

# Lickhill Stay and Play!

Lickhill Primary School,  
Almond Way, Stourport-on-Severn, Worcestershire, DY13 8UA.  
01299 871803

Lickhill Stay and Play is a not-for-profit Ofsted registered child care group providing breakfast, after school and holiday care.

We welcome children from around the Wyre Forest aged between 4 and 12 and are committed to providing quality play opportunities which stimulate and enrich the learning and development of our children. We operate from Lickhill Primary School hall and have use of their extensive grounds.

**Ofsted Registration Number: 137825**

The setting is run under the umbrella of Lickhill Primary School and its Interim Executive Board.

The Staff are:

Rob Williams	Supervisor
Dawn Mallard	Play worker
Hazel Fullwood	Play worker
Naomi Gould	Play worker
Kerry Sharman	Play worker
Kelly Atkinson	Play worker
Sharon Norgrove	Play worker

## Opening times and fees:

### Breakfast Care:

Session 1	7:45 - 9:00am	£3.25
Session 2	8:00 - 9:00am	£2.25

### After School Care:

Session 1	3:00 - 4:30pm	£4
Session 2	3:00 - 5:30pm	£6

If your child attends an after school **curriculum club**, £1 will be deducted from your session charge.

Refreshments are included. A **late collection fee of £5** is in operation along with an **authorised cancellation fee of £2** and an **unauthorised cancellation fee of £3**.

### Non-payment

If **arrears** of more than **two months** are accumulated, your child's place will be **suspended** until payment is made. As a not-for-profit organisation, this will allow us to continue to offer some of the lowest childcare costs in the Wyre Forest.

Our policies and procedures are available onsite – please ask a member of staff.

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## Information

We aim to offer independent play opportunities which allow children to develop and master the essential social skills that every child needs. We promote the Early Years Foundation Stage (2007) and the principles of the Every Child Matters (2003) document. Our belief is that every child is entitled to the best start in life – this involves staying safe, being healthy, forming positive relationships and being able to enjoy and achieve.

Children in our care will be supported to meet these aims through child initiated activities, enabling them to build their independence and develop inter-social skills.

### Breakfast information.

Cereal and toast are offered daily along with water, squash and milk. Breakfast activities include colouring, art and craft, dancing, board games, parachute and ball games. Children will be allowed onto the playground after 8:40am once there is a teacher on duty (with parents/guardians permission only.) Please indicate on the booking form if you wish your child to remain in our care until school begins. Reception and nursery aged children will be escorted from Club to their classroom by a play leader at 8:50am when school starts.

### After school information.

Nursery, Reception and children will be collected from class at the end of the school day. Children will meet in the school hall at 3:10pm. A member of staff will collect children from St Wulstans at 3:30pm and escort them to the setting. A snack of toast or fruit is provided daily along with fresh water and squash. Various activities are offered daily to include cooking, art activities, football, tennis, circle games, role play, den building, free play, gardening clubs..... anything your child's imagination can stretch to!

### Holiday

Holiday club operates all year round (except for Christmas!) We are open from 8:30am until 5:30pm. Children are required to bring suitable clothing/footwear, a healthy packed lunch and a bottled still drink for outings. We aim to get out and about on a daily basis and offer a full range of activities.

### Payment procedure

Invoices will be produced at the beginning of the month and sent home at the end of the school day in children's book bags by the 7<sup>th</sup> of each month. Payments (cheques preferable) should be placed in a sealed envelope with the signed remittance slip and clearly labeled with 'Lickhill Stay and Play payment for (child's name)'. Payments can be handed directly to the supervisor or the school secretary by the 14<sup>th</sup> of each month.

### Drop off and collection information.

Children should be brought through the main entrance of the school into the hall for breakfast and holiday club and be signed in by an adult. Access can be gained by ringing the bell or yellow phone by the front door. Collection from after school and holiday should be done in the same way. Please note, only **authorised adults** over the age of 16 can collect your child.

### Booking and Cancellation.

Please contact Rob in the first instance, preferably in writing or verbally during session time. Failing that, bookings can be made through Mrs. Lampitt (the school secretary). Cancellations and bookings cannot be accepted via children and may result in you being charged. Tel: 01299 871803.

PLEASE KEEP FOR INFORMATION.

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## PLEASE COMPLETE AND RETURN

Child/Children's Name/s:.....

Please indicate below the regular days and times that care is required each week:

### Breakfast care:

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:45 - 8:45 am					
8:00 - 8:45 am					

Do you give permission for your child to go out onto the playground at 8:40 am  
when there is a teacher on playground duty? YES  NO

### After school care:

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:10 - 4:30pm					
3:10 - 5:30pm					

Start date of care: .....

SIGNED..... (parent/guardian)

Please return this form to the Supervisor of Lickhill Stay and Play.

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01299 871803  
Thank you.

## PLEASE COMPLETE AND RETURN

### Our setting aims to:

- Provide high quality care in a safe environment for children aged 4-12 years.
- Provide suitably experienced and qualified staff.
- Make our club an enjoyable place to be!
- Provide learning and development opportunities for all.

### Parent contract:

I have read the above information and hereby agree to the following terms:

- I will communicate clearly with the Supervisor if any changes are required in my childcare, giving at least 24 hours notice in writing or through speaking directly with the Supervisor. Failure to do so will result in a cancellation fee .
- I will make payment for my childcare fees by **cheque** (payable to 'Lickhill Primary School') by the 14<sup>th</sup> of each month.
- I will support and encourage my child to adhere to club rules.

Signed..... (Parent/Carer)

Date.....

### Child contract:

- I will be polite and helpful to children and staff at all times.
- I will share all toys.
- I promise to have FUN!

Signed..... (child 1) ..... (child 2) .....(child 3)