

## 1. INTRODUCTION

The Cabin Out Of School and Breakfast Clubs were set up in the response to a growing demand from working parents for secure and stimulating childcare at an affordable price. The club is run by qualified Play Workers and managed by a working committee who decide, along with the manager and out of school club co-ordinator, policies for the clubs.

## 2. BOOKING POLICY

Places at the clubs are limited by the size of the building and the ratio of children to play workers (8:1). It is important to reserve a place for your children in advance of when you would like them to start. If the clubs are full, a waiting list will be drawn up and you will be notified of the next available space.

Bookings should be made in advance, in writing or on a booking form (available from the manager/co-ordinator) for the year or holiday period. Each year, term time bookings will continue until notified of any changes. For each holiday period a new booking should be made.

**We ask for one months' notice when you want your children to leave the club.**

All booked sessions will be charged for. Fees will not be waived for absence through sickness, holiday or any other reason.

If your child cannot attend, please let the manager/co-ordinator know before the start of the session.

## 3. REGISTRATION

We need some basic information about your children to ensure we provide them with an appropriate service. Please complete a registration form and return it to the manager. We are required to keep this information by the Children's Act 1989.

## 4. CLUB HOURS

**Breakfast Club:** Monday to Friday 7:30 – 8:50am

**Out of School Club:** Monday to Friday 3:30 – 6:00pm prompt

**Holiday Club:** Monday to Thursday 7:30am – 6:00pm prompt  
(dependent on numbers)

**Children are required to bring their own packed lunch for the day.**

The hours we can open are regulated by our insurance policy and children are not insured after 6:00pm. Parents will be charged £5.00 for each 15 minutes (or part thereof) if collecting their child after 6:00pm. Any parent who persistently fails to collect their child on time may incur further charges and will be asked to leave the club.

**Note: Please see our policy on "Uncollected Children" for further information.**

## 5. PRICING POLICY

We aim to offer a cost effective child care facility. We try to obtain grants from a wide range of sources to subsidise the cost of out of school care, but as grants become increasingly difficult to obtain we may have to increase the rates from time to time. We continue to be a non-profit making organisation and only charge enough to cover our costs. Prices are kept under constant review. Parents are invoiced termly, and asked to pay by the end of the month.

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|--------------------------------|--|
| Breakfast Club (per child)     | £5.00  |
| Out of School Club (per child) | £8.00  |
| Holiday Club (per child)       | £24.00 Full day<br>£15.00 Half day (7.30 – 1 or 1 - 6) |

## 6. ARRIVALS/DEPARTURES

The clubs will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session. It is the responsibility of the club co-ordinator to ensure that an accurate record is kept of all children in the club and that any arrival or departure to and from the premises is recorded in the register. This process will be supplemented by regular head counts during the session.

On arrival to Breakfast and Holiday Club, you must sign your child in and record the time. The child will be signed out after Breakfast Club by a member of staff once departing for school. On departure from After School and Holiday Club, you must sign your child out and record the time of collection. If your child is to be collected by someone other than the parent/carer they must be one of those named on the registration form.

**Please notify us if a nominated person will be collecting your child.**

## 7. ACTIVITIES

We aim to provide a wide range of activities/themes to suit the range of ages and abilities. Regular planning meetings are held to discuss a suitable programme for the children.

Activities include:

Art and Craft: Painting, collage, modelling, Clay and music

Games: Board games, co-operative games and quiet games

Sport: Indoor and outdoor activities including scooters, football and a parachute

Construction: Lego, KNEX and other building blocks

Books: A range of books for quiet reading and stories

Culture: Themes will reflect all cultures where possible to increase the children's awareness of the wider world and environment.

Television: Occasionally DVD's are shown during term time/holiday periods and the children are encouraged to bring any DVD's which reflect the theme for the session. A computer and Wii console are also available.

We are always on the lookout for new toys and have a limited budget to make purchases. We can provide a more stimulating environment if parents are willing to donate outgrown toys or books. All contributions are gratefully received.

## 8. BEHAVIOUR POLICY AND RULES

We aim to have as few rules as possible but some are necessary for the good of the majority.

We ask for you to discuss the following rules with your child before joining the club. All children are to abide by the rules below.

1. Attend the collection point promptly at the end of school
2. Behave sensibly whilst travelling to the clubs premises
3. Listen to playworker instructions at all times – no answering back
4. Help and show respect to other children, staff, premises and equipment
5. Never leave the club unless with parents or named collector
6. Stay within the agreed play areas
7. Run and play physical games within agreed areas
8. Never bully, bite, kick, spit, fight or use inappropriate language
9. Never discriminate against others or behave in a way which may harm or upset others
10. Always wash hands before eating and after using the toilet

The rules have been drawn up to encourage happy and safe play. If your child's behaviour gives cause for concern you will be told, verbally and with the evidence of a behaviour record form. If the behaviour persists (more than 3 incidents per term) then the parents/carers will be called in for a meeting to discuss the situation.

**There is a no smoking policy within the club.**

## 9. PLAYWORKERS' CONDUCT

All of the play workers hold a childcare qualification. They are expected to follow their training and these basic rules:

1. Welcome the children each day and jointly decide on the activities for the session
2. Actively encourage the children in their chosen activity
3. Mediate in disputes
4. Show sympathy and understanding of the children's needs

**In the event of a dispute:**

1. Inform the manager/supervisor in the first instance
2. Complete an Incident Report Form
3. Try and resolve the dispute, or come to happy medium

**In the event of an accident play workers should:**

1. Inform the manager/supervisor and first aider on duty
2. Treat minor injuries only if parent/guardians have completed a First Aid Consent Form, otherwise cover the wound with a clean dressing only.
3. Fill in the Accident Report Form

**Play workers should not:**

1. Physically punish or humiliate any child
2. Lose their temper or shout
3. Label or show favouritism towards any child
4. Use nicknames without permission

## **11. HEALTH AND SAFETY**

We aim to provide a safe environment for all children. Our Health and Safety policy is available by the entrance way. The equipment is regularly checked and maintained. We undertake daily assessments of risk and full risk assessments where all considered risks to health and safety of the children are reviewed and appropriate preventative action agreed. An accident book and incident book are kept in which we record all accidents/incidents, however minor they may appear, the parent/carer will be asked to sign a form each time an entry is made for your child. Fire drills are held termly to ensure all children are aware of the procedure, and details logged in the fire drill logbook. Please make yourself familiar with the fire exits, both front and rear door exits.

There is a first aid box, which is regularly checked and restocked, there is also a first aid box carried on outings or during outside play. There is a playworker trained in first aid present at each session.

### **Infectious Diseases**

Please do not send your child to the club if you know that they are suffering from infectious disease or sickness and diarrhoea. Times for exclusion are displayed in the hallway.

Play workers have been trained to maintain a high standard of hygiene and will endeavour to encourage good standards in your children.

## **Food**

The club has limited refrigerator space and therefore packed lunches are kept in a cupboard, you should consider this when deciding on the type of food you send. You may like to put a cooler block from the freezer in with the food. During the holiday club please only send 1 treat in your child's lunch. We recommend that you send a water bottle daily and ensure your child knows the importance of hydrating themselves, especially in the summer months.

Please let us know if your child has any known food allergies on his/hers registration form, so that we are aware of this.

The club will provide a light tea during term time. Example of menu include, pitta breads, wraps, sandwiches, bagels, toast, vegetables and a selection of fruit for pudding. During the holiday club we also offer a hot snack tea, including fish fingers, soup, beans on toast and spaghetti hoops.

## **First Aid**

We are unable to apply basic first aid such as treating minor wounds without your consent. Please complete, sign and return the First Aid Consent Form if you are happy for us to apply plasters and clean grazes without contacting you first. Without your consent we are only allowed to cover a wound. If your child has had an incident which has required first aid, an accident form will be completed for you to sign.

## **Administering Medication Form**

We are unable to administer any medication to your child without your consent. Please complete, sign and return the Administering Medication Form if you require us to administer any medication prescribed for your child. We will only administer medication which has been prescribed by a doctor for the child, showing the relevant prescription label, with the child's name, the dose to be given and how often.

## **12. SAFEGUARDING CHILDREN**

We work within the legal framework, and within the area Safeguarding Children guidelines.

We notify the registration authority, OFSTED, of any incident or accident and any changes in our arrangements, which affect the well-being of the children.

We have a procedure for contacting the local authority on Safeguarding Children issues. If a report is to be made to the authorities, we act within the area Safeguarding Children guidance in deciding whether we must inform the child's parents at the same time.

We acknowledge that abuse of children can take different forms, physical, emotional, sexual, and neglect. When children are suffering from such abuse, this may be demonstrated through changes in their behaviour or in their play. When such changes occur

the club will investigate. Investigation will be carried out with sensitivity, play workers will take care not to influence the outcome either through the way they speak to children or by asking questions. Where a child shows any symptoms of “failure to thrive” or neglect, we make appropriate referrals.

Any concerns regarding child abuse, please contact, Kirklees Council.

Duty and Advice

01484 414933

## **13. CONTINGENCY ARRANGEMENTS**

If a member of staff is taken ill during a session and has to be taken to doctor, hospital or home, the manager/supervisor and other members of staff will be contacted to attend the situation.

Should this occur and other members of staff are not available, numbers of incoming children will be managed to allow ratios to be achieved, and if necessary parents/carers, or emergency contacts, will be contacted by telephone to collect children and take them home.

## **14. BAD WEATHER**

Parents/Carers are advised to listen to RADIO LEEDS FM 92.4 between 7 and 9am. A message will be broadcast on the morning, if Shelley First School is closed. If the school is closed, the Breakfast and After School Club will also be closed.

## **15. EQUAL OPPORTUNITIES**

We aim to welcome all children and parents regardless of race, gender, ability, religion or culture.

We aim to provide:

1. Positive images of different races, religions and cultures
2. Positive roles in play and care
3. Facilities for all abilities
4. A wide range of play opportunities for girls and boys

We aim to challenge:

1. Racist or sexist comments
2. Bullying or name calling
3. Staff is recruited within an equal opportunity framework

## **16. DISCLAIMER**

This information provided in this pack was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this document or in any particular part of it before publication of the next issue. We will endeavour to keep parents/carers aware of any changes through our newsletters and on the notice boards.

A full copy of our policy and procedures is available on request.

We hope that your child enjoys their time at the club.

If you have any queries or if we can be of any help, please do not hesitate to contact the manager on 01484 600519.