



Footprints Policy

Quality Term time and Holiday Provision

Extending and Enriching Your Child's Learning Journey

We are really looking forward to working with you and being a part of your child's learning journey. We value the positive partnerships that we have with our parents and carers. We are here to ensure that your child enjoys every minute of their time at Footprints.

Rationale

- Footprints aim to extend and enrich your child's learning journey at Park Hall Academy from 7am until 6pm every day. We aim to provide the highest quality care, ensuring that all children are excited and engaged by the opportunities and activities on offer.
- We also provide exciting activities for our Footprints holiday provision. Please note that even if your child does not usually attend Footprints during term time, the holiday provision is available to all children who attend Park Hall.
- During the holidays, Footprints is extremely popular and each holiday the numbers of children attending are increasing. It is therefore vital that you book any provision you may require as soon as possible to avoid disappointment. We have limited availability for some trips.
- Bookings and payments must be made by midnight on the Thursday prior to the following Monday. No bookings after this time will be accepted. Footprints staff need to know in advance the required days of service. This is to ensure staffing is adequate in order to safeguard our children. If your child requires the same days every week you can book up to a month in advance.
- Staff will communicate efficiently with parents/carers and teachers as we are all part of the Park Hall Family, here to support each and every child.
- If you need to contact Footprints, please ask to speak to Mrs Boulton. Please telephone 07922 111815 during Footprints operational hours or contact the school office on 01782 312384 during the school day. You can email Footprints at any time. Our email address is: footprints@parkhallacademy.co.uk

Our Aims

- Fully qualified staff will provide a safe and friendly environment for all children, where they can develop their social and inter-personal relationships – ‘Extending and Enriching Your Child’s Learning Journey’
- We aim to provide a friendly, reliable and affordable service to support working families
- During the holiday periods we provide Footprints provision, including exciting day trips and themes to keep your children entertained
- Our children are included in the planning process and activities on offer to support and enhance their interests and hobbies
- Children will need to be signed in and out of the club by an authorised adult
- In order to safeguard children, we will not allow a child to leave Footprints with an adult that we are unfamiliar with. If another adult is collecting your child, you **MUST** inform the Footprints staff.
- To ensure consistency, children will follow the same behaviour expectation as in school. Where staff have any concerns about a child who may be presenting difficulties following our expectations, staff will inform parents and carers in order that parents can work in partnership with Footprints staff, supporting each other to help your child. (Please see Behaviour Pyramid). Footprints aim to provide a fun and family atmosphere and involve children in decision making throughout the sessions.
- Footprints will provide breakfast between 7.45am and 8.15am and an afternoon snack between 4.20pm and 5.00pm.
- If you are aware of any **allergies** that your child may have or may develop during their time at Footprints, you **MUST** inform the Footprints staff without delay.
- It is always the parents’ responsibility to inform Footprints staff of any information which may affect the health and wellbeing of their child. This includes medical conditions and any information that may help staff to support your child, for example informing staff of a bereavement or change in family circumstances that may upset a child.
- **Where a child has not been collected by 6pm and Footprints staff have not been contacted to notify that a parent or carer has been delayed, the following procedure will apply:**
 - 1. Staff will attempt to make contact with parents and carers. Staff will telephone emergency contacts in the order in which they are recorded on the Footprints contact details. It is YOUR responsibility to ensure that these details are always kept up to date.**
 - 2. Messages will be left if it has not been possible to speak directly with the parent/carer.**
 - 3. If it has not been possible to make contact with the parent by 6.15pm, the care club leader will contact social care for advice.**
 - 4. Please be aware that a £10 late charge WILL be applied for any late collection after 6pm.**

Fees and Payment

- Parents can select whether a full or part time morning or afternoon session is required and payment is reflected in this. Fees are subject to an annual review.

- Part morning (8am -9am) - £3.50, full morning (7.00am-9,00am) - £5.00 (including breakfast)
- Part afternoon (3.00pm -4.20pm) - £4.00, full afternoon (3.00-6.00pm) - £7.00 (including snack)
- We use Parent Pay to manage bookings for Footprints. We are unable to accept any other forms of payment. (Please see Footprints Terms and Conditions)

Staffing and Supervision

- The children are supervised at all times by our fabulous team of dedicated and friendly staff.
- All members of staff are DBS checked.
- Staff on duty hold a current first aid certificate and have completed a Basic Food Hygiene course.