



THE FLYING START FEDERATION

Extended Schools Childcare Policy

Flying Start Federation extended schools childcare services have been set up to provide pupils of all ages enrolled in the Parkham and Buckland Brewer school with a safe and fun place in which to spend time in a supportive and nurturing environment.

Our clubs will be informal and friendly, providing children with choices. Play and healthy lifestyle promotion, is at the heart of the clubs.

At Early Birds Club it is acknowledged that all children like to start the day differently: some children like to wake up slowly, others prefer to get on and play. The club provides quiet space (for reading, etc), a free play area, as well as more structured activities. An area will be provided for those pre-school children who do not yet feel ready to join in with the older children.

Our Aims:

- To provide a Club which supports working families by providing a safe healthy and useful environment for pupils from 8.00am to 9.00am on school days.
- To Safeguard children
- To enhance the community spirit embraced by the Federation and contribute towards community cohesion and the extended school role and to develop a partnership which involves parents in the life of the school;
- To impose no extra burden on the smooth running of the day.
- Offer all children and families equal access to the club, in line with the Federation Equality and Diversity Policy.
- Demonstrate a holistic approach to protect children's wellbeing in a nurturing environment, in the spirit of the 'Every Child Matters' agenda
- To enable children to socialise, listen and talk in a relaxed atmosphere and safe environment.
- Provide a fun and enjoyable experience to the children
- To represent good value for money

N.B. The clubs are not providing the same service as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange.

Staffing

- The ratio of staff to children is in line with Government recommendations. (1:8). One member of staff is employed to supervise this club, and there are additional staff on site but not directly involved with the club. Additional casual (non-contract) playworkers can be called upon if numbers increase.
- All staff and volunteers will be CRB checked and have had appropriate training.
- If a member of staff is absent, she must ring the Headteacher who will arrange cover



Safeguarding

- The staff supervisor will keep a list of all members of the clubs and a register of attendance will be taken daily. Parent will be asked to sign their children into the Early Birds club as they are dropped off to each session
- The Staff Supervisor retains the registers which are kept in a secure location.
- At the end of Early Birds Club the children are released to their classrooms under supervision
- Parents are asked to make sure that medical and emergency contact data held by the school is up to date and to keep the school informed of any change of emergency contacts.

Fire and Emergency procedures

- In case of an emergency where children have to be evacuated from the building, school evacuation procedures will be followed. (Exit in order through the nearest Fire Exit and muster at agreed safe point. The register must be taken and the children's names checked against the register to ensure they are present.)

First aid

- All Club staff hold a valid first aid certificate.
- If First Aid is administered, the treatment given is recorded in the School Accident book, a slip is given to the child if a minor head injury takes place and the slip given to the class teacher which follows the same procedure which the school has in place. The book and slips are kept in the confidential folders safe in the office

Policies and Procedures

- All Policies relating to the Federation will apply.
- The school's procedure on exclusion due to sickness & diarrhoea will apply.

Parental/Pupil Feedback

- The schools value parental and pupil opinions and will welcome feedback on how the club is run.
- Parents may come and speak to the Staff Supervisor to discuss matters pertaining to the Clubs but please be sensitive to their need to supervise the children.

Ground Rules

- Staff will be responsible for the care and management of children, treating them with respect at all times.
- There will be a staff to child ratio of 1:8. Other members of staff are on site from 8.30 am
- The club will comply with environmental health food safety standards.



Behaviour

- All children are expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
- In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

Booking and Fees

- Early Birds Club will be capped at a level of no more than 16 children in any one session.
- Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made a week in advance so that the staffing levels can be planned
- Due to this need we will be unable to offer a refund if a child does not attend and 7 days notice is not given.
- However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.
- The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies.
- In the event of closure a member of school staff will endeavour to contact individuals affected through the School APP and a message posted on the school website. Local radio stations will also broadcast school closures.
- For children using the service regularly full payment for the next week will be paid in advance on a Friday morning when the child arrives for club, the register for the following week will then be collated.
- **Children using the service on an occasional daily basis must pay on arrival**
- The published times of the Extended Services Clubs are absolute. The Governing Body reserves the right to refuse Extended Schools Club bookings from any parents / carers who contravene these times on three occasions in any one academic year.
- Early Birds Club is open for business for children of families and school staff of the Flying Start Federation

TABLE OF AGREED FEES

8.00 to 9 am £3

8.30 to 9.00am £1.50

- Please pay club fees promptly. If you have a problem paying the fees or your circumstances change, please talk to Administrator. All matters will be dealt with as quickly as possible and with discretion.
- The club reserves the right to exclude a child if fees are not paid and no information on circumstances pertaining to non-payment are received.
- Charges will be reviewed periodically to ensure the sustainability of the club.
- Parents and Carers are asked to show agreement with these ground rules by signing and returning a copy of this policy.



In the event of a parent wishing to make a complaint, this should be made in the first instance to the member of staff organising the club. If a parent is still concerned then the matter should be taken to the Headteacher. If the matter remains unsolved the complaint should be addressed to the Chair of Governors

These terms and conditions are agreed on behalf of

..... (Name of child)

Signed (Parent/Carer)

Date