behaviours, mealtimes and collection.

A Mentor/Buddy will be allocated to all new children from those children already familiar with the club and its running.

13. Arrival & Departure

A register is taken each morning and each afternoon when the children arrive at the Club.

The KS1 children are escorted to their classrooms by one of our Playworkers from Early Club. Their respective teachers will escort them to Late Club.

The KS2 children are expected to walk themselves to and from their classrooms.

When you drop your children off in the morning and collect them in the afternoon you are required to sign the register.

The Club operates a Careful Child Security Arrangement, if your child's regular 'collector' is unavailable please notify the Club Managers by letter at the earliest opportunity. If it is an emergency, please telephone the Club Managers as soon as you are aware of the issue.

The gate to the Club will be unlocked at 07:30hrs no children will be permitted in prior to this time.

The Club closes at 18:00hrs, this does mean all children must be collected before this time. If you are delayed and no one is available to collect, you must inform the Club Manager as soon as possible.

14. Snacks & Drinks

A snack and drinks will be provided at each session for all those children attending.

All ingredients are fresh and follow statutory guidelines. Individual dietary requirements are met wherever possible.

Early Club provides breakfast for the children. There will be a drink and a choice from the following; toast, cereal, pancakes, bagels or crumpets.

Late Play Club offers a variety of sandwiches, wraps with a choice of fillings and assorted finger-foods. There are yogurts and/or fruit for their dessert.

These are not intended to be a substitute for a main evening meal.

Drinking water is always available.

We recognise the importance of healthy nutrition for children which is delivered in a calm, friendly environment.

All allergies and food intolerance must be notified to the Club Manager immediately.

15. Illness & Medication

It is imperative that any absence is notified to the Club Manager as soon as possible. The School will not inform us of any absences or pass on any notes sent to the Class Teacher.

The Club is unable to care for any children who are unwell.

Please inform the Club Managers of any child who has an infectious illness. If your child has had sickness or diarrhoea, please do not send them to the Club for a 48-hour period after the illness has ceased.

Please let the Club Managers know if your child is taking prescribed medicine. If the medication needs to be taken during Club hours, please ensure the Club Managers are informed, and appropriate forms are completed.

16. Accidents & First Aid

Every precaution is always taken to ensure the safety of the children and the Club is fully insured.

All senior staff are trained in first aid and a first aid kit is kept on the premises and taken outside for playground play.

17. Adverse Weather

The Club is concerned about protecting your child from the sun and subsequent skin damage. Please provide your child with a suitable hat which they can wear during Late Play sessions.

If you would like your child to apply sun cream under supervision from a Playworker, please provide the Club with a bottle labelled for your child. The cream/lotion should not be nutbased to reduce allergic reactions in the other children in the Club.

The Club will follow the School's guidelines concerning adverse weather. Therefore, during periods of snow, the Club will only be open for children when the School is open.

18. Complaints Procedure

The Club aims to provide a high quality, efficient and accessible service to both parent/carers and the children.

The way that we work is reviewed regularly. However, from time to time a parent or child may feel they have a complaint against the Club, or an individual person. If, after discussing this issue with the Club Managers you feel the issue has not been resolved the following formal Complaint Procedure must be followed:

Stage One

Your complaint needs to be made in writing to the Club Managers. It must include full details of the complaint, including names and dates.

The Club Managers will acknowledge the complaint as soon as practicable and fully investigate the matter within 14 days. If there is to be a delay, you will be advised of the reason.

The response you receive will be copied to the Playworker(s) concerned and will contain any action that has been taken.

If you remain unsatisfied with the outcome, you can refer the matter to the next stage.

Stage Two

The Club Managers will refer the complaint and the response to the Management Committee for further investigation. This investigation will take place at a specially-convened meeting.

The Chair of the Management Committee will respond within a four-week period, outlining the findings of this second investigation.

Individual Playworkers will have the right to reply to any allegation at any stage.

The decision of the Management Committee is final.

19. Admissions Forms

As the Club is oversubscribed a waiting list is maintained. To be added to the waiting list **Appendix A** 'Booking Request Form', should be completed.

Once you receive an offer of a session, please complete the 2 online 'Registration' and 'Medical Disclosure' forms and the 3 attached PDF forms, 'Parent/Carer Contract', 'Photographic Permission' & 'Privacy Notice'. The links and forms are provided in the following Appendices. **All forms must be completed before a child may attend the Club.**

Appendices B – F should be completed **ONLY** when you receive an offer of a session.

Appendix A	Booking Request Form Please follow this link to complete the online form: https://forms.office.com/e/FGi5FQymCx Once received, you will be placed on our waiting list and an email acknowledgement sent. We will be in touch as soon as we are able to offer you a session.
Appendix B	Registration Form To be completed ONLY when you receive an offer of a session. Please follow this link to complete the online: https://forms.office.com/e/jsGw6psRid
Appendix C	Medical Disclosure To be completed ONLY when you receive an offer of a session. Please follow this link to complete the online form: https://forms.office.com/e/jwDqxRgu6c
Appendix D	Parent/Carer Contract To be completed ONLY when you receive an offer of a session. Please see attached Appendix D.
Appendix E	Photographic Permission Form To be completed ONLY when you receive an offer of a session. Please see attached Appendix E.
Appendix F	Privacy Notice (GDPR) To be completed ONLY when you receive an offer of a session.

	Please see attached Appendix F.
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Appendix D

Parent/Carer Contract

Child's Name:	
Parent / Carer's Name:	
★	I consent for my Child to attend Early & Late Play Club. I understand that the Club has policies, procedures, expectations and obligations relating to both the Club, myself and my Child and I always agree to abide by them.
★	I understand that Early & Late Play Club is a play care facility and that whilst my Child is there it is the Club who is legally responsible for him/her.
★	My Child will be provided with a snack and drink whilst at the Club unless otherwise requested.
★	My Child will be given stimulating and challenging play opportunities in a fun and safe environment.
★	Early Club: Once my Child is delivered and signed in, they will be in the care of Early & Late Play Club.
★	Late Play Club: Once my Child is delivered by the school and signed in, they will be in the care of Early & Late Play Club until a 'named', responsible adult has signed the register.
★	I will inform the Club Manager if I am collecting my Child from school on a day that he/she is booked into the Club.
★	I am aware that all booked sessions will be charged for whether my child attends or not.
★	I am aware and agree to pay all fees half-termly in advance.
★	I am aware that if I cancel my child's sessions/place with less than a calendar months' notice I will be liable for the fees during the notice period.
★	It is my responsibility to keep the Club Manager informed of any alterations to the information regarding the Child.
★	I accept that whilst at Early & Late Play Club my Child may get involved in messy activities and will provide my Child with appropriate clothing, as and when required.

★	R A Butler Late Play Club closes at 6pm and if, for any unforeseen circumstances I know I will be late in collecting I must as soon as I become aware contact the Club Manager.
★	If my Child is not collected by 6pm I am aware I will pay a charge of £5 for the first quarter of an hour to cover the cost of the two staff that are required to stay later to ensure your Child's safety. If you are more than 15 minutes late the subsequent charge is discretionary to the Club Manager.
★	If a Child is still at Late Club at 7pm and after doing everything possible to contact its' parents or emergency contacts the Club Manager is legally required to contact Social Services.
★	Whilst we try to ensure the safety and security of personal belongings the Club cannot be held responsible for anything that is damaged, lost or stolen.
★	I have read the Behaviour Policy and agree to its' Terms and appreciate that in some circumstances it may be necessary to exclude my Child from the Club and I will pay for these pre-booked sessions.
★	If there are any incidents at the Club involving my Child, I will be informed of the details at the earliest opportunity.
★	If my Child has an accident, then he/she will be treated by a qualified First Aider and I will be informed of the incident at the earliest opportunity. If there is an incident where my Child requires urgent medical treatment, and I am unavailable a member of staff from Club will authorise any consent forms necessary for treatment to be undertaken.
★	All details regarding my Child will be treated as confidential. However, there may be times when we may share your child's information with external agencies such as the Police, Health Care Professionals and Social Care.
I have read and understood the above terms and conditions and agree to abide by them.	
Signed:	Date:
Please Print the Name of the Parent/Carer signing:	Please state your relationship to the child:

Appendix E

Photographic Permission

Child's First Name:	Surname:
The use of photographs is an important development tool widely used in play and educational settings for recording, sharing and displaying activities work undertaken. At RA Butler Early & Late Club we take the issue of child protection very seriously and we would never knowingly publish an image of your Child without your consent.	
As the parent or carer of the named Child, I grant permission for images of my son or daughter to be used for the following purposes:	
	Electronic, Printed Information, Displays & Exhibitions at the Club
	Website & Promotional material for the Club
	For staff or student coursework
	Observation and assessment
	Club records of my Child
	Local newspaper(s) or magazine(s)
	National newspaper(s) or magazines(s)
	Secondary organisation's website
	Secondary organisation's promotional material
	Other
I understand that such personal details or names of any child in a photograph will never be given in such a way that would allow them to individually be identified.	
I understand that this image will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the Child or their parent/carer.	
Signed:	Date:

DVD Film Permission

Child's First Name:	Surname:
At RA Butler Early & Late Club we hold Film Nights. On occasion the DVDs we show are PG (Parental Guidance) rated and therefore we require your signature to show these to your children. All the films will be suitable for all of the children attending the Club.	
Signed:	Date:

APPENDIX F

R A BUTLER EARLY & LATE PLAY CLUB

Privacy Notice

At R A Butler Early & Late Play Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via telephone, email or post so that we can send information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we have:

- i. A safeguarding concern about your child.
- ii. A request from a government body or law enforcement agencies.
- iii. Already obtained prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected.

We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- i. We will not be able to continue to care for your child if we do not have sufficient information about them.
- ii. Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so cannot delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner’s Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Name of Child:	Name:
Signed:	Date:

*We do need to retain certain types of data such as; records of complaints, accidents and attendance for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.