

St John's Kids' Club Policy

Stockwell Road

Knaresborough

North Yorkshire

HG5 0JN

Telephone 01423 869574

`Kids Club offers unique childcare in a fun friendly environment`

Partnerships with Parents

We consider parents and guardians as those who are most closely involved with the responsibility and upbringing of the children. When you register with us we will discuss and respect beliefs, family values and cultural background. You are welcome to talk to us about any concerns you may have.

Staff

The Kids' Club has a small team of dedicated staff, which is led by two qualified after school club leaders and a club assistant who are responsible for the day to day running of the club and the care of your children. Appropriate adult to child ratios ensure high standards of childcare are always maintained.

Opening Times

Our opening times before school are 7.30am till 9.00am, and after school 3.00pm till 6.00pm.

Admission

We welcome all children aged 4 to 11 years old. We never refuse admission on the grounds of race, gender, size, ability, disabilities, culture, language or family status. We comply with Ofsted standards and all current legislation.

Registration forms

All details are held securely and confidentially. On the form you will be asked for contact details for yourself and emergency contacts. Please ensure that we are updated with any changes to either of these.

Booking form

To ensure that your child has a place in Kids' Club, a booking form needs to be completed in at least 3 days in advance if possible.

Fees

Fees are £3.50 for a breakfast session, £4.00 for an after-school session to 4:00pm and £7.50 for an after-school session to 6:00p.m.

Payments are made via the schools ParentPay system. We ask that accounts are settled by the 10th day of each month. If you would like to know more about childcare vouchers please enquire at the school office.

Absences

Please inform us if your child is going to be absent from the club, by contacting us directly on our landline number 01423 869574. Credit will only be given if we have twenty-four hours notice or your child is not in school due to illness.

Arriving at the Club

We cannot accept responsibility for your children until a responsible person has brought them in to the club and 'handed them over to staff'. You will be asked to sign your child(ren) in.

Car Parking

The staff car parks are **not** to be used to either drop off your children or pick them up.

Special Needs

Every child is cared for as an individual and will have equal access to choose from the equipment and activities available. All children are respected, their potential recognised and nurtured. We encourage each child's identity to emerge and value and enjoy all that they bring to the setting in order to meet the needs of all children, we have access to and work with other professionals from outside agencies when required.

Behaviour

We provide clear and consistent boundaries of acceptable conduct, reinforcing all positive behaviour no matter how small. If your child repeatedly refuses to behave well their place will be withdrawn and you will be asked to remove them. We follow St John's school behaviour policy.

Bullying

We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem, and to apologise to the appropriate person. Children and parents are asked to inform staff of any incident which may make them feel uncomfortable or intimidated as soon as it happens. We realise that inappropriate behaviour may be the result of other influences and as such we will work with you and your child to overcome their difficulty.

Anti - Discriminatory Practice

We encourage children to think for themselves and are aware of how adults can influence children's thinking, feelings and behaviour. Children are respected and valued and their individuality and potentials recognised. We welcome children and their families for whom English is an additional language or who require assistance with verbal or written communication. Remarks spoken by adults or children which reinforce prejudice, directly or indirectly, will always be challenged.

Child Protection - Confidentiality is maintained at all times

The member of staff with designated responsibility for child protection is Mr A Hope.

Illness and Medicine

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under quiet observation. If their symptoms are more serious or become worse we will contact you immediately. All medication must be given to staff. Please complete a medication sheet before the first dose is needed to be administered at the club. This also includes medication which your child administers themselves e.g. inhalers.

Food

In the morning a healthy breakfast of fresh fruit, yoghurts, cereals, bagels, crumpets, toast, fruit juices will be provided. In the after school session a healthy afternoon snack and drink are offered each day when the children have been registered in to the club. When the children are eating with us we encourage good table manners. Drinking water and fruit are available at all times.

Activities

We provide a wide range of activities for the children to encourage all types of play. Resources are provided to reflect a balanced view of the world and an appreciation of the rich diversity of our society, provided through our anti – discriminatory framework.

We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year.

During the summer months, please ensure your child arrives in the morning with a good application of sunscreen, minimum factor of 30 SPF. If it needs to be reapplied please send the bottle in a plastic bag clearly labelled with your child's name. We will encourage children to apply it themselves. Please don't forget to send a sun hat!

Collecting from the club

When you collect your children from the club, you must sign them out in the register and enter the time you have collected them. Your registered security word must be used if anyone other than the people stated on your registration form comes to pick up your children. Children will not be allowed to leave the premises in the care of anyone under the age of eighteen without prior agreement.

Please note it is the policy of the club that parents and children are not allowed to return to classrooms under any circumstances to collect forgotten belongings.

Late pick up

Occasionally, due to circumstances beyond your control, you may not get back in time to collect your children. If this is before the club's closing time of 6.00pm we will add any additional fees to your invoice.

However if you have booked your child in until 6.00 pm and you, in exceptional circumstances, are held up you must ring the club as soon as possible. You will be charged £5 .00 per child for every 15 minutes you are late after 6.00pm. Please avoid this if at all possible.

Policy reviewed Nov 2015

St John's Kids' Club Registration Form

Stockwell Road

Knaresborough

North Yorkshire

HG5 0JN

Telephone 01423 869574

Full Name of Child.....Name used.....

Date of Birth..... Language spoken at home.....

Address.....

.....Post Code.....

Home Telephone number.....

Your work or mobile number.....

Any known allergies/ special care/ dietary needs/religious requirements?

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Full Name of Second Child.....Name used.....

Date of Birth.....

Any known allergies/ special care/ dietary needs/religious requirements?

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Emergency Contact names and telephone numbers. **Please ensure we are updated with any changes to these.**

First Contact

Name.....

Relationship.....

Telephone Number.....

Mobile Number.....

Second Contact

Name.....

Relationship.....

Telephone Number.....

Mobile Number.....

Please state the names of the people who will regularly be collecting your children.

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Please state a security word that may be used for identification if you are unable to collect your child.

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Our qualified First Aiders may have to administer treatment /emergency procedures to your children. Please delete any preparations you do not wish them to use.

Micropore tape/ Antiseptic Wipes/ Elastoplasts.

Please may we have your permission, in case of medical emergency, to involve the emergency services? We would always notify you of this occurrence

Permission for First Aid treatment/ procedures/ involvement of emergency services.

Yes/ No (Delete as required)

Doctor's Name.....

Practice Name.....

Address.....

.....Post Code.....

Telephone Number.....

We will be taking photos for display use and sometimes for inclusion in our newsletter. Please delete as appropriate to indicate your agreement.

I consent to my child being photographed Yes/No

I have read the guidelines and polices and agree to abide by these conditions.

Signed.....Date.....