

# Abbey Academies Trust



Every Child Matters

## **PARENT/CARER HANDBOOK**

For

### **Bourne Elsea Park Kids' Club**

<b>September 2016</b>	<b>September 2019</b>	<b>September 2022</b>
<b>September 2017</b>	<b>June 2020</b>	<b>September 2023</b>
<b>September 2018</b>	<b>September 2021</b>	

Every Child Matters within a loving and caring Christian environment

As a RRS (Rights Respecting School – UNICEF) this policy upholds the following articles from the UNCRC (United Nations Convention on the Rights of the Child):

Article 2: Everyone has equal rights whatever their race, religion, ability, whatever they think or say or whatever their family

Article 15: Every child has the right to meet with other children and to join groups and organisations

Article 29: Every child has the right to be the best they can

### **Parent Information**

This booklet is intended to give you a comprehensive overview of the extended provision we offer. Please read it carefully as there are some important details about the club.

Mrs Johann Clarke, the Kids' Club Leader, can be contacted on the following:

**Bourne Elsea Park Church of England Primary Academy - 07935 322320**

[BEP.kidsclub@abbeyacademies.co.uk](mailto:BEP.kidsclub@abbeyacademies.co.uk)

Bourne Elsea Park Kids' Club offers childcare for 4-11-year-olds before and after school, and during the Easter and summer holidays. Childcare may also be offered during part of the Christmas holidays and half terms if demand is sufficient.

#### Term time

Monday-Friday 7:30am-8:55am and 3:15pm-6:00pm

#### Holidays

*Please note that Holiday Club will be based at Bourne Abbey.*

Details of Kids' Club operating during school holidays will be communicated with parents/carers during the school year.

### **Our Aims and Objectives**

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can."

John Wesley

We aim to:

- Provide outstanding childcare before and after school
- Provide stimulating, engaging and social play activities which are child initiated. These activities will be carried out in a safe, creative and secure environment where children can flourish
- Maintain positive and trusting relationships with children, play workers and parents/carers encouraging children to communicate effectively whilst respecting the feelings, beliefs and values of others
- Celebrate our Christian values
- Provide opportunities for children to develop socially, emotionally, physically, intellectually, creatively and socially
- Celebrate achievements and effort

These will be achieved by:

- Having experienced and trained staff
- Operating both indoors and outdoors; with toys and play activities to promote each area of child development
- Praising and recognising positive behaviour
- Working in partnership with parents/carers and the school

## **Routine during term time**

### **Morning**

Breakfast Club is held in the Hall. Breakfast is served in the hall from 7.50-8.25am, offering all children a nutritious breakfast. During the morning session all children are welcome to begin their school day with free play. Activities range from drawing/colouring, building with construction, playing with small world, challenging a friend to a board game or relaxing on a bean bag with a book.

Around 8.35am each morning the children are encouraged to help tidy away the toys, before lining up to be taken to their classrooms at 8.50am by a member of staff.

### **Afternoon**

A member of staff collects each child attending Kids Club from their classroom. **(If your child is not attending Kids' Club, for any reason, it is important that you let the Club know for safeguarding reasons).**

Every evening Kids' Club is held in the Hall, and it is set out with a range of different toys and play equipment to suit the age range and interests of the children and to promote the areas of development. For example, each night there is an art/craft activity, construction, role play and mark-making. Those children who wish to complete any homework are welcome to and children are also welcome to take toys outdoors and use any outdoor equipment available, when the weather is appropriate.

## **Collection from Kids' Club**

Access into Kids' Club can be gained by ringing the Kids' Club doorbell, located inside the main reception area and a member of staff will let you in. On collection of your child, a staff member will sign them out on the appropriate register. Please inform Kids' Club if someone different is collecting your child.

### **Late pick up**

Please ensure that your child is collected punctually, by 6.00pm. If there are unforeseen circumstances which mean you may be late, please ensure you contact Kids' Club. A late payment charge of £5.00 for every 15 minutes (or part of 15 minutes) late will be incurred. Persistent lateness may result in Kids' Club terminating your child's place.

## **Transition into Kids' Club**

We work in partnership with the school and parents/carers not only when a new child joins us but throughout their time at Kids' Club, to ensure every child has their needs met.

## **Policies and procedures**

Kids' Club operates under the school's policies and procedures. Copies of these can be found on the school website. Hard copies are available on request.

### **Admissions Policy**

The age of admittance at Kids' Club meets the needs of children in primary school. Once an actual start date has been confirmed, fees will be paid in advance. Fees are non-refundable. Holidays must be booked in advance to allow for fees to be adjusted accordingly.

Places will be available on a first come first served basis. When a vacancy arises, the child who has been on the list the longest will be offered the place irrespective of their personal details (e.g. gender or ethnic origins). However, priority will be given as follows

- Children of working parents/carers who require full time after school care
- Part time places for brothers and sisters of existing members of the Club
- Occasional recreational use of the Club

**Parents/carers must complete a registration form before their child may attend Kids' Club.**

Places will be reserved for children while on holiday providing 2 weeks prior notice has been given. If illness results in any child being unable to attend, the place will be kept open for 15 days providing parents/carers have notified the Club.

### **Food preparation and healthy eating**

All play workers have a responsibility to comply with regulations relating to food safety and hygiene and those staff members in charge of snack will hold a current food hygiene certificate and food allergy certificate. Fridge temperatures are taken and recorded daily during Breakfast and Kids' Club and when Holiday Club is operating.

Fresh drinking water will be on offer for the children to help themselves to throughout the session. A weekly snack menu for after school club is displayed at the Club along with the breakfast menu. Any specific dietary requirements of the children will be adhered to e.g. vegetarian/allergies. These should be declared on the child's registration form.

### **Behaviour Policy**

We encourage self-discipline in the children and support them in developing consideration for each other, their surroundings and property, by praising them and acknowledging their positive actions and attitudes. We aim to meet the personal, social and emotional needs of children by providing clear, consistent and developmentally appropriate expectations for behaviour.

We acknowledge that there are times when issues surrounding behaviour will need to be managed and we will follow the behaviour management policy in order to do that:

1. **Initial stage** – The Club Leader will discuss the issue with the child and the reason for it being unacceptable. 3 verbal requests for a change in behaviour will be made.
2. **Second stage** – The Club Leader and Mr Bellamy, Executive Headteacher, or Mr Whiteway, Deputy Headteacher, will be called to discuss and implement rewards and sanctions, informing parents/carers. If no improvement is shown parents/carers will be invited to discuss the behaviour and further steps to be taken.
3. **Final stage** - If, after parent/carer involvement, there is still no change in behaviour, the child may be suspended/excluded from Kids' Club for an appropriate period.

**Mr Bellamy/Mr Whiteway will liaise with Kids' Club staff and Bourne Elsea Park staff to ensure appropriate action is taken.**

## **Safeguarding Policy**

Our safeguarding policy is available on the school website. Every child's welfare is paramount to our Kids' Club and all members of staff have completed child protection training.

## **Special Educational Needs and disabilities**

Kids' Club recognises that all children have a right to play and that those with special needs may require support in order to participate fully.

In order to achieve this, we aim to foster an environment where children with disabilities are:

- Fully accepted and integrated
- Encouraged and enabled to be as independent as possible
- Respected when care is of a private nature

Before a child with additional needs begins at Kids' Club, a planning meeting will be held with the relevant staff members from school, Kids' Club and parents/carers to discuss the child's individual needs and identify if Kids' Club is able to appropriately meet the needs of that child.

At this meeting the following points will be considered:

- The needs of the child - medical, mental health, social and emotional, cognitions and learning and communication
- Access to the environment and activities
- Staffing levels
- Training
- Resources and equipment
- Identification of a need for an Intimate Care/Health Care plan
- The overall capacity of the Kids' Club setting to adequately provide the level of care required

The needs of the child remain the primary concern and a decision will be made at this meeting to confirm if Kids' Club is the appropriate setting to provide before and after school care.

On some occasions, children's additional needs may become apparent once they have joined Kids' Club as the children develop and grow. In instances such as this, it may be necessary to hold a planning meeting with relevant staff members from school, Kids' Club and parents/carers to discuss the child's individual needs and identify if Kids' Club is able to continue to appropriately meet the needs of the child. At the planning meeting, the same points as above will be discussed. If Kids' Club is unable to appropriately meet the needs of the child then it may be decided that Kids' Club can no longer provide before and after school care. A review date will be arranged at this time.

## **Fees**

### **Breakfast Club**

£5.00

### **Kids' Club**

£10.00

## **Holidays**

Details of Kids' Club operating in the school holidays will be shared with parents/carers throughout the year.

### **Medication**

Before a Kids' Club play worker can administer any medication, a medication consent form must be filled in appropriately, signed and handed in to the Kids' Club leader or deputy. It is the responsibility of the parent/carer to provide all medicines and to ensure there is sufficient for the duration of care. The medication being given must be in the original packaging that it was dispensed in, not decanted into any other container. The label on the medication should have the following information:

- Child's name.
- Name of medication and strength.
- Dosage of medication.
- Frequency of dose in 24 hrs.
- Date of dispensing or date of alteration.

Any children with asthma will have access to their medication at all times.

### **Illness**

If your child becomes ill whilst at Kids' Club, the Kids' Club Leader will contact you immediately to advise you of the situation. It is essential therefore that the Club has up to date information and a named contact on your registration form.

### **Sun Awareness Policy**

Keeping sun safe is very important during the summer months. We supply Kids' Club hats for those children who do not have a sun hat, but we encourage parents/carers to supply their children with sun cream. Letters are sent out as a reminder and the same process applies during holiday clubs. Fresh drinking water is unlimited.

### **Equality**

The aims of the Kids' Club are to:

- Ensure that all children are welcomed to the Club and given the care they are entitled to
- Create positive awareness that everyone is valued as an individual
- Raise self-esteem in all children
- Ensure that the ethos and atmosphere of the Club fosters the respect that is offered to all children, irrespective of culture, gender, age or ability

Discriminatory language or behaviour is unacceptable and will not be tolerated.

Play workers should be aware of and sensitive to, the many beliefs and customs practised by the cultural groups that may be represented at the Club. A copy of the Equality Policy is available on the school website.

### **Reporting accidents**

A qualified first aider will always be on duty and first aid will be given. Any accident within Kids' Club will be recorded, noting the time, date and location of the injury, the member of staff who responded and treated the injury, any possible witnesses and the action taken, or treatment administered. All of this is recorded on the accident slip, with a copy given to the parent/carer.

### **Concerns and suggestions**

Any suggestion or concern that a parent/carer may have about Kids' Club is welcomed and encouraged. It should be raised with the Leader, who take appropriate follow-up action.