



KIDS CLUB
WRAPAROUND CARE

What does our service aim to do?

- Provide a warm, clean, safe and fun environment in which children can relax and play.
- Create a friendly atmosphere based on mutual respect between both children and adults.
- Promote positive behaviour.
- Provide a healthy menu of food.

What you can expect from us:

- To offer a varied and stimulating programme of activities which is responsive to the interests of each child.
- Children's feelings and preferences will be respected.
- Good communication with parents and carers.
- A clear behaviour code which challenges anti-social behaviour.
- A clear procedure for dealing with concerns.

What we will expect from you:

- The terms and conditions of bookings are adhered to.
- Good communication to inform the club of relevant changes
- Clear information about your child's welfare and needs
- Fee payments are kept up to date.
- Children will be collected on time at the end of the day.



Admissions criteria

Where applications for admission exceed the number of places available, places will be allocated in accordance with the following categories in the order set out below:

- Children attending Calverley Parkside Primary School.
- Children needing full time places.
- Where siblings are requiring places.
- Children whose parents are working or in full time education.

Children who require 1-2-1 support in school will be reviewed on an individual basis

Waiting list

Where sessions are full, school will maintain a waiting list



Before school club

The before school club is open from 7:45am to 8:45am, Monday to Friday during term time.

Please note that the club will not be available on school training days or if the school has to close for adverse weather conditions or any other emergency.

Children in Reception will be escorted to their classroom and handed over to a member of staff, children in other year groups will enter their classrooms.

After school club

The after school club is open from 3:10pm for Reception children and 3:20pm for children in Years 1 to 6 and will close at 5:30pm, Monday to Friday during term time.

Please note that the club will not be available on school training days or if the school has to close for adverse weather conditions or any other emergency.

Parents should collect their child from the after school club by 5:30pm. A failure to collect their child by 5:30pm incurs an additional charge. The charge is £15 for each 15 minutes late. This is charged per child.



Registration and Fees

Registration Form

This must be completed before your child starts at the Parkside Kids Club stating which sessions are required. Once you have submitted the booking form the school office will contact you to confirm the sessions and to arrange a start date. There is a non-returnable £15 registration fee payable for all new families.

Once your sessions are confirmed you will be asked to complete an application form, this contains all the required information needed for each child including contact details, emergency contacts and any special welfare need for your child. This information is kept confidential.

Parents are asked to update their application form whenever there is a change of circumstances including telephone numbers and addresses.

Fees

Fees have been determined in line with charges made for childcare at other primary schools in the local area and are charged by the session (not hourly).

Before school session £4.00

Between 7:45am and 8:45am including breakfast

After school session £8.00

Between 3:20pm and 5:30pm including snack

Both sessions £11.00

Between 7:45am and 8:45am including breakfast and between 3:20pm and 5:30pm including snack on the same day



How to pay

Your child will be set up with a SchoolMoney account - all payments must be made through the platform. School operates a cashless system - we cannot accept cash payments.

Notice period

If you wish to cancel your child's place 4 weeks written notice must be received in the school office. We will confirm with you the final date your child is to attend.



Arrivals

Our staff will greet each child warmly on their arrival at the club. We will ensure an up-to-date register is kept every day. Please take your children and use the Ring doorbell to alert staff members you have arrived. Please wait patiently for a staff member to greet you. Please note, other staff in school may not allow you into the building, as Kids Club staff maintain the register checks. If your child is going to be absent from a session, we ask parents/carers to contact the club in advance.



Escorting children to the club/school

The club and school have a clear agreement concerning the transfer of responsibility for children's safety. If a child is booked into the Club but does not register in, we will check whether the child is at school that day. If the whereabouts of the child is not known the club will ask the school office who will contact the parents/carers.

Departures

Children can only be collected by an adult who has been authorised to collect them on their registration form. The child's parent/carers must inform the club in advance if someone who is not listed on the registration form is to collect a child. We will contact the first contact for confirmation if we have any concerns regarding departures.



Policies:

Kids club operate by all OMAT and school policies in relation to Safeguarding and Health and Safety.

Members of the Safeguarding team are listed on the school website, and are clearly marked on posters around school. Please ask any member of staff for details on who you can speak to in relation to any matters regarding safeguarding.

This includes the First Aid policy, with the administering of medications and procedures when there are accidents and injuries.

For any complaints, the complaints procedure must also be followed. This is also available on the school website.

Please also see the school website for further information relating to policies.



Responsibilities of all parties:

Children have the responsibility for:

Caring for equipment and the club environment.
Not harming others by word or deed.

Staff have the responsibility for:

Setting clear expectations and boundaries for acceptable behaviour.
Encouraging positive behaviour with praise.
Dealing with unacceptable behaviour in a fair and consistent manner.
Informing parents/carers of behaviour concerns.

Parents have the responsibility for:

Encouraging the positive behaviour of their child.
Working in partnership with the club to resolve behaviour concerns.

Incidents

The play leader will deal with any behaviour incidents that take place at the club. In most cases the consequences will be:
Time out from an activity.
Discussion with an adult.

In cases of more serious misconduct or where poor behaviour is repeatedly occurring, a written record will be kept, signed and dated and the play leader will speak to the child's parent/carer.

In the event of repeatedly unacceptable behaviour or in extreme circumstances the Headteacher will be informed. The school retains the right to exclude a child from the club.

