

# Abbey Academies Trust



## Every Child Matters PARENT/CARER HANDBOOK

For

### Bourne Abbey Kids' Club

Amended

September 2016	September 2019	
September 2017	June 2020	
September 2018	September 2021	

Every Child Matters within a loving and caring Christian environment

As a RRS (Rights Respecting School – UNICEF) this policy upholds the following articles from the UNCRC (United Nations Convention on the Rights of the Child):

- Article 2: Everyone has equal rights whatever their race, religion, ability, whatever they think or say or whatever their family.
- Article 15: Every child has the right to meet with other children and to join groups and organisations.
- Article 29: Every child has the right to be the best they can.

### **COVID-19 Information:**

Following Government guidance Kids' Club provision both before and after school will continue to operate from September 2021. The guidance states *“At Step 4, we will no longer recommend that it is necessary to keep children in consistent groups (“bubbles”). This means that bubbles will not need to be used from the autumn term.”* Following this guidance, Kids' Club children will no longer be placed into smaller groups however there has been careful consideration to ensure that wider protective measures are adhered to at all times.

### **Parent Information**

This booklet is intended to give you a comprehensive overview of the extended provision we offer. Please read it carefully as there are some important details about the club.

Miss Sarah Christmass, the Kids' Club Leader or Miss Abigail Haywood & Miss Dronkers the Deputy Kids' Club Leaders can be contacted on the following:

**Bourne Abbey Church of England Primary Academy- 07890970158**

**BAP.kidsclub@abbeyacademies.co.uk**

Bourne Abbey Kids' Club offers childcare for 4-11 year olds before and after school and during part of the Christmas holiday and the Easter and summer holidays and half terms.

The opening times are:

#### Term time

Monday-Friday 7:30am-8:55am and 3:15pm-6:00pm

#### Holidays

Details of Kids' Club operating during school holidays will be communicated with parents/carers during the school year

## **Our Aims and Objectives**

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can.”

John Wesley

We aim to:

- Provide outstanding childcare before and after school
- Provide stimulating, engaging and social play activities which are child initiated. These activities will be carried out in a safe, creative and secure environment where children can flourish
- Maintain positive and trusting relationships with children, play workers, parents/carers encouraging children to communicate effectively whilst respecting the feelings, beliefs and values of others
- To celebrate our Christian values
- Provide opportunities for children to develop socially, emotionally, physically, intellectually, creatively and socially
- To celebrate achievements and effort

These will be achieved by:

- Having experienced and trained staff
- Operating both indoors and outdoors; with toys and play activities to promote each area of child development
- Praise and recognise positive behaviour
- Work in partnership with parents/carers and the school

### **Routine during term time**

#### **Morning**

Breakfast Club is held in the Infant Hall (for Key Stage 1 and 2). All Reception aged children are located in our Abbey Ark building, alongside the Abbey Ark children and therefore, drop off and pick-up is from the Abbey Ark building. Breakfast is served from 7.30-8.25am, offering all children a nutritious breakfast. During the morning session all children are welcomed to begin their school day with free play. From drawing/colouring, building with construction, playing with small world, challenging a friend to a board game or relaxing with a favourite book or Nintendo DS game. The KS1 and 2 children also have the opportunity to complete any homework, enjoy the outside quiet area (during the summer months) and use the ICT room.

At the start of the school day, KS2 children are walked over to the year group areas to join their class, whilst the KS1 children remain in the hall before being dismissed and walked to their classes. Reception children are all taken to their classes by a member of Abbey Ark staff.

## Afternoon

A daily register is emailed to all teaching staff so each class teacher is aware which children are attending the Kids' Club. Reception are collected from their classroom by a member of Abbey Ark or Kids' Club staff and taken to the Abbey Ark building. KS1 are collected from their classrooms by a member of Kids' Club staff and Year 3 and 4 are brought to Kids' Club by a Teaching Assistant. Year 5 and 6 are expected to make their own way, directly to the KS1 Hall after being dismissed by their class teacher. All present children are then marked on the Kids' Club Register. **(If your child is not attending the Kids' Club, for any reason, it is important that the club is informed so the whereabouts of your child is known).**

Kids' Club is set out with a range of different toys and play equipment to suit both genders and promote the areas of development. For example each night there is an art/craft activity, construction, role play and mark-making. Those children who wish to complete homework are welcome to use the blue room (outside of the Hall) and it is also a room where the Year 6 can get some quiet time. Children are welcome to take toys outdoors and use any outdoor equipment in either playgrounds. During the summer months the grass area and trim trail is available and the AstroTurf ensures a variety of fun whatever the weather. During winter, we have access to the KS2 hall where the children can enjoy various indoor ball games and we have use of the ICT suite all year round.

## Collection from Kids' Club

Access into the Kids' Club can be made by ringing the Kids' Club doorbell, at the front entrance to the academy building. On collection of your child, you must sign them out on the appropriate register. Please inform Kids' Club if someone different is collecting your child. Access to Abbey Ark, is alongside the right hand side of the car park. Please ring the bell for access and a member of staff will open the external gate.

## Late pick up

Please ensure that your child is collected punctually, by 6pm. If there are unforeseen circumstances as to why you may be late, please make every effort to contact the Kids' Club. A late payment charge of £5.00 every 15 minutes (or part of 15 minutes) late will be incurred. Persistent lateness may result in Kids' Club terminating your child's place.

## Transition into Kids' Club

We work in partnership with the school and parents/carers not only when a new child joins us but throughout their time at Kids' Club, to ensure every child has their needs met. Each year group has a designated Key Worker however, all staff work as a team to ensure your child is feeling content and safe at the club.

## **Policies and procedures**

Kids' Club operates under a number of policies and procedures. Copies of these are held at the club and are available on request.

### **Admissions Policy**

The age of admittance at Kids' Club meets the needs of children in primary school. When an actual start date has been confirmed, fees will be paid in advance. Fees are non-refundable. Holidays must be booked in advance to allow for fees to be altered accordingly.

Places will be available on a first come first served basis. When a vacancy arises, the child who has been on the list the longest will be offered the place irrespective of their personal details (i.e. gender or ethnic origins). However priority will be given as follows:

- Children of working parents/carers who require full time after school care
- Children within geographical location of the club
- Part time places for brothers and sisters of existing members of the club
- Occasional recreational use of the club.

### **Parents/carers must complete a registration form before their child can attend Kids' Club.**

Places will be reserved for children while on holiday providing 2 weeks prior notice has been given. If illness causes any child not to attend the place will be kept open for 15 days providing parents/carers have notified us.

### **Food preparation and healthy eating**

All play workers have a responsibility to comply with regulations relating to food safety and hygiene and those staff members in charge of snack will hold a current food hygiene certificate. Fridge temperatures are taken and recorded daily during Breakfast and Kids' Club and at the same times during the holidays.

Fresh drinking water will be on offer for the children to help themselves throughout the session. A weekly snack menu for after school club is displayed in the entrance hall of the club along with the breakfast menu. Any specific dietary requirements of the children will be adhered to i.e. vegetarian/allergies. These should be declared on the child's registration form.

### **Behaviour Policy**

We encourage self-discipline in the children and develop their consideration for each other, their surroundings and property, by praising them and acknowledging their positive actions and attitudes. We aim to meet the personal, social and emotional needs of children by providing clear, consistent and developmentally appropriate expectations for behaviour.

We acknowledge that there are times when issues surrounding behaviour will need to be managed and we will follow the behaviour management policy in order to do that.

Any child not behaving in an acceptable manner will:

1. **Initial stage** – The Club Leader will discuss the problem with the child and the reason for it being unacceptable. 3 verbal requests for a change in behaviour will be made.
2. **Second stage** – The Club Leader and Mrs Orme, Deputy Head of the Academy/Mrs Buttress, Head of School will be called to discuss and implement rewards and sanctions, informing parents/carers. If no improvement is shown the parents/carers will be invited to discuss the behaviour and further steps that need to be taken.
3. **Final stage** - If, after the parent/carer involvement, there is still no change in behaviour, the child may be dismissed from Kids' Club for an appropriate period.

**Mrs Orme/Mrs Buttress will liaise with Kids' Club staff and Academy staff to ensure appropriate action is taken.**

### **Safeguarding Policy**

Our safeguarding policy is available on request. The child's welfare is paramount to our Kids' Club and all members of staff have completed child protection training.

### **Special Educational Needs and disabilities**

Kids' Club recognises that all children have a right to play and that those with special needs may require support in order to participate fully.

In order to achieve this we aim to foster an environment where children with disabilities are:

- Fully accepted and integrated
- Encouraged and enabled to be as independent as possible
- Respected when care is of a private nature

Before a child with additional needs begins at Kids' Club, a planning meeting will be held with the relevant staff members from school, Kids' Club and parents/carers to discuss the child's individual needs and identify if Kids' Club is able to appropriately meet the needs of that child.

At this meeting the following points will be considered:

- The needs of the child- medical, mental, social and emotional, cognitions and learning and communication
- Access to the environment and activities
- Staffing levels

- Training
- Resources and equipment
- Identification of a need for Intimate Care/Health Care plan
- The overall capacity of the Kids' Club setting to adequately provide the level of care required

The needs of the child remain the primary concern and a decision will be made at this meeting to confirm if Kids' Club is the appropriate setting to provide before and after school care.

On some occasions, children's additional needs may become apparent once they have begun Kids' Club as the children develop and grow. In instances such as this, it may be necessary to hold a planning meeting with relevant staff members from school, Kids' Club and parents/carers to discuss the child's individual needs and identify if Kids' Club is able to continue to appropriately meet the needs of the child. At the planning meeting, the same points as above will be discussed. If Kids' Club is unable to appropriately meet the needs of the child then it may be decided that Kids' Club can no longer provide before and after school care. A review date will be arranged at this time.

### **Behaviour and Bullying**

Our provision is committed to providing a caring, friendly and safe environment for all children. Any child in Kids' Club reporting an incident of bullying must not be ignored. Kids' Club has a duty to all children to respond promptly and all incidents to be dealt with effectively. The child and Parents/carers will be informed that this is being taken seriously and an investigation is to be carried out. The bullied child should be reassured that it isn't their fault and all the facts surrounding the allegations will be established, to ensure that each of the parties are treated equally and dealt with separately. Parents/carers of both the bully and the bullied, play leaders and the children should be involved in any decision making or action that is taken.

The school's Behaviour and Bullying Policy outlines types of behaviour which are unacceptable and this includes bullying and it will not be tolerated. The same procedure outlined in the school's policy will be followed if an incident of bullying occurs in Kids' Club. Everyone involved in the club is responsible for making sure that bullying doesn't happen and if it does occur, then it is their responsibility to inform a member of staff immediately. Excluding a child from the club will be a last resort and marks the seriousness with which an episode of bullying is viewed. If necessary and appropriate the police will be consulted. Time will be given at the club to help children become more assertive and develop their self-esteem. Everyone can also get involved in tackling the idea of bullying, through pictures, plays, and stories.

No strategy will be effective unless all members of Kids' Club, children, play workers and parents/carers, are prepared to talk about bullying openly and seriously.

## **Helplines and Organisations**

Anti bullying Campaign

020 7378 1446

Anti bullying

[www.antibullying.net](http://www.antibullying.net)

Childline Bullying Line

0800 111

[www.childline.org.uk](http://www.childline.org.uk)

Kidscape

020 7730 3300

[www.kidscape.org.uk](http://www.kidscape.org.uk)

### **Fees**

#### **Breakfast Club**

£5.00 or £4.50 with a sibling or when attending all week

#### **Kids' Club**

£8.50 or £8.00 with a sibling or when attending all week

#### **Holidays**

Details of Kids' Club operating in the school holidays will be shared with *parents/carers* throughout the year

### **Medication**

Before a Kids' Club play worker can administer any medication, a medication consent form must be filled in appropriately, signed and handed in to the Kids' Club leader or deputy. It is the responsibility of the parent/carer to send all medicines and to ensure there is sufficient for the duration of care. The medication being given must be in its original bottle that it was dispensed in, not decanted into any other container. The label on the medication should have the following information:

Child's name.

Name of medication and strength.

Dosage of medication.

Frequency of dose in 24 hrs.

Date of dispensing or date of alteration.

Any children with asthma will always have access to their medication.

### **Illness**

If your child becomes ill whilst at Kids' Club, the Kids' Club leader or deputy will contact you immediately to advise you of the situation. It is essential therefore that the club has up to date information and a named contact on your registration form.

## **Sun Awareness Policy**

Keeping sun safe is very important during the summer months. We supply Kids' Club hats for those children who do not have a sun hat, but we encourage parents/carers to supply their children with sun cream. Letters are sent out as a reminder and the same process applies during holiday clubs. Fresh drinking water is unlimited.

## **Equality**

The aims of the Kids' Club are:

- To ensure that all the children are welcomed to the club and given the care they are entitled to.
- To create positive awareness that everyone is valued as an individual.
- To raise self-esteem in all children.
- To ensure that the ethos and atmosphere of the club fosters the respect that is offered to all children the children, irrespective of culture, gender, age or ability.
- Discriminatory language or behaviour is unacceptable and will not be tolerated.

Play workers should be aware of and sensitive to, the many beliefs and customs practised by the cultural groups that may be represented at the club. A copy of the Equality Policy is available on request.

## **Reporting accidents**

A qualified first aider will always be on duty and first aid will be given. Every incident / accident will be reported to the parent / carer and given the appropriate accident slip. If the incident involves more than one child both parent/carers concerned will be required to read and sign an incident report and accident report. Any serious accidents will be reported to the Executive Head teacher and Trustees/Governors.

Any accident within Kids' Club will be recorded, noting the time, date and location of the injury, the member of staff who responded and treated the injury, any possible witnesses and the action taken or treatment administered. All of this is recorded on the accident slip.

## **Concerns and suggestions**

Any suggestion or concern that a parent may have about Kids' Club is welcomed and encouraged. It should be raised with the Leader or Deputy, who will act upon it accordingly.

**A full copy of our policies and procedures are available to view on request.**