

Parent/Carer Handbook

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1. Introduction

The R A Butler Early & Late Play Club opened its' doors in September 1997 to provide after-school care for children who attended the School, later extending to include a breakfast club. The Club operates as an independent charity overseen by a management committee made up of parents and Club managers.

The Club is registered with Ofsted and is inspected on a regular basis. The latest Ofsted Report is available on the Club's page of the School 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 Room is based adjacent to the reception classrooms with an access-controlled gate. There is access to all the outside areas of the school, the KS1 Hall and Butler Room.

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 Early Play Club can offer childcare to 90 children whilst the Late Play Club has 130 places.

The Club is open during Term-time only.

Contacts:

Club Managers – Liz Grassby and Tina Bower. For all general enquiries and absence reporting.

Email: manager.rablateplayclub@gmail.com

Direct Line: 01799-528607

Financial Administrator – Kirsti Bond, For all fees and account enquiries and waiting list enquiries.

Email: admin@rabplayclub.org.uk

Treasurer/Business Manager – Julie Smith. For all finance related general enquiries and admissions.

Email: finance.rablateplayclub@gmail.com

2. Aims of the Club

The Club is accessible to the children and families who attend RA Butler Academy. The Club aims to provide a safe, secure and relaxed environment for the children who are in our care.

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, unexpected behaviour the child may be excluded from the Club.

3. Management Committee

The Management Committee is made up of the Club Managers, the Treasurer/Business Manager and Parents of children who attend or have recently 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 or Business Manager.

As of Oct 2026, those on the Management Committee are:

Chairperson	Ciara Pieters	(Parent)
Secretary	Amelia Moller	(Parent)
Treasurer	Julie Smith	(Business Manager)
Club Co-Managers	Liz Grassby & Tina Bower	
Members	Mike Middlemiss	(Parent)
	Nicola Clarke	(Parent)
	Cheryl Chapman	(Ex-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 and children of RA Butler Academy Teachers.
3. All other children on the Waiting List.

For enquiries regarding the waiting list please get in touch with the Financial Administrator at WL@rabplayclub.org.uk or to be added to the waiting list please complete the online form using this link: RAB EARLY & LATE PLAY CLUB BOOKING REQUEST FORM – Fill out form

Once a child nears the top of the waiting list, the parent/carers will be contacted and asked to complete the online Registration, Medical and Allergy forms (links provided in the Appendices) and the child will be invited to attend a taster session.

When a place becomes available the parent/carer of the next child on the waiting list who has completed all relevant forms and attended a taster session, will be informed which sessions can be offered.

In exceptional circumstances, emergency admissions will be at the discretion of the Club Managers in consultation with the RA Butler Schools' Headteacher.

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:	
	Feel safe and happy Play Learn Be treated fairly and with respect Have their property treated with respect Express themselves
Staff have the right to:	
	Feel valued as a person and a professional Play without disruption, when applicable Be shown courtesy and consideration Work in a safe and supportive environment
Parents have the right to:	
	Feel welcome Know that their children work, play and learn in a friendly, safe and helpful environment Be informed of their children's activities and progress Be treated with respect and have their opinions valued

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

CONSEQUENCES

Consequences are a result of behaviour; they can be affirmative or reflective and challenging.

AFFIRMATIVE OR 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

REFLECTIVE 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 Managers will talk to the child about their behaviour and explain the consequences.

PERSISTENT UNEXPECTED BEHAVIOUR
There are some children who will, at some time or another exhibit persist unexpected behaviour. It is the responsibility of the Club Managers, 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 UNEXPECTED BEHAVIOUR
If significant unexpected behaviour occurs within the Club environment, the Club Managers 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 unexpected behaviour may result in the child's place at the Club being withdrawn.

Significant unexpected 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 2026/27 are charged at:

Permanent Sessions: Early Play - £6.25 per session & **Late Play** - £13.65 per session
Ad-hoc Sessions: Early Play - £8.00 per session & **Late Play** - £16.00 per session

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

The Club recognises that childcare can be costly, and encourages eligible parent/carers to claim Universal Credit or use the Government's Tax-Free Childcare Scheme. Tax-Free Childcare - GOV.UK (www.gov.uk)

The Management Committee review the fees charged annually in the summer term and all parent/carers will be notified of any increases as soon as is practicable.

Payment of Fees

Fees must be paid in advance and 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). 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 school clubs i.e. karate or school trips).

To permanently cancel a child's place or session we require at least a calendar month's 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 £10 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 Business Manager or 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 £10 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.
Absence Reporting – Failure to Inform Club Managers

Parents/Carers must inform the Club Managers of any absence before the booked Club session commences. Failure to do so can involve considerable staff time in locating the child. An additional fee of £10 per instance for repeated failure to inform the Club Managers 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 amount of staff time involved.

7. Staffing

The Club has 2 Managers, 4 Play Leaders and 13 Playworkers (as of Oct 2026)

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 and undergo regular Safeguarding training and updates.

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

8. Booking Process & Absence Reporting

Booking and Amending Sessions

Once a child has been offered a place, the permanently booked sessions will be confirmed in writing. Once accepted, a notice period of a calendar month is required to cancel a session or place (not including school holidays and non-Club days). Fees are payable during the notice period.

To **change** or **cancel** a permanent session please contact the Business Manager or Financial Administrator at **admin@rabplayclub.org.uk**

Temporary or ad-hoc bookings may be accepted if there is space available and is at the discretion of the Play Club Managers. All ad-hoc sessions booked will be charged for unless 48 hours' notice is provided (not including weekends or school holidays). Otherwise, no refunds will be given.

Absence Reporting

All absences **MUST** be reported to the Club Managers **BEFORE** the session commences by contacting **manager.rablateplayclub@gmail.com** or calling **01799-528607**.

It is imperative that any absence is notified to the Club Managers as soon as possible. As the Club is a separate organisation, the school does not inform us of any absences or pass on any notes sent to the Class Teacher.

Considerable staff time can be involved in locating children where a parent/carer fails to inform the Club Managers before a session has commenced and this represents a potential safeguarding concern. A discretionary fee of £10 may be charged for any persistent failures to notify the Club Managers of absence.

If your child attends a School Club before or during a booked Play Club session, you **MUST** inform the Club Managers if there are any changes to their attendance at the School Club.

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.

Where a child has a specific need, including disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- The degree of integration is acceptable given staff levels
- Liaison will be arranged with the school SENCO and the relevant professional support networks if applicable

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 & Taster Sessions

When a child is near the top of the waiting list and before a place is offered, the child/ren and the parent/carers will be invited to come and visit the Club.

Once a child starts at the Club, during the child'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 Managers immediately and an Allergy Form completed.

15. Illness & Medication

It is imperative that any absence is notified to the Club Manager as soon as possible following the Absence Reporting procedures detailed in Section 8. 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.

Parents must apply sunscreen before their child attends RA Butler Early/Late Play Club. Children may apply their own sunscreen where appropriate. Where staff apply sunscreen, it will only be applied to exposed areas such as arms, legs and face, and only where parental permission has been obtained. Parents would need to provide the Club with a bottle labelled for your child. The cream/lotion should not be nut-based to reduce allergic reactions in the other children in the Club.

During periods of very warm weather the Club will follow its policy for Extreme Heat. A copy is available from the Club Managers.

The Club will follow the school's guidelines concerning adverse weather. Therefore, during periods of snow or extreme heat, 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. Club Forms

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

Once your child nears the top of the waiting list you will be contacted to complete the 3 online '**Registration**', '**Medical Disclosure**' and '**Allergy**' forms. These 3 online forms **MUST** be completed **BEFORE** a child can attend a taster session.

When a place offer is made you will also be asked to complete the '**Permissions and Parent Agreement'**

ALL forms MUST be completed before a child may start at the Club.

The online form links are provided below.

Booking Request Form Please follow this link to complete the online form: RAB EARLY & LATE PLAY CLUB BOOKING REQUEST FORM – Fill out form **Once received, you will be placed on our waiting list**. We will be in touch as soon as we are able to offer you a place. For waiting list enquiries contact **WL@rabplayclub.org.uk**
Registration Form - *To be completed **ONLY** when you have been offered a taster session.* Please follow this link to complete the online form: RAB EARLY & LATE PLAY CLUB REGISTRATION FORM – Fill out form
Medical Disclosure - *To be completed **ONLY** when you have been offered a taster session.* Please follow this link to complete the online form: RAB EARLY & LATE PLAY CLUB MEDICAL DISCLOSURE – Fill out form
Allergies and Intolerances - *To be completed **ONLY** when you have been offered a taster session.* Please follow this link to complete the online form: ALLERGY & ANAPHYLAXIS CARE – Fill out form
Permissions and Parent Agreement To be completed **ONLY** when you receive an offer of a place. Please follow this link to complete the online form: PERMISSIONS & PARENT AGREEMENT – Fill out form