

Bramley Out of School Club

“Playful, Caring, Supporting”



Bramley Out of School Club

Parents' Handbook

2018/19

WELCOME

Welcome to Bramley Out of School Club. We look forward to working with you and your children and hope this handbook will give you some valuable information.

About Us

We are based in the Pink Room, at Bramley C of E Primary School. We have direct access to the outdoor areas including the adventure play area.

We are an Ofsted Registered Out of school club as we take children who are in year R as well as being on the Voluntary part of the register (registration number 110421) based in Bramley Primary School. The club is open from 7.30am to 8.30am for Breakfast Club and 3pm–6pm weekdays, during term time. We also offer holiday care for the first full 2 weeks of the summer holidays from 8.30am–6.00pm

Our last inspection took place on the 22nd January 2018 and for the third time running we received a Good in all areas of our practise. To download our last inspection report here www.ofsted.com

Aims

At the Club, we 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. The care, safety and enjoyment of your children is paramount to us.

Organisation

We run as a charity and are a non–profit organisation, employing a manager and team of playworkers and supported by a management committee. We enjoy a close working relationship with Bramley Primary School ensure continuity of care, and to maintain good communication links.

Staffing

Our Club is staffed by our manager Julie Wilson, deputy manager Angie Allaway–Greenhow, and a team of playworkers. We aim to provide a smooth transition between school and club. of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this Handbook).

EYFS (Early Years Foundation Stage)

Under legislation we are registered under the EYFS. Although we are not expected to cover any of the learning Outcomes for the children, we are assessed on the four overarching principles of the EYFS. We work closely with the Year R team at school and also have a Playworker who works to support the Manager and Team in the implementation of the EYFS.

A Unique Child

1. Positive Relationships
2. Enabling Environments
3. Children Develop and learn in different ways and at different rates.

What we offer

Our Club is guided by the Play work Principles, so the children are free to choose from a wide range of activities and resources. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, physical play, and reading. Much of the year we have themed weeks with arts, crafts and activities based around the them.

The demand for places at the club have increased over the years and in September 2018 we expanded our services and introduced a room for older children in school years 4–6. Although all our children mix well together the extra space has allowed us to add some more age appropriate activities for the older children whilst ensuring the continuity in the pink room for our younger children.

Snack Time

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. The children are encouraged to make healthy choices from the food on offer.

Parent/Carer Involvement and suggestions

We welcome parents to become involved with the club through offering suggestions, helping with fund raising and joining our committee.

Your Information

We respect the privacy of the children attending the club and their parents and carers. In addition to current legislation, we have strict policies and procedures in place to ensure this happens.

All the information we hold on you and your child is kept in line with the 2018 General Data Protection Regulation Act (GDPR). You will be asked on registering your child with the club as part of the Registration form to read and sign the section on this. Further information can be found in our Policies and Procedures documents and on our Website.

Policies and procedures

The Club has 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 as well as being found on our website www.bramleyoutofschoolclub.com

TERMS AND CONDITIONS

Admission: Our Club aims to be accessible to children and families from all sections of our local community. Please note that although we can take children from other schools, we cannot collect them, so parents/carers will need to make arrangements to get them here. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. **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 at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form and booking form.

Payment of fees: The current fees are £3.70 for Breakfast Club and £11.50 per session for After School and are reviewed on a regular basis. Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers.

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

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month 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 month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. 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 your child's 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 know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Induction

You and your child are welcome to visit the Club before their 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. This 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 **Child Induction Policy** for more details.

Arrivals and departures

Breakfast Club

Ours doors open at 7.30am for breakfast club. All children must be brought in by a parent/carer and signed in. At the end of the session our staff will take all Year R, 1 & 2 children to their class. Older children will be told to make their own way to their classes. Please note that we stop serving breakfast at 8.20am.

After School

Our staff collect children in year R, 1 and 2 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.

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.

See our **Arrivals and Departures Policy** for more details.

The After-School club finishes at 6.00pm. If you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5 per 15 minutes per child may be charged if you collect your child after the Club has closed. You may also be asked to contribute towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm [i.e. 30 minutes after your club closes] 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 **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. 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 **Safeguarding Policy**.

Equal opportunities

Our Club provides 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. In considering if we can take children with special needs we need to assess if we can accommodate their 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.

For more details on equal opportunities and inclusion, see our **Equalities and Inclusion Policy**.

BEHAVIOUR (CHILDREN)

Children and staff will create a group agreement at the start of each school year, for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes the ethos of care, consideration and respect for everyone attending: children, staff and visitors. It recognises and supports British Values.

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 Club has 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 because of special needs. We will try to be flexible 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. See our **Suspensions and Exclusions Policy** for full details.

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 Club is 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. See our **Aggressive Behaviour Policy** for more details.

Illness

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

Please inform the Manager 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. See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is always taken to ensure the safety of the children, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

Medication

Please let the Manager 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. See our **Administering Medication Policy** for more details. For long term Health Issues, or allergies parents will be required also to complete either an Allergy or Health Management Plan.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak, the Manager, Deputy Manager 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.

A full copy of our **Complaints Policy** is available on request.

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.

- We always Respect your right to privacy and follow our confidentiality procedures.
- 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

C/O BRAMLEY PRIMARY SCHOOL, BRAMLEY , HAMPSHIRE RG265AH

Club mobile number: 07340777927, (Please leave a voice message if there is no reply.)

(Manager): 07711339306 between 7.00am and 6.15pm. (Please leave a message on the Club Mobile by either voicemail or text when the club is not open if you are reporting an absence.)

Email: info@bramleyoutofschoolclub.com

Website: www.bramleyoutofschoolclub.com

Ofsted Registration No: 110421

**Ofsted Piccadilly Gate
Store Street
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