

# LADY ELIZABETH HASTINGS BEFORE & AFTER SCHOOL CLUB



Before and After School Club is for children aged from 4 to 11 years of age, who attend Lady Elizabeth Hastings Primary School, Ledston.

This handbook contains all the information you, as a parent/carer will need to be aware of, while considering us in your child care choice. Our Club offers an open door policy so please feel free to come and speak to a member of staff, who will be happy to share Policies, Procedures, fees or general enquiries.



## **OPENING HOURS**

The Club offers places for up to 16 children per day. Morning Session is from 7.30 am to 8.45 am and afternoon session is from 3.15 pm to 6.00pm each weekday during school term.

Our aim at Before and After School Club is that the children are happy, safe and secure in a home from home environment where the children can relax after a structured school day.

Children have access to a variety of facilities and equipment under safe and supervised conditions, with a team of staff who are experienced, well trained and fully supportive.

Two members of staff are always present at any one session.

All staff have references taken and an enhanced check through the National Criminal Records Bureau under the Protection of Children Act.

## **STAFF MEMBERS**

**Taryn Binns-Manager**  
**Rosie Joynes-Playworker**

## **STAFF RATIO**

1 adult to 8 children in accordance with Ofsted standards.  
The Leader holds a NVQ Level 3 in Playwork.

We welcome all children into our group and aim to provide  
"a place for everyone"

## ADMISSION

Admission is based upon numbers in the group, staff ratios and booking procedures. All possible attempts are made to offer places to all children who need them. We always advise you to book in advance, in case we are unable to offer a place, you are able to make suitable alternatives.

We welcome suggestions from Children/Parents/Carers regarding activities we plan and we have a suggestions box near the entrance to After School Club.

If you would like to view any of our policies or procedures, please ask a member of staff who will gladly oblige.

The children have a fire practice every term to remind them of this procedure.

The parent's notice board contains information on help with the cost of childcare, OFSTED report and the exclusion period in case of illness.

## FEEES

Morning Session £5.00

After School Sessions £4.50 until 4.30pm and £8.00 for a full session per child.

Fees may be due to a yearly increase but you will be notified in advance of such increases.

Registered Body: OFSTED

You can pay your fees either by cash or cheque which are made payable to Leeds City Council and we also accept childcare vouchers, however, please speak to the manager so that we can register our details with the childcare voucher company.

Payments must be paid in advance or upon collection from After School Club.

From September 2016 Before and After School Club fees will be available to pay on School Money, our on-line payments system (optional).

## **HEALTH**

High standards of hygiene and the prevention of the spread of infection are supported through staff knowledge and understanding of policies and procedures which are followed to the very best of care. Staff have a commitment to adhering to the agreed procedures. Our club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illness and emergencies that may arise while children are in our care.

## **MEDICINES**

All staff are alert to the health of the children. If a child has a medical condition, disability or allergy, all relevant information will be shared with all staff. We are only able to administer prescribed medication and providing you have given written consent.

All medication must be clearly labelled by the General Practitioner.

## **ACCIDENTS**

All accidents or injuries will be recorded on an Accident Form. When collecting their child, parents/carers will be asked to countersign the Accident Form once they have been informed of the injury and the treatment that has been given.

There will always be a member of staff qualified in Paediatric First Aid present at each session.

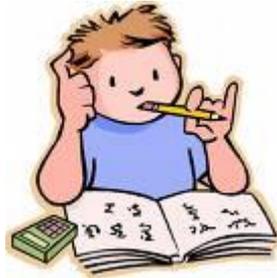
## **INCIDENTS**

Incidents that do not result in injury but are a cause for concern will be recorded on an Incident Form by the member of staff witnessing the incident. Where the incident is related to behaviour parents/carers will be made aware and will be asked to countersign the Incident Form.

At Lady Elizabeth Hastings After School Club we believe in offering our children a well planned range of safe, creative and positive play opportunities whilst also allowing children to discover and create their own learning through their own choice of play.

Each term staff come together to plan activities and discuss activities that worked well for the children and which did not work well. The children are encouraged at all times to suggest new ideas and the staff can then ensure we have necessary resources.

Lady Elizabeth Hastings After School Club offers an environment where children can join in with activities if they want to, but if not they can relax or read a book. It is not a "homework club" but should children wish to spend their time doing this then staff offer assistance by providing a quiet place to study and assistance where possible.



## FOOD AND DRINKS

Lady Elizabeth Hastings Before and After School Club is committed to providing healthy, nutritious, tasty food and drinks to children during our sessions. The staff will make every effort to ensure that food and drinks are safely prepared and sensitive to the dietary, religious and cultural requirements of all children.

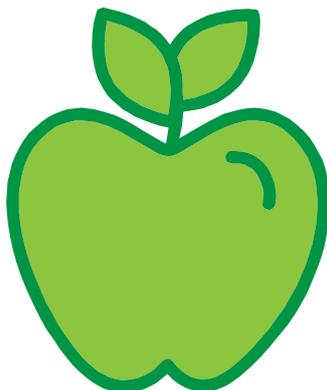
Drinks are available at all times and usually consist of water or milk.

During the session, children are offered a variety of food which include:

Toast, crumpets, a range of sandwiches or cereal.

Fruit is readily available throughout the session.

Please speak to a member of staff if your child has particular needs or a food intolerance.



## **SAFE GUARDING CHILDREN**

The Club believes that the health, safety and welfare of the children is of the utmost importance and we are committed to protecting the children in our care.

The Club will pass on any information to designated staff members for Child Protections issues, who are:-

Mrs Katharine Dews - Acting Head teacher  
Miss Rebecca Smith - Assistant Head teacher  
Mrs Taryn Binns - Club Manager

The Clubs Safe Guarding Children Policy complies with Leeds Safe Guarding Childrens Board.

The Safe Guarding Childrens Policy is situated on the parents notice board within the After School Club.

## **DEALING WITH ALLEGATIONS**

The Club is committed to ensuring that it meets it's responsibilities in respect of child protection by treating any allegation seriously and sensitively. The Club will document any information and pass on to the designated member of staff within the school. If The Club feels that a child is in immediate danger, the case will be referred to Social Services, Police and Ofsted will be notified.

## **COMPLAINTS PROCEDURE**

Lady Elizabeth Hastings After School Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide a high quality of service to everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right.

Please note the complaints and compliments procedure is situated on the parents notice board in the After School Club.

Any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of registered child care provision. Ofsted will consider and investigate all complaints received.

Details:-

Ofsted North West  
Regional Centre  
3<sup>rd</sup> Floor  
Royal Exchange Building  
St Anns Square  
M2 7LA

Helpline Number: 0300 123 1231

**We hope that you and your child/children enjoy their time at Lady Elizabeth Hastings Before and After School Club**

**Please do not hesitate to contact a member of staff for any further information**