



St. Mary's breakfast, after school and holiday club prospectus

Our Mission Statement

Superkids provides high quality, inclusive care that puts the needs and wellbeing of children first. Thus, enabling children to play, learn and develop freely in a supportive and stimulating out of school environment.

Superkids is an Ofsted registered Out of School Club based in St. Mary's Catholic school, for children aged 4 and 11 years old. The Club provides breakfast, after school and holiday clubs inside the main school hall. We offer activities for all children from educational games, dressing up and role play, table tennis, football table, construction, arts and crafts, home-corner and reading corner and outdoor activities such as football, basketball, sports, team games, hockey, racquet games, skipping, hoola hoops.

Superkids provides a warm and safe environment where children are happy and receive stimulation levels at their age and development. Children are supervised at all times by qualified and experienced staff.

Opening times and admissions

Superkids Breakfast Club is open from 07.30am to 9.00am and the After School Club is open from 15:15- 18:00 Monday to Friday throughout the school term, excluding bank holidays and inset days. Opening times are reviewed annually. Admissions will be based on a first come first served basis. We welcome parents who wish to view the club. An appointment can be made by contacting the club on

Partnership with parents

Your needs are important too. You are informed of club activities and information on our parent noticeboard. Superkids also issues periodic newsletters and welcomes your feedback and comments on all aspects of the Club. We are always happy to receive your suggestions and ideas. We will issue an annual survey to obtain your feedback on the club so that we can improve the service we offer you and your child. Our policies and procedures are available at the club and on Superkids website for you to view.

Children in Early Years and older children who require additional support during the session are allocated a member of staff as their keyperson who will observe and record progress, developments and achievements and will assist them to overcome any challenges. Their keyperson will discuss progress with you at intervals or more frequently if the need arises. Superkids will also offer you the opportunity to attend an open evening to discuss your child's progress. You can request to see your child's information at any time.

Partnership with children

Children are involved in Superkids decision making as much as possible by producing a list of Club rules for behaviour, play and activities. Children are encouraged to share their ideas and to make suggestions on improving the Club through our children's board / suggestions folder. The team will always make time to listen to and talk with your child.

Food and nutrition

Superkids After School club will provide a nutritious snack for children, for example: chicken wraps, pasta, pitta with hummus, sandwiches / rolls, curry, with fruit and vegetables with fresh water daily and treats in moderation. Vegetarian, vegan, halal, gluten or dairy free alternatives are available. Snacks will vary each day to ensure your child is offered and can experience a wider range of foods. Foods from different cultures will feature on the snack menu, especially around the time of festivals and as a means of raising awareness of different cultures. Children's independence is encouraged by "self-serving" at snack time.

Children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. Please notify us if your child has any special dietary requirements or allergies and we will accommodate their dietary needs. The cost of snacks is included in the clubs' fees.

Breakfast club

The Breakfast Club opens at 7.30am each morning in the main hall, enabling parents to drop-off their children on the way to work or college. The club provides a breakfast of wholegrain and multigrain cereals, toast, fruit and yogurt with water or milk for the children before escorting them to class. Children should arrive before 8.15am to enable sufficient time for breakfast before the school day starts. Last drop off is at 8:25am. The morning includes indoor activities and group games before school.

After school club

From 3.15pm-6pm. Our daily activities vary every day, so children can experience a wide range of play activities to stimulate their learning and development. Outdoor activities are run by our qualified sports coach to support children's health and physical wellbeing. A snack is provided around 3.30pm daily which includes fresh fruit and vegetables and drinking water.

Ad hoc bookings

Information you should know about Ad hoc Bookings:

- You can make an ad hoc booking by texting the Superkids team directly on 07787 734 432.
- Ad hoc bookings can be cancelled without charge up to 48hours before the ad hoc session date.
- Within 48hours of the session, any cancellations remain payable.

Ad hoc booking rate will cost £1 more per the standard set day's rate.

Due to the flexibility of ad hoc bookings, they are not invoiced in advance. The monthly invoice runs take place after the 20th of each month and any ad hoc bookings that have occurred since the last invoice run appear on that invoice. Ad hoc bookings are payable by the Friday on the same week of the ad hoc session. Availability for ad hoc bookings is subject to availability and therefore not guaranteed.

Fees – (From September 2024)

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| Breakfast club sessions: Daily: £6.40 (per session) Ad hoc: £7.40 (per session) | After school club sessions: Daily: £14.25 (per session) Ad hoc: £15.25 (per session) |
| Holiday playscheme: £34.00 per day, if booked and paid 48hrs before first playscheme date £36.00 per day, if booked or paid after this date Some trips may have an admission fee. | Multi sports holiday club: (Year 1 to Year 6 only) £32.50 – Full day 7:30 to 6pm £29.50 – 7:30 to 3:30 or 9:30 to 6pm £26.50 – School hours 9:30 to 3:30 |

Two weeks deposit will be added to your first month's invoice. Deposits will be refunded when your child leaves the Superkids subject to 4 weeks' notice of four weeks in writing/e-mail and account status.

Superkids accept a Gov Tax-Free voucher and a wide range voucher scheme.

Fees are payable monthly in advance on the first day of each month. A late fee will be applied to payments received after the 10th of the month. Payment can be made by online banking, childcare vouchers, or cheques (made payable to *Superkids Club Ltd*). Cash or Cheque payments cannot be accepted on site.

Late collection of your child after the published closing time of the club will result in a late collection charge of £1.00 per minute. This fee is to act as a deterrent. Recurrent collections after the published closing time may result in the withdrawal of your child's place at Superkids.

Session fees during absence, sickness or personal holidays taken during term time or on booked days at the Holiday Club remain payable. Admission charges for any pre-booked activities on that day will also remain payable.

Fees will be reviewed annually, and parents will be informed a month in advance of any changes. Please provide four weeks' written notice should you wish to withdraw your child from the club. You may be eligible for Universal Credits to assist with childcare fees. Further information and an online calculator can be obtained from Gov.uk website and could be worth up to 85% of childcare fees.

Holiday club

Superkids operate a Holiday Club in the school during Easter, summer and half-term holidays (February, May and October). We are closed during the Christmas period. Holiday club offers varied activities and outdoor trips. Breakfast and afternoon snacks are provided in the cost Children are required to bring their own packed lunch and refillable water bottle. Payment is required in advance to secure your booking for the holiday club. Some activities have an admission charge which is pre-booked/paid in advance. This remains payable if your child does not attend on the day. Refunds cannot be given for absence, sickness and cancellations cannot be accepted once the holiday club commences. On off-site trip days, all staff and children on that day must attend. We cannot offer a facility to remain at the club with individual children during the trip.

Collection and absence

Children can only be collected by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection. We must also have permission from the parent/guardian. The person collecting the child will require identification or password.

If your child is going to be absent from Superkids, please notify us by midday. Session fees remain during absence & sickness during term time or at the holiday club. Pre-booked activities also remain payable.

Injuries, incidents and sickness

Any injuries or incidents involving your child will be recorded in our injury / incident register. You will be asked to sign the written account informing you of the treatment administered or action taken. You will be offered a copy for your own records.

To reduce the spread of illness and infection we request that you do not bring your child to Superkids if he/she is unwell. Should your child become unwell whilst at Superkids a member of staff will contact you. You will be requested to collect your child only if necessary. Superkids will administer prescribed medicines at the discretion of the Manager. All medicines must be clearly labelled, and parents must complete a Medication Form stating that you are giving permission for Superkids to administer a specific dosage. Superkids require a set of medication for your child, separate to medication held by the school. Medication must not be left in your child's bag. Please note that children taking antibiotics should not attend Superkids club for at least the first 48 hours in case of allergic reaction. Please see our policy folder for more details.

Inclusion and diversity

Superkids operates an inclusion policy where we work towards eliminating discrimination based on gender, race, culture, religion, disability, age, marital status, and nationality. This will be achieved by promoting positive self-image, self-esteem, and anti-discriminatory practices, by respecting each other's diversity, languages, cultures, beliefs, and principles. Children's support and care requirements will be assessed individually and Superkids will work with parents and other relevant agencies to meet their needs but will also recognise the staffing ratios and training of staff to safeguard children. Superkids is committed to taking proactive steps to ensure that we provide a safe and caring environment that is free from discrimination, ensuring equality of opportunity and aiming to support children of all abilities or with additional needs. Superkids believes that children with disabilities or additional needs have a right to play, learn and be able to develop to their full potential alongside other children and as such will have access to the same facilities, activities and play opportunities as their peers with reasonable adjustments where necessary.

Staff

All staff are suitably qualified and experienced with Enhanced DBS checks. Staff participate in an ongoing training program ensuring that best practices are implemented at all times. The club is staffed at the following ratios of 1 adult to 15 children.

Contacting us when you have a concern:

Superkids aims to provide a high-quality service. However, when things do not go to plan the Club wants to correct the error. If a parent/carer has a complaint about the Club's activity, or the conduct of an individual member of staff, parents/carers are encouraged to speak directly to the Manager who will fully investigate the matter and respond in writing within 14 working days. The response will include recommendations to rectify the complaint and amendments to the Club's policies or procedures emerging from the investigation if required. Any complaints received by Superkids will be recorded in detail in a complaints file.

A parent/carer can, at any time, submit a complaint to Ofsted about any aspect of a registered childcare provision. Ofsted will consider and investigate all complaints received. Ofsted can be contacted on Tel: 0300 123 4666 or in writing to Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

Superkids contact details

Club details:

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| Club manager | 07787 734 432 |
| Club email | superkidsstmarys@gmail.com |
| Site address | St. Mary's Catholic School, Westgate Road, Beckenham, Kent, BR3 5DE |
| Ofsted reference | EY535574 |

Office information:

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| Business manager | Jessica | 07732 305 454 |
| Office email | | admin@superkidsclub.co.uk |
| Office address | | 39 Pickhurst Park, Bromley, Kent, BR2 0UE |
| Business registration | | Registered no. 8218092 |
| Director | Jo Murray | 07732 305 454 |

Website: www.superkidsclub.co.uk

Holiday club booking page: www.superkidsclub.co.uk/holiday-playscheme/activity-programme-and-booking-form