



MONKHOUSE PRIMARY SCHOOL OUT OF SCHOOL CLUB

Parent Handbook

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September 2022

Mission

Monkhouse Out of School Club strives to provide high quality care in a welcoming, stimulating, attractive, caring and secure environment for all children, parents, staff and visitors within the club.

Goals

- The club aims to provide a service to families with children attending the school
- The club aims to provide a child focussed and flexible service that is both affordable and accessible.
- The club aims to provide a stimulating environment for children to learn and develop.
- The childcare provided will be of a high quality to ensure a variety of play opportunities for all young children who attend the club.
- The provision will be made available to all children who attend the school.

Staff Members

There is one permanent members of staff: Manager, Cheryl Noble. There may also be from time to time volunteers within the setting, they will not however be left unsupervised.

Terms and Conditions

Registration

Before a child's first session a registration form must be completed and returned to school containing all the child's details. Click here to access this form: <http://bit.ly/2U9dJqm> This will include the child's date of birth, likes and dislikes, medical conditions or any cultural requirements etc. it will also include details of parent/carers with all relevant contact details and any other person who will pick up.

Bookings

We use an electronic booking system through School Gateway to book sessions in the Breakfast or After School Club. Parents/Carers will be
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able to book sessions up to when the maximum numbers have been reached for an individual session. Should this session be full please contact the school office between 8.30 a.m. – 4.30 p.m. to discuss your child care need and we will try to accommodate within the staffing ratios at our disposal. Sessions may be cancelled by telephoning the school office without charge with at least 48 hours' notice. All sessions cancelled with less than 48 hours' notice will be charged for the first hour. If your child is off sick from school you will not be charged.

Fees

Fees will be calculated on a sessional basis as per the charges set down below. All charges will be paid **in advance** directly to the School via School Gateway or using a childcare voucher scheme. We have a number of voucher providers so please ask a member of staff at the school office for further details.

Breakfast/ After School Sessions and prices

Breakfast Club	7.30 – 8.45 a.m.	8.15 – 8.45 a.m.
	£5.50 with breakfast	£2.25 without breakfast

After School Club Snack Provided	3.20 – 4.30 p.m.	3.20 – 5.30 p.m.	3.20 – 6.00 p.m.
	£6.45	£9.15	£10.95

Notice Period

We require 48 hour notice for any cancellation of sessions. If we do not receive this you will be charged. If a child is absent from school due to illness you will not be charged for the session however if a child is booked into the Club and does not attend for any other reason, this would still be

chargeable as staff have been employed on the basis of child to adult ratios.

Security on Site

To ensure the safety of everyone using the site, the school car park must not be used by parents/carers accessing the Out of School Club. **The school car park is only for staff, authorised visitors and registered disabled badge holders.** Staff will challenge any parent using the car park. Parent/carers who continually ignore the car parking rule maybe asked not to use the Out of School provision.

Snacks

During the early breakfast club there will be a choice of cereal with fresh milk, toast or fruit available. After school children will be provided with a light snack e.g. wraps, sandwiches, salads, dips etc. along with fresh fruit. Weekly menus will be displayed on the noticeboard. Children will be provided with a nutritious, healthy snack which meets their needs dependent upon religion and culture as well as any special dietary requirements. Milk and water will be available during snack times. Fresh drinking water will be available at all times.

What to Bring

Extra toys should not be necessary as the club is equipped to occupy the children. Please do not allow children to bring in toys, electronic games, consoles etc. along with mobile phones as the club cannot guarantee the safety of these items.

EYFS (Early Years Foundation Stage)

The Out of School Club will ensure the activities we provide will be suitable for individual children needs. Staff will regularly share pertinent information on Foundation Stage Children with Reception staff to support early years development.

Inclusion

We will take all reasonable steps to offer an inclusive club. Promoting equal opportunities within the club, with regard to race, religion, colour, sex, age, national origin, disability or sexual orientation. All books, jigsaws, stories and pictures will be selected to show people of all races and cultures and will avoid racial or sexist stereotyping. All family compositions will be considered and respected. All lifestyles will be depicted in a positive way and any discriminatory practice will be changed.

Additional Needs

We are aware that some children have additional educational needs and/or physical disabilities that require support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our service and are made to feel welcome and that our activities promote their welfare and development. Whenever possible, children with additional needs will have access to the same facilities, activities and play opportunities as their peers.

Safeguarding Children

Staff in the Out of School believe each and every child should feel safe and secure. All staff are committed to protecting children in our care. The Club complies with the Schools Safeguarding Policy.

Behaviour Policy

The Out of School staff recognise the importance of positive and effective behaviour management strategies in promoting the children's welfare, learning and enjoyment. In order to have consistency with the school policy, the OSC works alongside this policy.

Uncollected Children

We have the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave. At the end of each session we will ensure that all children have been collected by their parent/carer or designated adult in accordance with the arrivals and departure policies. There is a procedure in place for dealing with uncollected children whereby measures are taken to contact the parent,

carer, designated adult and emergency contacts. In extreme circumstances where none of the listed contacts are available, social services will be informed.

Missing Children

Staff are always extremely aware of the potential for children to go missing during sessions. Regular head counts are taken at times of greatest risks e.g. transition between sessions. There is a school policy in place to deal with missing children and the protocol to be followed.

Parent Partnership

Out of School staff recognise that parents/carers have a critical role to play in the child's development. This is seen as the basis for a partnership between the club and parents/carers. The staff are committed to working in partnership with parents/carers to provide high quality surroundings to ensure that children learn through play.

First Aid

At least one member of staff will hold a current first aid certificate that includes training on first aid for infants and children. The Club Co-ordinator must ensure that all volunteers, supply staff etc. are aware who the first aider is. The first aid box will comply with the Health and Safety (first aid) Regulations 1982. All issues regarding the first aid administration are governed by the school policy.

Medication

Medication will only be administered if prescribed by the child's doctor clearly stating the child's name, date of birth, name of medication and dosage to be given. Written consent and medication detail **MUST** be provided beforehand by the parent/carer on the appropriate medication forms. Medication not prescribed by the child's doctor will not be given. Written records will be kept of all medication administered.

Illness

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Children who are ill or have an infectious disease should not attend the club. In the event of infectious disease please inform the club as soon as possible and a member of staff will be able to advise you of the exclusion period set down by environmental health.

Sun Safety

Whenever possible, weather permitting the children will be encouraged to play outdoors. As you will appreciate some children may be allergic to certain products therefore all parents/carers are encouraged to bring in sun screen and sun hat for their children.

Fire Procedure

The Out of School Club complies with the school's fire safety procedures. There is a fire blanket in the kitchen area and a fire extinguisher. All fire extinguishers are checked annually by the school.

Complaints

The majority of complaints can be sorted out at an early stage by the Club Co-ordinator. Complaints should be addressed in the first instance to the Headteacher who will investigate the issue with the Play Co-ordinator, Cheryl Noble.

The Out of School Club will be included in the School Ofsted Inspection.

In the event of an emergency parents/carers can contact the club on the following numbers:-

0191 300 0490 Main School Telephone.