

# Cottesbrooke Kids' Club

## Parents' Handbook

### COMMITTED TO HIGH QUALITY CARE

**Cottesbrooke Kids' Club is registered with OfSTED under the school  
name**

**Cottesbrooke Kids' Club, Cottesbrooke Infant School,  
Yardley Road, Acocks Green, Birmingham B27 6LG**

Infant Mobile: 07967 810779

Junior Mobile: 07973 956362

## **Introduction**

We want your child to enjoy their time at Cottesbrooke Kids' Club and we want you, as the person with parental responsibility to feel confident about the quality of care they are receiving. This parent handbook will give you a clear idea of how the club works, what you can expect from us and what we need from you to ensure your child receives the best possible care. We hope you will find it useful.

The club is run by a Manager and experienced Play Workers who are answerable to the Head Teacher and the school Governors.

The Club is held in the dining hall which is situated at the bottom of the playground.

All parents and children are actively encouraged to contribute to the way in which the Club operates with the aim of making it a safe and happy environment that the children can enjoy and the parents will trust. Cottesbrooke Kids' Club offers good quality play care for up to forty children between the ages of three and eleven years old. We take children from Cottesbrooke Infant and Nursery School and Cedars Academy. We are registered with OfSTED as part of the school and are members of Birmingham Play Care Network.

## What Cottesbrooke Kids' Club Offers

Drop Off Service 8.25 am – 8.55 am Drop Off Service: £2.00  
Breakfast Club 7:30 am – 8.55 am Breakfast Club: £4.50  
After school 3:15 pm – 5.00 pm After School 5pm: £5.50  
After school 3:15pm – 6.00 pm After School 6pm: £8.00  
Breakfast and After School 5pm £10.00  
Breakfast and After School 6pm £12.50

Before and after school 7:30 –8.55 and 3:15 -6:00

Breakfast will be served between 7:45 – 8:15

When booking a full week (am & pm) for siblings there will be a reduction of £5.00 per week for the second child.

We aim to open during holidays and for teacher training days **if there is a demand**. The club is closed on Bank Holidays and for the duration of Christmas and New Year.

## Communication between families and Kids' Club

It is important that we have a clear and reliable ways of communication between yourselves, staff and stakeholders. We have several ways in which we do this:

- Verbally
- Message book which is kept by the signing in book.
- Posters and notice boards in the conservatory.
- Newsletters.
- The school website.
- Group text or single text messages if we need to contact you quickly.

## Fees

### **ALL FEES MUST BE PAID DIRECTLY TO THE SCHOOL OFFICE OR PAID INTO LLOYDS BANK.**

When you join our Club there will be a one-off payment of £10.00 for registration / administration costs.

Fees are payable **ONE WEEK** in advance on the **FIRST DAY** of each week your child attends Club. If it is easier to pay monthly, fees must be paid one month in advance. Please pay by cheque if possible and write your child's name on the reverse. You may also pay through Lloyds Bank, account details enclosed in pack. If you are paying with cash please put it in an envelope with your child's name and amount on it. All money to be paid to the school office and not the Club. If you wish to pay monthly please inform the Manager. We will accept childcare vouchers. Please ask for more information if needed.

If we are unable to open you will not be charged. A **£5.00** retainer is charged for the two-week holidays and **£10.00** for the summer holiday.

Please make sure that you pay your fees on time or you may put your child's place in jeopardy. If you do experience any difficulties please contact the Manager as soon as possible so we may help you.

**We will charge the full fee due for any session booked but not attended.** This includes holiday places if cancelled less than seven days in advance.

### **Voucher Services**

It is worth asking your employer if they are signed up to a childcare voucher scheme, a service that deducts childcare cost before tax saving you money.

Also parents maybe entitled to tax credits please check with Birmingham City Council to see it you qualify.

Parents may be entitled to care child support if they are a student at a college or university. Please check to see what is available to you.

Please note that before subscribing to any of these services your child must already be attending Cottesbrooke Kids' Club.

Please note: All childcare cost must be paid at least one week in advance regardless of the support you are or considering to claim.

### **Sickness**

If your child has an authorised absence from club and school for one week or more there will be a 50 per cent reduction in fees.

If you child/children are sick and off from school please contact Kids' Club and school to make us aware of the absence.

### **Lateness**

There are two types of lateness that are considered unacceptable with Cottesbrooke Kids' Club and they are lateness on collection and lateness of payment of fees. In the afternoon we have two sessions a 5.00 pm session and a 6.00 pm session. Parents who are late collecting their child from a 5.00 pm session will be charged the full afternoon session price of £8.00 and those whose child is booked until 6.00 pm will be asked to fill in an after six form and will be charge £1 a minute thereafter.

Lateness of fees is not acceptable and hinders the development and quality of the service. Therefore if your childcare costs are in arrears you will be charged £2 per day for a maximum of 2 weeks and if payment has not been made you will lose your childcare place.

### **Registration Information**

When you join our club you will be asked to fill in a few forms:

- **Registration Form**
- **Booking Form**
- **General Consent and Medical Information Form**
- **Permission To Take Photographs or Video Footage Consent Form**

You will also be given our **Behaviour Management Policy** to read and discuss with your child/children and our Mission Statement.

## **Bookings**

Places must be booked in advance. Bookings are taken 6-8 weeks prior to the end of the school year in July. Parents may wish to book additional places throughout the year and these will be offered subject to availability.

**Please give Club one week's notice of change of booking. If you are changing your booking, please see the Manager for a Change of Booking form.**

Please inform us if your child is attending an after school activity club run by school. We will collect your child from there and escort them to Club. Please also inform us if this changes or if it is cancelled. There is a message book kept by the signing in book.

If Club organises outings and other activities during the holidays, we will ask that children are delivered to club no later than 10:00 am on those days and collected no earlier than 4:00 pm.  
If an outing is planned, an additional charge may be made to cover costs.

## **Policies and Procedures**

To ensure a good quality service, we operate within a set of policies and procedures which guide both our principles and our practice. Copies of our policies and procedures are available on request but the main ones are displayed on the Parents' Notice Board or on the school website.

## **Equal Opportunities**

Cottesbrooke Kids' Club has a commitment to equal opportunities. It seeks to ensure that the play and care opportunities offered to children reflect and celebrate our multicultural society. We respect the child's background and circumstances and encourage children to have knowledge about and respect for the community.

We also exercise equal opportunities in the recruitment processes.

## **Behaviour**

We have a Behaviour Policy which aims to promote positive behaviour. If your child's behaviour gives us cause for concern we will discuss this with you and try to find a solution together. A more detailed policy may be obtained from Club or the school website.

## **Children's Clothing and Property**

Please remember that the children will be involved in a wide range of activities, some of which may be messy. If you wish to send spare clothes for your child to change into please make sure they are in a bag clearly marked with your child's name.

We recommend that you do not bring any personal items such as toys and games unless they are taking them in to school. They will be the responsibility of the child. We also recommend that you do not bring expensive items in to club but anything you do bring be named to save any misunderstanding. Mobile phones with or without a camera are not permitted. If your child brings one in to club, it will be locked away until they are picked up. Staff are not responsible for children's clothing or belongings. It is their responsibility to take care of their belonging.

## **Accidents / First Aid Procedure**

For minor cuts and scrapes first aid will be applied, including plasters if you have authorised us to do so, or other appropriate dressings. For more serious accidents, staff will use their discretion as to whether to contact medical professionals. Parents will be contacted as soon as possible. If children are feeling unwell, staff will use their discretion as to whether to inform parents immediately or to wait until they arrive. In all cases, a written record will be kept and shown to parents who will be asked to sign the accident book.

At least one member of staff on duty will be a qualified First Aider.

## **Medicines**

Staff will administer oral medication only when the request is made in writing on the appropriate form and signed by the parent. Please ensure medicine containers are secured with childproof tops.

If your child has an inhaler or other medicines please provide it with their name clearly marked on it.

### **Sickness**

If your child is sick please keep them at home to prevent the spread of infection. For more details check the Club's notice board.

### **Fire Safety**

We carry out fire drills on a regular basis, at least once every term.

### **Food**

A snack is provided when the children come from school. Menus are planned in advance by the staff and children together and displayed for parents to see. The menu is planned to provide as varied and nutritious a choice as possible. **Multi-cultural diet is offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try unfamiliar foods.**

### **Smoking**

No smoking all allowed on the premises.

### **Car Parking**

For the safety of the children, parents and visitors are not allowed to drive on to or park on school premises. Please also refrain from blocking all access to school.

### **Play**

Staff and children together plan play activities in advance. This programme is displayed in the Club. Our play values are set out in our Play Policy. Activities will provide variety and will meet with the social, physical, intellectual, creative and emotional needs of the children. Play will be appropriate to the age, stage, and ability of the child. It will promote positive behaviour. It will have respect for culture and beliefs of the child's family and will be anti-racist and non-sexist.



## Collection and Hand-Over of Children

Club staff will collect all Infant children from their classrooms. The register will be taken before and after they are escorted to the club from where they are collected by the person with parental responsibility. Only an authorised person will be able to collect your child, i.e. by the use of an agreed password or someone authorised by you in writing.

Junior children will be picked up from the junior hall or from the quiet area in the playground, depending on the weather. The register will be taken and the children will put on high visibility jackets before they are escorted to the club. Only an authorised person will be able to collect your child, i.e. by the use of an agreed password or someone authorised by you in writing.

If your child is attending an after-school activity club we will collect them after the club has finished. Please notify us if your child is attending one of these.

If your child has been booked in to Kids' Club but is not going to attend, please let us know or we will assume they are missing and will contact you as a matter of urgency, and the police if we are unable to contact you.

If your child has not been collected by 6 o'clock a late fee of £10.00 per quarter hour will be charged. **However, if you have not informed us that you will be late, we will contact the Police and Social Services at 6.15 pm.**

## Staff

There is a ratio of one member of staff to every eight children. At present we have four members of staff, all of whom are qualified Play workers. Our aim is that all staff will hold a suitable qualification in play work. Staff is chosen because of their experience in working with children in a playcare setting. (So that we know they will be caring and to ensure your child/children have fun.)

## Children First

Cottesbrooke Kids' Club believe that parents want the best for their children. Occasionally, parents experience pressures that can make life

difficult and we will help and support you. However, Social Services require us to contact them if we believe any child is at risk of significant harm or abuse and we will do this if we receive information that causes us concern.

### **Admissions Criteria**

We can cater for up to 40 children although we do not accept this number of children for each session unless conditions allow. Where there are places available, full time places will take precedent and any additional places will be on a first come first served basis. When the club is over subscribed a waiting list will be kept with priority given to new children if their older brother or sister is already attending and also to children currently attending whose parents/carers would like to increase their hours of attendance.

### **Finally**

Cottesbrooke Kids' Club is a partnership between staff, children, parents and school. Information of interest to parents is displayed on the notice board in Club. We want you and your child to enjoy their time at Cottesbrooke Kids' Club. Please help us by letting us know about anything that is going on in your child's life which you think we should know. We will handle any information you give in strictest confidence. From time to time we will hand out questionnaires. It is important to us to know what you think of the club and how we can improve our service to you. Your opinions are valuable to us and will be respected.

### **Contact Details**

Mangers Mobile (Liz): 07967 810779  
Junior Mobile (Jane): 07973 956862  
Infant School: 706 2742  
Junior School: 464 3178

### **Bank Details**

Lloyds Bank PLC  
Account no. 42412668  
Sort 30-97-78  
Reference: Child's name