



**Breakfast &
Out of School Club
Parents' Handbook**

SEPTEMBER 2016

ABOUT THE CLUBS

At Wycliffe our out of school club and breakfast clubs are registered with Ofsted under Wycliffe C E Primary School's main Ofsted Registration Number (Registration No 132178), and is based in Shipley. The clubs are open from 7.45am -8.45am and 3.15pm until 6.00pm weekdays, during term time. We also offer holiday care and details will be made available in the half-term immediately preceding the holiday.

We are based at Wycliffe CE Primary School and have access to the School's outside play areas (out of school club only).

Aims

At Wycliffe our clubs aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer?

Our clubs follow 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, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

What we provide

The food we provide at the out of school club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. At the breakfast club we do provide an adequate breakfast ie toast, cereal, yogurt etc. We promote independence, by encouraging the children to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We offer fruit and vegetables throughout the afternoon session, with the main snack being served at around 4pm. All food is consumed whilst sitting at the snack table and we aim to offer a small variety of foods.

Staffing

Our out of school club is managed by Catrina Jackson, and our breakfast club is managed by Tracey Fearnley and they are both supported by experienced school staff. We aim is to provide a smooth transition between school and the breakfast club/out of school club across the primary age ranges.

All of our staff have significant experience in working with children and undertake professional development training throughout the course of the year. All staff members are DBS checked. We maintain a staff/child ratio of 1:10 in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the clubs when you drop off /collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager via the school office.

Organisation

Wycliffe out of school clubs are run as part of the school's extended services, employing appropriate staff. We enjoy a close working relationship with the main school in order to ensure continuity of care, and to maintain good communication links.

Policies and procedures

The clubs have clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of the full policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our clubs aim to be accessible to children and families from Wycliffe CE Primary School. Admission to the clubs are organised by the manager's of the clubs and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required for both clubs at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

Payment of fees

The current fees are **£7.50** per child per session for Out of School Club and **£4.00** per sessions per child per session for Breakfast club). Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers from a variety of voucher schemes. Please ask if you would like to know more about the voucher payment schemes.

Cheques should be made payable to "Wycliffe CE Primary School Breakfast Club".

Out of school club - the price per session, per child, applies to all children. This is payable, in advance, for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Breakfast club - any child can just turn up for this session with cash on the day preferred.

Please ensure that fees are paid promptly. Where payment has not been received by one week prior to the end of the relevant half-term, this may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Changes to days and cancelling your place

You must give us one half-term's notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the Manager/s. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager/s know by **THURSDAY** at the latest. In cases of illness or emergency when notice cannot be given, please call the school office as soon as you can.

Induction - post September

You and your child are welcome to visit the clubs before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through club's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions. (See our club policy and procedure file).

Arrivals and departures

Out of school club - our staff collect children from and escort them to the club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them. Please notify the Manager so that the appropriate collection arrangements can be made. For breakfast club you are expected to escort your child to the club setting via the main school door. You will need to ring the doorbell to gain entry for security purposes.

After school club -we expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. (Refer to our policies and procedure document)

The out of school club finishes at 6pm prompt, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £5.00 per 5 minutes will be charged if you collect your child after the club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our out of school policies and procedure document.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Child Protection Policy**.

Equal opportunities

Our clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equal Opportunities Policy**.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the club

We have a clear **Behaviour Policy**, a copy of which is available upon request.

The clubs promote an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The clubs have procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our clubs are a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the clubs we will contact you and ask you to make arrangements for them to be collected.

Please inform the Managers of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the club for 48 hours after the illness has ceased in line with our school policies.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the clubs are fully insured. Our staff are trained in first aid and a first aid kits are kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

Please let the Managers know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a **Permission to administer medication form** in advance.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Managers, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

PLEDGE TO PARENTS

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.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Wycliffe Out of School Club
Wycliffe CE Primary School
Saltaire Road
Shipley
BD18 3HZ

After school club mobile number: 07866178162 for incoming calls only

(Please leave a voice message if there is no reply.)

For breakfast club please telephone the main school number 01274 584779