PARENT/CARER HANDBOOK

For

Bourne Abbey Kids' Club

Sep 2016	**Sep 2019**	**Sep 2022**	**Sep 2024**	
Sep 2017	**Jun 2020**	**Sep 2023**	**Sept 2025**	
Sep 2018	**Jan 2022**	**May 2024 (name changes)**	**Jan 2026**	

Striving for excellence, caring for all
Within a loving and caring Christian environment.

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

- Article 3 The best interests of the child must be a top priority in all actions concerning children.
- Article 12: Every child has the right to say what they think should happen and have their views listened to.
- Article 19 Children must be protected from all forms of violence, abuse, neglect and mistreatment.
- Article 28 Every child has the right to an education**.**
- Article 29: Every child has the right to be the best they can.
- Article 31: Every child has the right to relax and play.

Introduction

We believe that **all** members of our school community should be valued, respected and treated as an individual, in accordance with our school vision.

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God's children.

"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

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.

The Kids' Club Leader 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.

The opening times are:

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

Our Aims and Objectives

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 worker and parents/carers encouraging children to communicate effectively whilst respecting the feelings, beliefs and values of others
- Celebrate our Christian values
- Provide opportunities for children to develop socially, emotionally, physically, intellectually, creatively and socially
- 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
- Praising and recognising positive behaviour
- Working in partnership with parents/carers and the school

Routine during term time

Morning

Breakfast Club is held in the KS1 Hall. Access is via the 2nd big black door along from the school car park. Breakfast is served from 7.30-8.25am, offering all children a nutritious breakfast. During the morning session all children are welcome to begin their school day with free play. Activities range 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 children also have the opportunity to complete any homework, enjoy the outside quiet area (during the summer months) and KS2 children are able to use the Happy Hub.

At 8.50am the KS1 children are walked to their classrooms, whilst the KS2 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 Kid's Club 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 and 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 Kids' Club, for any reason, it is important that you let the Club know for safeguarding reasons).**

Kids' Club is set out with a range of different toys and play equipment to suit the age range and interests of the children and to 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 the Hall) and this is also a room where Year 6 can get some quiet time. Children are welcome to take toys outdoors and use any outdoor equipment in the playground. During the summer months the grass area and trim trail are available and the AstroTurf ensures a variety of fun whatever the

weather. During winter, we also have access to the KS2 hall where the children can enjoy various indoor ball games.

Collection from Kids' Club

Access into Kids' Club can be gained by ringing the Kids' Club doorbell, at the front entrance to the school 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.

Late pick up

Please ensure that your child is collected punctually, by 6.00 p.m. If there are unforeseen circumstances which mean you may be late, please ensure you contact Kids' Club. A late payment charge of £5.00 for 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 the school's policies and procedures. Copies of these can be found on the school website. Hard copies are available on request.

Admissions Policy

The age of admittance at Kids' Club meets the needs of children in primary school. Once 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 adjusted accordingly.

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

- Children of working parents/carers who require full time after school care
- 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 may attend Kids' Club.

Places will be reserved for children while on holiday providing 2 weeks prior notice has been given. If illness results in any child being unable to attend, the place will be kept open for 15 days providing parents/carers have notified the Club.

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 and food allergy certificate. Fridge temperatures are taken and recorded daily during Breakfast and Kids' Club.

Fresh drinking water will be on offer for the children to help themselves to 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 e.g. vegetarian/allergies. These should be declared on the child's registration form.

Behaviour Policy

We encourage self-discipline in the children and support them in developing consideration for each other, their surroundings and property, by praising them and acknowledging 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:

1. **Initial stage** – The Club Leader will discuss the issue 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 Head of School or Deputy Head, will be called to discuss and implement rewards and sanctions, informing parents/carers. If no improvement is shown parents/carers will be invited to discuss the behaviour and further steps that need to be taken.

3. **Final stage -** If, after parent/carer involvement, there is still no change in behaviour, the child may be suspended /excluded from Kids' Club for an appropriate period.

The Head of School or Deputy Headteacher will liaise with Kids' Club staff and school staff to ensure appropriate action is taken.

Safeguarding Policy

Our safeguarding policy is available on the school website. Every 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 health, social and emotional, cognition 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 joined 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.

Fees

Breakfast Club
£5.00 or £4.50 with a sibling or when attending all week.

Kids' Club
£10 or £9.50 with a sibling or when attending all week.

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 provide all medicines and to ensure there is sufficient for the duration of care. The medication being given must be in the original packaging 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 have access to their medication at all times.

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 encourage parents/carers to supply their children with sun cream and a sun hat. Letters are sent out as a reminder. 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 to which they are entitled
- Create positive awareness that everyone is valued as an individual
- Raise self-esteem in all children
- Ensure that the ethos and atmosphere of the Club fosters the respect that is offered to all 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 the school website.

Reporting accidents

A qualified first aider will always be on duty and first aid will be given. 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.

Every incident / accident will be reported to the parent / carer and who will be given the appropriate accident slip. If the incident involves more than one child both parents/carers concerned will be required to read and sign an accident report. Any serious accidents will be reported to the Executive Headteacher and Governors.

Concerns and suggestions

Any suggestion or concern that a parent/carer may have about Kids' Club is welcomed and encouraged. It should be raised with the Leader or Deputy, who will take appropriate follow-up action.