



Parent Handbook

Contact details:

Telephone 7.30-9am / 3.15-6.15 **07565 991007**

9am-3.15 **01522 702669**

Email: saxilbykidsclub@saxilby.lincs.sch.uk

Website: www.saxilby.lincs.sch.uk



Introduction

Welcome to Saxilby Kids Club.

We offer wrap around care, before and after the school day. We are a big part of Saxilby School and come under the governance and running of the school as a whole.

We are an inclusive setting, having a wide variety of quality resources which suit the needs of all children in a comfortable and welcoming environment. We make use of our natural surroundings; going for walks and visits to libraries as well as parks all with your agreement. We also take our resources outdoors, play team games, have picnics and play in the school playgrounds and fields.

Meet the staff

Kids Club Leaders

Sam Ward
(on Maternity Leave)



Jenny Baker
(Maternity Cover)



Kids Club Assistants

Melissa



Carrie



Becky



Opening Hours

Breakfast Club opens at 7.45 am. and runs until school starts, when we make sure the children are delivered safely to their classes. We take last orders for breakfast at 8.15 am. After school we are open until 6.00 pm, though you are welcome to collect before then. We do not operate an hourly rate and sessions run alongside school term times. Additional late charges will be made for pickups after 6 pm.

Saxilby Kids Club Aims and Objectives

- To ensure the highest quality care, learning and development.
- To ensure a safe and happy environment.
- To build a special school family that supports children and families with the demands of busy lives

For Children

- To meet individual needs
- To listen to the children and maintain a child-centred provision.
- To provide and maintain a safe, happy and healthy environment.
- To promote the development of positive self-image.
- To respect all children as individuals.
- To encourage curiosity and enthusiasm by providing engaging experiences and opportunities for learning

For Parents

- To develop caring, respectful, professional relationships with the children and their families.
- To provide a flexibility of service where possible.
- To guarantee reliability of service.
- To develop caring, respectful, professional relationships with the children and their families.

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- Full supervision will be assured at all times. Kids Club ratios will not exceed the statutory guidelines.
 - We will ensure the club is staffed with well qualified, kind hearted professionals
 - There will be a balance of adult led and child-initiated activities. Children will have the opportunity to select activities and choose levels of participation. There will be a respectable freedom as we fully respect that this is the child's 'down' time and NOT an extension of the school day. We will aim to enhance the experience while at the club for those who wish to take part.
 - We will continually evaluate and develop our service. We will always listen to the views of children and families in the short-, medium- and long-term planning of the club.

Policies and Procedures

We will continue to apply all the school's policies and procedures at the club.

Food and Drink

We adhere to the school food standards, which were introduced to limit the amount of fat, saturated fat, sugar and salt that children consume. Breakfast consists of juice or milk, cereals, toast, yoghurts etc. We will provide the children with a nutritious snack/fruit and drink after school.

There will always be water available for the children throughout the session. We will take into consideration cultural, religious and other dietary requirements when preparing food, and by working in close partnership with parent/carers we will ensure that we meet your child's particular needs.

If you do need to bring specialist food items into the setting, please let us know. Unless there are specific dietary requirements this will not be permitted. Please talk to us if you need further information

Remember to inform us of any dietary issues we need to be aware of, these may change after you have completed your registration forms!

About our Club

The Practitioners plan activities according to the interests of children, and their developmental needs, identified through observation and consultation, and contributions from home. The environment supports this with appropriate resources and activities, both indoors and out, with practitioners recognising the opportunities and potential for learning and having fun at the setting, providing adult led activities, with themes and topics relevant to them being planned, in addition to free play choices.

Medicine and Illness

If your child needs medication while at the club, we will need a consent form completed before we can do this.

In the case of a child becoming unwell, parents/ carers will be contacted. We appreciate it will take time for you to reach the setting, during which time we will care for and keep them comfortable until your arrival. In the case of minor incidents i.e., headaches, colds etc. we would not telephone you, but inform you of their condition on collection.

Any infectious illness your child develops must be reported to the Kids Club Leader. A list of these is available, always check with us if you are not sure.

Complaints

We are committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending and we hope and expect that you and your child are very happy with the care you receive.

We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns. Please come and talk to us in the first instance if you have any issues you think we should know about, our full complaints procedure can be found on the school website in the policies section.

Admissions

Only children attending Saxilby C of E Primary School are eligible to attend Club and all places are subject to availability. The registration process must be completed prior to the child's commencement at the club. The Governing Body of the school is responsible for the admissions to the Kids Club. Parents do not have a statutory right to appeal to an independent panel in relation to Club admissions so it is essential that all admission decisions can be justified by reference to the criteria outlined in this policy. Places are allocated on a first come, first served basis. If required, the school will hold a waiting list of applicants that have been unsuccessful. These will be listed in rank order of application date. Should places become available during term time then places will be offered in accordance with the child's position on the waiting list. In the event of a tie break the selection will be by open draw.

FEES

Our charges are as follows

Breakfast Club £4.50 **After School £7.70**

There is a discount for siblings as follows:

Breakfast Club 0.50p discount **After School £1.00 discount**

We also offer a further 5% where you attend full time, i.e., all week before and after school.

Late Charges: We understand that there can be emergencies which lead to pick-up after 6.00 pm. Please notify the leaders if you are in this situation.

Following one late pick up, subsequent late pick ups will be charged at the late pick up rate of:

Between 6pm-6.05pm - £1 per child

Between 6.05pm – 6.15pm - £3 per child

After 6.15pm - £1 per min after 6.15pm per child

Fees are payable for every session booked. If for any reason, i.e., illness, a session is cancelled, the place must still be paid for. Sessions are paid in advance monthly. A monthly invoice will be issued for all places booked.

If you require an additional session at short notice, we will do our best to accommodate this. Please contact the club leader to discuss this. The charge for this will be added to the following invoice.

Procedures for payment of fees

- Invoices will be issued in accordance with the payment schedule, this will be provided at the start of each school year.
- Paper invoices will be handed out at the beginning of every month. Invoices should be paid by the due date stated on the statement. Please ensure you check your statement monthly and notify the Kids Club Leader as soon as possible should you have any queries.
- You will then receive a payment option via Parentmail where you can make your payment. This is the preferred non-voucher payment method and would appreciate it greatly if this could be used where possible. Payment can also be made by Childcare vouchers.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.
- **Four weeks' notice must be given in writing to reduce the number of sessions your child attends at the club.**
- **Four weeks' notice must be given in writing to resign your child's place.**

Missing & Uncollected Children Policy

We must be informed of any absences where a child has been booked in and does not attend.

This is particularly important where a child is coming to us at Kids Club straight from school. If we are expecting them and they do not turn up, we need to find out quickly where they are. This can lead to ratios being compromised if one member of staff has to leave the room and uncertainty of the child's safety.

Please also remember to let us know if your child will be attending any clubs at school, or will be absent/late back on school visits.

We will never leave a child's whereabouts unclear.

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.05pm 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 30mins, the police and Social Services will be informed.

Drop off and Collections

Parents/Carers must bring their child directly to Kids Club, via the main entrance of the school and press the doorbell where your child will be collected by a member of staff.

We ask that you collect your child promptly at the end of the session. Collection is via the main entrance and pressing the doorbell to alert a member of staff. If you think you may be late, please call us to let us know if at all possible. If you are late, the Kids Club Leader will try to contact you using the contact details on file. Late charges will be applied for late pickups.

Late Pickup Charges

Between 6 pm-6.05 pm - £1 per child

Between 6.05 pm – 6.15 pm - £3 per child

After 6.15 pm - £1 per min after 6.15 pm per child

These charges will be accumulative, for example a late pick up at 6.19pm will incur a late charge of £1+£3+£4 per child.

Safeguarding

In accordance with our registration policy all children will be signed in/out, with the time of arrival and departure, noting the person who brings them and collects them from the setting by a member of Kids Club staff. The club recognises the importance of ensuring the children's health, happiness and safety. We carry out risk assessments, listen to the information you provide for care routines or personal requirements and role model positive behaviour. We promote healthy outcomes and good hygiene practices and provide our care in a safe and appropriate environment. Any carer who is concerned about the safety and wellbeing of a child has a duty to report it. The school's Safeguarding and Child protection policies will apply to the time the children spend at the Club. Mrs Stratton is the Designated Safeguarding Lead. The staff at Kids Club are all trained in Children protection and Safeguarding.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Agreed club rewards.
- Informing parents about individual achievements.
- Shine awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, friendly warnings will be given then, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour where appropriate.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Summary

You are welcome to visit us at any time, enabling you to observe a routine session. It is better to contact us beforehand by email, to enable us to have an extra member of staff available to talk to you, so ratios aren't compromised. We can also arrange an induction visit for your child if you would like one before they start.

If you require a place for your child, please remember to complete all relevant consent forms, paying particular attention to collection details.

Once your child is registered, their place is secured until we receive notice that you wish to cancel it, or is terminated due to breaches of terms and conditions/policies. You do not need to re-register termly; however, we must always be informed of changes to circumstances.

Please do not hesitate to contact us if you require any additional information or if there were any other issues you would like to discuss with us.

For initial enquiry, please email the Kids Club Leader (saxilbykidsclub@saxilby.lincs.sch.uk) to discuss your requirements and then registration forms will be sent to you via Parentmail. Once you have completed the forms, your child will be ready to attend.

Thank you for taking the time to read our brochure and considering us for the responsibility of caring for your child.