



About Us

The Extended Provision club is run by Gems Hub and exists to provide high quality out of school hours childcare for pupils in a safe environment. We understand children have had a long day and will offer a relaxed space, free choice with a friendly and inviting atmosphere .

Aims

- To provide a safe and enjoyable childcare service
- To provide a caring and fun environment for children of all key stages
- To provide a wide range of activities to engage and occupy children
- To provide equal opportunities for all children regardless of their age, cultural background, race, or other identified needs, by ensuring we select and train staff to provide a varied programme of activities, using equipment that is safe and appropriate
- To help children develop their potential through positive, social, emotional, physical and intellectual experiences.

Activities

Children are able to choose from an array of activities each day, including arts and crafts, board games, books, construction and messy play. We will allow children a choice of DVD's if they wish to relax, we also have a Nintendo Wii which we will set up at the request of children with various games. These will all be age appropriate (up to PG)

Snacks

Breakfast will be served from 8am. A selection of cereal and fruit will be offered together with milk/water.

Afternoon snack will be offered from 4pm, we will offer a varied selection an example of this will be wraps/toast/fillings and fruit together with milk/water.

Staff



Gem
Senior Manager
Level 3 Practitioner
DSL
First Aid



Gemma
Senior Manager
Level 3 Practitioner
First Aid



Katie
Manager
Level 3 Practitioner
First Aid



Kirsty
Staff
Level 3 Practitioner
First Aid



Gems Hub



gemshub23@gmail.com



07842003204

REGISTRATION FORM



CHILDS FULL NAME

CHILDS HOME ADDRESS

DOB

CURRENT CLASS TEACHER AND SCHOOL YEAR

AGE

DAYS AND SESSIONS REQUIRED

WE WILL REQUIRE AD-HOC SESSIONS AS AND WHEN NECESSARY

	7.30am- School start £6.50	School pick up -4.00pm £5.50	School Pick up -5.00pm £10.00	School Pick up -6.00pm £13.50	ONGOING
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

**BREAKFAST WILL BE SERVED FROM 8AM
AFTER SCHOOL SNACKS WILL BE SERVED FROM 4PM**

PARENTS DETAILS

**PARENT/GUARDIAN NAME AND ADDRESS (IF DIFFERENT FROM
CHILD'S ADDRESS ABOVE)**

RELATIONSHIP TO CHILD

CONTACT NUMBER

EMAIL

HOME RELIGION/FAITH

LANGUAGES SPOKEN AT HOME

EMERGENCY CONTACT DETAILS

EMERGENCY 1

NAME

CONTACT NUMBER

PASSWORD FOR COLLECTION

CHILDS MEDICAL CONDITIONS (PLEASE PROVIDE FULL DETAILS TOGETHER WITH ANY MEDICATION REGULARLY TAKEN/NEEDED **(PLEASE ENSURE YOU COMPLETE A SEPERATE MEDICAL CONSENT FORM AND SPEAK TO STAFF)**)

CHILDS ALLERGIES (PLEASE PROVIDE FULL DETAILS OF LAST ALLERGIC REACTION/EPI PEN REQUIREMENTS **(PLEASE ENSURE YOU COMPLETE A SEPERATE MEDICAL CONSENT FORM AND SPEAK TO STAFF)**)

ANY DIATRY REQUIREMENTS I.E VEGETARIAN/HALAL/GLUTEN

SEN/ADDITIONAL NEEDS - PLEASE PROVIDE FULL DETAILS OF ANY KNOWN SEN/ADDITIONAL NEEDS, PLEASE INCLUDE DETAILS OF ANY OUTSIDE AGENCIES CURRENTLY INVOLVED I.E SALT/OT/EP

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ANY ADDITIONAL INFORMATION WE SHOULD BE AWARE OF?

PERMISSIONS

I GIVE PERMISSION FOR MY CHILD TO HAVE PHOTOGRAPHS TAKEN FOR THE PURPOSES OF SOCIAL MEDIA AND MARKETING	YES NO
I GIVE PERMISSION FOR MY CHILD TO APPLY SUNCREAM WHEN NECESSARY.	YES NO
I GIVE PERMSSION FOR MY CHLD TO WATCH A PG RATED FILM	YES NO
I GIVE PERMISSION FOR THE STAFF AT GEMS HUB TO ADMINISTER FIRST AID TO MY CHILD	YES NO

SIGNED.....DATED.....

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE ATTACHED
TERMS AND CONDITIONS AND GIVE MY FULL AGREEMENT AND
CONSENT,**

SIGNED.....

PRINT NAME.....

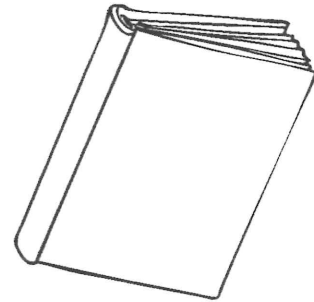
DATE.....

ALL ABOUT ME!



My name is _____

I live with..



My Favorite Book is:

My hobbies are ...

My Dis-likes are.....

My Favorite TV show is

My best friend is...

My Favorite Foods are:

Terms and Conditions

Admissions

Only pupils attending Thurlaston Primary School are eligible to attend. All places are subject to availability. The registration process must be completed prior to the child attending the club.

Booking

All children must be pre-booked into Gems Hub Before and After School Club and parents/carers must complete a registration form that provides us with basic information including the names of any adults who may collect the child/ren other than the parent/carer.

To secure a place you will need to book in advance with payment. Bookings can be made by contacting our email address or by phone call. All payments must be made via BACS/cash Payment, bank details will be given via email/text when invoice is sent (this will be sent immediately on booking) Parents will be able to book days and sessions of their choice.

Invoices will be sent out monthly in advance.

Regular sessions must give at least 1 months notice of cancellation.

AD-Hoc sessions are available, we will require at least 24 hrs notice. A Registration form MUST be completed prior to attendance and payment made prior to session.

Registration is compulsory regardless of sessions attended. (regular or ad-hoc)

Times

Gems Hub Before and After School Club will run from 7.30am, Monday to Friday, term time only) until the start of the school day and again at the end of the school day to 6 pm. A member of Gems Hub will escort the children to their classroom safely. At the end of the day a member of school staff will take the children to the school hall where they will be handed over to Gems Hub Staff. Children MUST be collected no later than 6 pm. Parents will need to sign their child out when collecting. Any parents collecting their children after this time will incur additional costs. **The club closes at 6pm, late collection will incur a £10.00 fee which will go towards the members of staff who will be waiting with your child.**

Cost

Sessions are charged as follows:

Before School Club –

7.30 am – school opening £6.50 (Including Breakfast)

After School

School Pick up – 4pm (pick up anytime up to 4pm) - £5.50 (no snack)

School Pick up – 5pm (pick up anytime up to 5pm) - £10.00 (including snack)

School Pick up – 6pm £13.50 (pick up anytime up to 6pm) (including snack)

Fees are calculated by sessions only, for example if your child requires pick up from school till 4.15, you will still be charged the full session cost of £10.00 (up to 5pm)

Please note we operate Term Time only and due to staffing these dates may differ slightly to Thurlaston Primary School, details will be given to parents.

Please note that any missed sessions and illnesses will still be charged and no refunds given.

(Days may be changed at the manager's discretion subject to notice and availability)

A registration fee of £5.00 is payable on registration to cover administration.

Staffing

As per the Safer Recruitment policy, all staff working at Gems Hub are subject to an enhanced DBS check and will adhere to the safeguarding, health and safety, behaviour and first aid policies. (copy's available on site)

Drop off/Collection

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

The parent/carer must advise Gems Hub if a different person will be picking up their child/ren via the club mobile. If a child has not been collected by 6 pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

As pupils may be collected at varying times of the session, parents may gain access to site using the newly installed gate to the left of the building (via school carpark), a ring doorbell will contact Gems Hub, where access can be granted.

Behaviour

The expectations of behaviour are the same as during the school day. Persistent unacceptable behaviour will be reported to the Senior Management and a plan devised to move forwards. Gems Hub staff will inform parents of any areas of concern.

First Aid

Gems Hub first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell whilst at Gems Hub will be contacted immediately. If a child is sent home during the school hours, the school office will inform Gems Hub of their absence.

Safeguarding