

Coundon kidz club Ltd

Welcome Booklet

2018-19



Kidz Club

Welcome to Coundon Kidz Club Ltd, this booklet will tell you a little bit about us and what we do.

We are a GOOD Ofsted registered Childcare facility based at Coundon Primary school, providing good quality childcare, for children aged 3 to 11 years old, all year round.

We operate a Before and After school club, morning and afternoon care sessions plus a lunch time club for nursery aged children, funded sessions for 2 -3 year olds and a holiday club that operates for 8 weeks a year for children aged 3 -11 years. Children must be attending a nursery to access our holiday club.

Coundon Kidz Club Ltd is registered under the Early Years Foundation stage and is committed to promoting the learning and development of those children in partnership with parents, carers and the school.

Staff and Qualifications

Owner and club co-coordinator- Liza Jones - Btec Certificate in Childcare and Education

Btec Advanced Diploma in Management Development for Early Years
Cache Level 3 moving into out of school.

Foundation degree in Early Years

BA Honours degree in Early Years

Early Years Professional Status

Qualified Teacher Status

contact no **07950948221**

Manager- Samantha Taggart- NNEB in Childcare and Education

NVQ Level 4 in Children's care, learning and development

Sam is the club manager and has overall responsibility for all our clubs. Sam is also the officer in charge of Health and Safety and Risk assessment and is the Key worker for Big kidz club. Sam is trained in all these fields.

Deputy Manager - Samantha Barrows- NVQ Level 2 and 3 in Early Years and childcare

Cache Level 3 in Play work

Samantha (sammi) is our deputy manager and is key worker for our morning wraparound. Sammi is also our Special Needs Officer. Sammi receives regular training in this field.

Play Worker- Baljit Bening- NNEB in Childcare and Education

NVQ Level 2 in Play work

Baljit is our Behaviour Management Officer and key worker for our morning wraparound and room leader for little kidz club.

Play Worker-Jill Green-NVQ Level 2 and 3 in Early Years and Childcare.

Jill is a playworker after school

Play Worker- Charlotte Atkins-NVQ Level 2 and 3 in Childcare and

Education.

NVQ Level 2 in Play work.

Charlotte is a key person for the reception children before and after school and Key worker for afternoon wraparound.

Play Worker - Theo Carr - NVQ Level 2 in Childcare and Education.

NVQ Level 2 in Play work and Level 3.

Theo is our First Aid and Fire officer and room leader for years 1-6 before and after school.

Play worker- Sam Roberts – Cache level 3 diploma in children and young people's workforce.

Sam is the key person for the am wraparound children.

Play worker-Tracy Mulhern – NVQ level 3 in children's care, learning and development.

NVQ level 3 in Play work.

Tracy is our deputy and the Key Person for funded children (Caterpillar Room) and the room leader.

Play worker- Shelley Naylor

NVQ 3 in childcare and education

Shelley is the key person for pm wraparound

Play worker – Sam Page

Btec diploma in early years

BA honors degree in early years

Early years professional status

Sam is key person for caterpillar room.

Play worker- Elizabeth Ferris

Btec level 3 in early years

Elizabeth works in our before and after school and is a keyworker in afternoon wraparound room.

Play worker-Sarah Swann

Sarah works in our before and after school club and is the enhanced staff member for our SENIF funding in wraparound.

Play worker-Charlotte Pritchard

Charlotte works in our before and after school club and covers in Caterpillar room and wraparound.

Cleaner/Administrator-Julie Piff

Julie is our onsite cleaner and receptionist before and after school.

She is currently looking to increase her skills and start her level 2 childcare

We endeavour to have all our staff trained up to a minimum level 3 in childcare and education and in First Aid and Food Hygiene at all times.

The Club telephone no is 02476600537 during club hours or on 07958382319.

Opening Times and Fees (2018/19)

We charge an Annual Registration Fee of £5.00 per child that runs from September 2018 to September 2019 this fee is required with your registration forms.

If your child is accessing our funded caterpillar room then the registration fee is not required as we claim government funding the term after your child is 3 or 2 year old funding if you meet the criteria. You will need to complete a parent funding agreement form every term. This is extra to your admission form.

Term Time

Before School

7.45 – 9.00 am **£4.00** per session including breakfast

After School

3.15 – 4.30 pm **£4.00** per session including snacks

3.15 - 5.45 pm **£7.00** per session including snacks

Nursery children

Before nursery

7.45 – 9 am **£4.00** per session including breakfast

AM

9-12 am **£9 10.00** per session including snacks

AM Lunch

12.00 am - 12.30 pm **£2.00** per session

Pm Lunch

11.35 am- 12.05 pm **£2.00** per session

PM

12.05 pm – 3.05 pm **£10.00** per session including snacks

After nursery

3.30-4.30 pm **£4.00** per session including snacks

3.30-5.45 pm **£7.00** per session including snacks

Caterpillar Room funded children

Our sessions run 9-12 or 12-3

15 hours will be funded by the government for all 3 year olds. Any additional

hours requested are payable at a fee of £11 per session. 30hours funding will be available to eligible parents. Lunch club will be provided at £2.00 you will need to provide a packed lunch for your child.

Holiday club

8.00am-5.30pm **£20.00** per day

9.00am-1.00pm **£10.00** or 1.00-5.00pm **£10.00**

Or **£3.00**per hour

(Priority will be given to full day bookings)

Important information about opening times and fees

It is important that parents and carers collect their children on time

5.45pm.term time and **5.30 pm** for holiday club.

If you are going to be late collecting please telephone the club so that arrangements can be made for the school to be kept open and staff to remain with the child. We can also then reassure the child of the reason for the lateness.

There is a £5.00 per 5 minute penalty for all late collections. The first penalty will be applied at 5.55pm. Persistent late collections may jeopardise your child's place at the club.

Weekly payments must be paid at the beginning of each week (Monday) by cash or cheque to **Coundon Kidz Club Ltd** and handed into the office in the family centre. All payments must be signed for. Payments can also be made by monthly standing order at the beginning of each month or by salary sacrifice vouchers tax free via your employer. . Please ensure if you are usually paid at the end of each month you make payments to us at the beginning of each month. If you are paying by cheque please be aware that if your cheque is returned to us there will be a charge of £25.

Holiday club fees must be submitted on booking. (post dated cheques will be accepted and will not be cashed until the start of the holiday).

All booked places must be paid for even if your child does not attend. Fees must be kept up to date. Failure to keep up to date will result in your child's place being withdrawn and a possible late payment fee being added to your account.

Parents are encouraged to look into claiming back their childcare fees through the children's tax credits from the Inland Revenue.

It is extremely important that you notify the club if your child is not going to be attending this is particularly important after school as we must implement our lost child procedure if your child is not there when the club goes to collect them. Will except notification in writing, by email, by phone or by text message from the parents mobile only.

Our Clubs

Before and after school club for children in Nursery and Reception (foundation Stage)

Our youngest children (Little kidz) have their own room attached to the canteen. We follow the EYFS for this club, working in partnership with the school nursery and reception class. We use the planning from nursery and Reception to enhance the children's learning through their play. Further information for parents about the EYFS can be found on www.gov.uk/early-years-foundation-stage. We make Observations of the children's learning at the club and share these with the teachers and have a book that records what the children have been doing. We also plan play activities based on our observations and discussions with the children about their likes and interests. We are a play based setting and value play as essential to a child's learning and development.

Before and after school club for children aged 6 to 11 (years 2,3,4,5 and 6)

Big Kidz are based in the school canteen. We use this area and also have access to secure facilities in the George Miles centre and garden area. We have lots of space to provide a variety of both planned and free play opportunities, crafts and cooking. We also have opportunities for the children to do reading and spellings after snack if requested.

Wrap-around (nursery children)

Our wrap around sessions give working parents with Nursery aged children access to full time childcare at Coundon primary school. Kidz Club is the perfect environment for your child to enjoy a fee paying play session before or after attending the school nursery. Your child can enjoy a variety of organised play activities in and outdoor. We work closely with the school nursery to provide consistent care and education for your child under the Early Years Foundation Stage. We use Nurseries planning to plan our own play based activities that will enhance the learning they have been doing in Nursery. Children will need to bring a packed lunch with an **Ice pack**.

Lunch Club

Our lunch club provides an extension to the schools nursery sessions by inviting children to come to lunch and play with us either before or after their school nursery session.

Funded sessions (2 - 3)

Our funded sessions provide care for those children who are not yet ready to access the school nursery. They have their own room in the George Miles Centre providing a safe and secure area for a variety of activities both inside and outside. We follow the Early Years Foundation Stage making observations of the children's learning and recording them in children's individual learning journals. We plan a variety of both free play and adult led, age appropriate, activities that will help prepare the children for Nursery the following September.

Holiday Club

Our holiday club is open for 8 weeks of school holidays. We provide breakfast and afternoon snack and ask you to provide a packed lunch. We do lots of fun activities including themed days, dressing up, face painting, arts and craft, walks and trips out. We are a play based setting offering children a wide variety of play activities that will promote their wellbeing. We ask you to dress the children in old clothes as activities can be messy. Children should wear sun protection during the summer holidays and warm clothes during the winter as we like to get outside as much as possible. We ensure we display our timetable each holiday so you can see the activities provided. Children are encouraged to contribute to the timetable and are consulted during each holiday club in order for us to plan for the next.

Payment for holiday club places is required on booking.

Holiday Club Dates for 2018/19

October half term Monday 22nd October – Friday 26th October 2018

Closed Christmas

February half term Monday 18th February – Friday 22rd February 2019

Easter Monday 15th April- Thursday 18th April and 23rd April – 26th April 2019

May Half Term Tuesday 28th May – Friday 31st May 2019

Summer 29th July – 23rd August 2019

Admissions

Kidz Club is open to all children attending Coundon Primary School during Term Time and open to all local community children during the Holidays. Before your child attends you will be asked to call in, have a look around the club and meet the staff with your child. You will then be asked to complete an admissions form and emergency medical treatment form ensuring we have all your child's details including any medical or dietary needs and pay the annual registration fee of £5.00.

You are advised to take this opportunity to look through the clubs policies and procedures, which are always on display on the parent's registration desk. Parents and carers of those children in reception and Nursery are also asked to stay with their children while we go through the induction process to ensure your child settles nicely in to the club.

Our before and after school sessions are very busy and we do operate a waiting list.

Safeguarding Children

At Coundon Kidz Club we know that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm, therefore the staff will act quickly and responsibly in cases where abuse is suspected. All staff are trained in recognizing signs and symptoms of abuse and the procedures to follow. We will share information with the school in all matters that concern a

child's protection and will report to or seek advice from Social Care when needed.

We ensure our Safeguarding policy and procedures are in line with the local Safeguarding board guidance and procedures and the government guidance "Working together to Safeguard Children".

We are committed to supporting our families that may be having difficulties and all managers have received training in the Common Assessment Framework which enables us to work together with other agencies and engage support for our families.

The use of mobile phones is not permitted in the George Miles centre and we ask parents and carers not to use them when entering the club.

Our Full Safeguarding children's policy is displayed on all our welcome boards.

Data protection and confidentiality

At Coundon Kidz Club Ltd we use the information you give to us within the club with your permission. All information is kept in a secure locked cupboard. Certain information has to be kept by us for a period of time after your child leaves us. Please see our data protection policy.

Special educational needs

At Coundon Kidz Club Ltd we are aware that some children have special educational needs and /or physical disabilities, that require particular support and assistance and we understand the importance of early assessment and intervention to ensure children's individual needs are being met. We are committed to taking appropriate action to make sure that all the children make adequate progress, are able to access our services, made to feel welcome, and that our activities promote their learning, welfare and development.

In kidz club we have our own SEND coordinator Samantha Barrows and are supported by the school SEND coordinator and local authority SEND coordinator.

Kidz club will always work in partnership with the parents, carers and school to ensure every child is supported to ensure their individual needs are being met.

Behaviour

In Kidz club we actively promote positive behaviour with praise and rewards. We operate different reward schemes, according to the age of the child, that encourages positive behaviour. All incidences of negative behaviour will be recorded and reported to the parents so strategies to prevent further incidents can be discussed. If your child receives 3 incident forms in the same term you will be asked to come in and discuss this with the staff and the exclusion policy may be implemented as a last resort. The children are encouraged to set their own Kidz Club rules annually which are reviewed each term and displayed. If you have any comments or concerns about your child's behaviour, please talk to our Behaviour officer Baljit Benning.

Parental Involvement

At Kidz Club we value the input and opinions of all parents and carers and strive to provide a service that suits all. We have a comments and complaints book located on the front desk at all times and any comment or complaint will always be acknowledged and acted upon. We also send you an annual evaluation sheets so we can gain feedback on our service, identify areas that may be in need of improvement and help us meet your needs but these are displayed all year round for you to use and make comment. We produce a termly newsletter to keep you informed of club goings on and any events you may wish to attend. Parents and carers are always welcome to come and join our activities.

For those children in the Foundation Stage we collect evidence in a portfolio for the children in wraparound and contribute evidence of your child's learning at the club to the learning Journey books that are kept with the nursery and reception class teachers.

Activities

Kidz Club is an ideal environment for our club with a kitchen area, quiet area, tables and floor space for all kinds of activities. We have a computer, T V, play station, tabletop games, drawing, cars, construction, books, home corner, as well as daily planned activities such as art, craft or cooking. We also have access to the large sports hall for team games, sports and dancing and access to the secure playground with play equipment for outdoor games. The children are actively involved in the planning of activities through consultation. We also encourage the children to bring in their ideas from home for our different themes and celebrations of each others cultural festivals.

You may wish to bring in an old shirt for art and craft or old shoes or trainers for outdoor activities.

Activities for the Foundation stage Children are planned along side the learning the children are doing in the classrooms or from observing the children at play and planning to promote their learning and development through things they enjoy and are showing interest in.

Snacks and refreshments

All our breakfasts and snacks are selected and prepared to meet the dietary needs of all the children at the club. We display our dietary information for parents and carers should your child have any allergies. We Endeavour to make our breakfasts and snacks healthy, nutritious and varied and actively promote healthy eating. We provided breakfast from 8.00 until 8.20 am and snacks during the morning wrap-around and evening sessions. All children must wash their hands before eating and can bring in a tooth brush to clean their teeth after breakfast.

Example snack menu

Breakfast 7.45-8.20am	Wraparound snack	Afternoon snack 3.30pm
Cereals Toast Crumpets Fruit Yoghurt Milk Water Juice	Fruit Yoghurt Dried Fruit Bread sticks Milk Water	Spaghetti on toast Sandwiches Crackers Pasta Waffles Milk Water

All children bringing a packed lunch should have an ice pack in them to ensure they are kept cool and fresh. Lunch boxes should not contain fizzy drinks or sweets.

Our Policies and Procedures

Our policies and procedures are always displayed in the George Miles Family Centre, they are regularly updated and reviewed and copies are available on request

We strongly recommend parents have a read through them. They are as follows:-

Quality commitment statement

Settling in

Arrivals and departures

Care, learning and play

Involving and consulting children

Physical environment

Equipment

Health and safety

Risk assessment

Site security

Fire safety

Visits and outings

Health, illness and emergency

Hygiene

Infectious and communicable diseases

Smoking, drugs and alcohol

Food and Drink
Equal opportunities
Dealing with racial harassment
Special needs
Behaviour management
Bullying
Suspensions and exclusions
Partnership with parents
Uncollected children
Missing children
Complaints procedure – displayed on all notice boards
Safeguarding Children – displayed on all notice boards
Documentation, information, and confidentiality
Admission and fees – displayed on all notice boards and given to parents on registration

Complaints Procedure

Any complaint you may have can be made either to the club manager, Samantha Taggart on 07958382319, the club owner Liza Jones on 07950948221, the school Head Mrs J Ellis through the school office or complaints can be made directly to **Ofsted** on **0300 123 1231**.
Our complaints procedure is displayed on our parents notice board