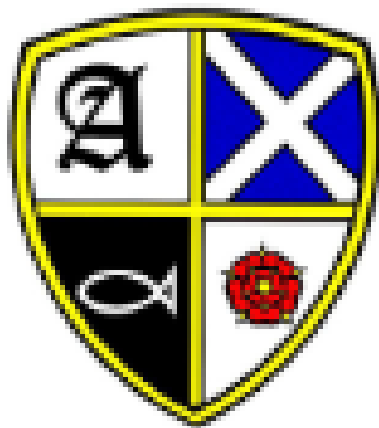


Kids' Club Policy

St. Andrew's CE Infant School



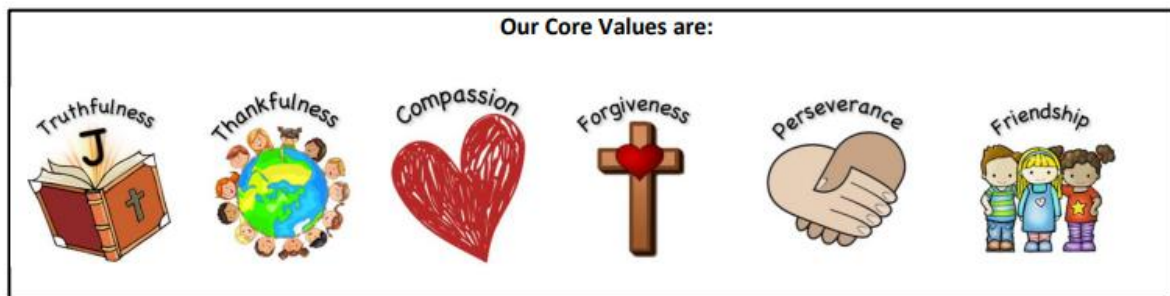
Our School Motto

'Learning, Caring and Growing together in Faith'

Our Vision

St Andrew's Infant School is a Christian school where children are happy, nurtured and love learning. Through an inspiring and aspirational curriculum, we strive to ensure our children flourish spiritually, academically, and creatively to become confident, resilient learners. Everyone here learns, cares and grows together in faith.

Our Values

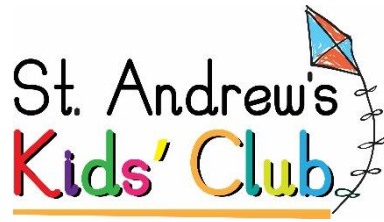


Our Christian Narrative:

'God is my strength in whom I trust.' Psalm 18

Our Bible story:

The parable of the two builders - **Matthew 7**



Information Pack

Welcome to Kids' Club

Kids' Club is part of St. Andrew's C of E School wrap around care service where we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care from both St Andrew's and Woodlea Junior School.

The daily management of the club is carried out by staff who are employed by the Governing Body to carry out their roles in line with policies and procedures in place within the school. Further details and information is available on the school website under policies.

Miss Scott is the first point of contact for the club. Miss Scott oversees the daily operations of the club.

The aim of Kids' Club is to offer affordable, convenient and flexible before and after school childcare in a safe, caring and fun environment which helps your child thrive. Children work hard at school all day and need space where they can play with a wide range of toys and games and enjoy developing their creativity and imagination.

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, physical play and occasional baking. In addition, other resources are available for the children to select from our equipment library.

We teach and model skills for life including kindness, fairness, resilience and friendship.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that staff annually update their first aid certification.
- We will implement regular fire drills to ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and follow the school's behaviour policy.
- We will follow and uphold all school policies and procedures.

General Information

St. Andrew's Kids' Club Wrap around Care provides childcare for all children from Woodlea Junior School and St Andrew's Infant School. Places will be allocated on a first come first served basis and once the club is full we operate a waiting list.

Priority is given to children booked into the clubs on a permanent basis and casual bookings will be taken according to space in the clubs. These MUST be cleared with the manager before booking online

Club staff

Breakfast club	
Club assistant	Mrs Carol Mathewson
Club assistant	Mrs Sarah Crossfield
Club assistant	Mrs Alison Morris

After School Club	
Club Leader	Mrs Julia Cartmel
Club assistant	Mrs Wenlin Xiong
Three other Club assistants	

Opening Hours

The morning sessions start at 7.30 am and a healthy breakfast is provided.

The after school sessions start at 3.15pm and finish at 6.00pm with a light snack provided between 4.15 and 4.30pm

Breakfast and after school club snacks

Breakfast consists of:

A choice of Cereals / toast with a choice of toppings if required. Fruit is also available.

Afternoon snacks consist of:

Sandwiches/wraps along with brioche/crackers/rice cakes.

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide the above snacks, including fresh fruit and

vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. Fresh drinking water is available at all times.

We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

We meet individual dietary requirements and parental preferences wherever possible.

(Please note that a rolling program of snacks are used and where possible we will adhere to this, however, there may be occasions when this has to change.)

Staff preparing, and handling food are all trained to do so and hold the relevant hygiene certificates.

Charges and Payments:

- **Breakfast Club £4.50 per child**
- **After School Club £7.50 per child**

All fees and places are booked and paid for through School Spider and must be booked and paid **advance**. Any session booked but not paid for may result in your child losing their place.

We do accept childcare vouchers and the government tax free child care scheme. Details as above.

We are registered to receive Childcare Grant Payments and our registration number is 119369. Parents can access this grant if they are a full time higher education student or have children under 15, or under 17 if they have special educational needs.

We are also registered for Tax-Free childcare, which parents can access through the following link: <https://www.gov.uk/sign-in-childcare-account>

St. Andrew's Kids' Club is Ofsted registered and our unique reference number is 119369

Terms & Conditions

- If your child has been allocated a regular slot at breakfast or afterschool club, you will be required to make payment for these sessions every week, whether they attend or not.
- Prior to any child starting at Kids' Club; a Kids' Club registration form must be fully completed.
- In order to secure your child' place sessions must be reserved and booked in advance

- All children should be dropped off at St. Andrew's C of E Infant School from 7.30 am and brought onto the premises by the parent/carer. They will be signed in by a member of kids' club staff.
- Woodlea children will be taken to Woodlea School by Kids' Club staff ready for the start of the school day, and will be collected from Woodlea School at the end of the school day and escorted to Kids' Club.
- After School Clubs - If your child attends a school based after school club or activity and needs collecting at a later time than usual you must make prior arrangements with Kids' Club manager. The leader of that club will have responsibility for your child during his/her attendance until he/she is signed in to Kids' Club.
- Parents/carers collecting should arrive at Kids' club by 6pm and ensure the child is signed out. No child can be collected by anyone under 16 years of age. You must inform us in writing if anybody else, other than those listed on the registration form, will be collecting your child. Please ensure you have completed the 'Emergency Contacts & Collection Arrangements' section of our Registration Form.
- Whilst we understand that occasionally situations out of your control may force you to collect your child late (e.g. traffic emergency) we do ask that you ring to let us know. Failure to do so could result in an additional 'late fee.' If your child is not collected by 6pm and you have not made contact with a staff member you will be charged a £5 fee for every 15 minutes or part thereof. This is charged per child. Staff only get paid until 6pm and any additional time after that will need to be paid additionally by school.
- The school reserves the right to contact Children's Social Care and/or the police if a child is not collected by 6.30 pm without prior notification or parental/emergency contact cannot be made.
- All fees and places are booked and paid for through School Spider and must be booked and paid in advance. Failure to pay in advance will put your place at risk.
- We accept childcare vouchers and the government tax free child care scheme. Details as above.
- Refunds cannot be made for non-attended sessions due to absence, illness or school trips.

Flexible Places

We appreciate some parents work in roles where they are required to do shift work and committing to every week is not possible. For this reason, from September we are going to offer flexible places for those parents who require that flexibility. We will have 5 spaces available each morning and afternoon. Like all other spaces, you are required to make booking and payment before your child attends. These will be made available for booking each week and are allocated on a first come first served basis.

Ending or changing your contract

Four weeks written notice must be given if you wish to cancel or amend sessions.

- Information held by Kids' Club regarding your child will follow GDPR guidance and safeguarding practices

Communication

You can contact Grace Scott (School Office Manager) by emailing them directly or calling school.

Grace Scott - bursar@St-andrews-inf.lancs.sch.uk

Medication and dietary/special needs

Please make sure that we are aware of any additional needs, including food allergies, so that we can ensure your child is kept safe. If your child requires any special medication, such as an inhaler, epi-pen, etc. Please make sure that you supply us with a spare item, clearly marked with your child's name, dosage and instructions. These will be kept safe at Kids' Club and will be checked regularly. We will notify you once any dates have expired and a new item is needed.

Sickness, Accidents, First Aid and Emergencies

As with school if a child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/carer and will continue to do so until successful

Safeguarding Children

The safety and security of children attending our club is an extremely important matter and everyone concerned has a part to play. Every staff member receives regular safeguarding training. The Designated Safeguarding Leader for Kids' Club is **Mrs Glass-Brook**. Additional safeguarding leaders are contactable in person in school or by phone.

If appropriate, safeguarding concerns will be shared with parents/carers at the time of collection or a follow up conversation will occur with Mrs Glass-Brook (Headteacher) the following day. If parents/carers have any safeguarding concerns please share them with Mrs Glass-Brook or Miss Scott.

Responsibilities of Parents/Carers:

- Making sure that the contact details you have provided to the club are correct and that the club manager/school is informed of any changes.

- Making sure any telephone numbers you provide as an emergency contact is available during the club hours.
- Notifying the Office manager as soon as possible if your child/ren are not attending for a booked session for any reason.
- **Letting the club leader know during a session if you anticipate being later than planned to collect your child/ren (persistent lateness may be charged for and may affect the retention of your child's place).**
- Informing the club manager if you have any concerns about your child/ren relating to the club.
- Gaining access to the building to collect your child/ren ONLY via the allocated door and not asking children or other parents/guardians to let you into the building.
- Keeping all doors/ gates closed behind you.

Responsibilities of children

- Children are expected to follow Kids' Club rules, play safely and take responsibility for how they behave
- Children are responsible for listening to club staff when they are given guidance.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the outside door of the club room to let in parents or anyone else even if they are known to the child/ren.

Responsibilities of club staff

- Ensuring all children are collected and escorted safely from Woodlea Junior School at the end of their school day.
- Providing class teachers with a register of children who are attending the club at the end of school and ensuring they arrive and are added to the register.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the school staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent.
- Ensuring the time the child arrives and leaves is in the register and obtaining a signature from parent/carers.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around safeguarding

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Feedback

We are always looking to improve our service so any useful feedback which may help us is welcomed.