



DEANWOOD DUCKLINGS & EXTENDED SERVICES

Long Catlis Road, Parkwood, Gillingham, Kent ME8 9TX

Tel: 01634 231531

PROCEDURES FOR JOINING EXTENDED SERVICES

A registration form is completed at the time of joining and parents are given the welcome pack.

Bookings

Booking form to be completed and returned to the school office or to a member of staff at Extended Services along with payment. All bookings may be made by telephone/ text on the Extended Services mobile 07821 643519.

Cancellations

If you have booked a place and don't use it you will still be charged for that place, unless at least 24 hours' notice is given.

Payment

Payment is due at the time of booking. Payment can be handed into the school office or to a member of staff at Extended Services. You can pay by either cash, cheque (made payable to Deanwood Ducklings) child care vouchers or bank transfer. Receipts are available on request.

Medication

Can only be administered with written authority from the parent/guardian, all medication is kept in the lockable medical cabinet.

Illness

If your child is ill whilst at Extended Services, we will ensure that you are contacted as soon as possible. Collection of children from Extended Services will only be allowed by a named person/s on the registration form, however you can use a password system for somebody else to collect your child/ children.

When a child is late being picked up from Extended Services:

- ◆ Extended Services staff will contact the parents on their relevant telephone numbers (if they haven't already contacted us).
- ◆ Contact the second named person on the registration form to arrange collection of the child.
- ◆ Extended Services staff will remain with the child in the Extended Services building for 1 hour and then social services will be contacted.
- ◆ Extended Services will charge a Late Collection Fee after 6pm of £1 per minute, per child.

Please let us know if there are any unusual circumstances at home which may affect your child emotionally.

I would like to inform you that should the supervisor have any cause for concern regarding a child in her care, (under Child Protection procedures), she may have to report this concern to the appropriate member of staff and authorities.



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Extended Services has policies on:

Parental Involvement, Lost or Late procedures, Behaviour Management, Child Protection, Confidentiality, Safety, Complaints Procedures, Health and Hygiene, Equal Opportunities Policy, Whistle Blowing, Accident Policy and Procedures, Sun Protection Policy, Positive Handling, Intimate Care Policy, Smoking Drugs & Alcohol Policy, Acceptable use of Mobile Phones and Cameras, Equipment and Resources Policy, Social Networking Policy.

Extended Services Rules

We Do

Respect each other, help each other, listen, share, have fun and play.

We Do Not

Climb on tables and chairs, damage equipment, shout, swear or bully, fight with each other, or be rude to adults.

Extended Services welcomes and encourages parents to share their views, opinions and suggestions. A suggestion/comments box is located by the entrance to the Extended Services.

I have read and agree to abide with the above conditions.

Name of child.....

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Signature of Parent/Guardians