

King's Kids



Breakfast and After School Club



Parents' Handbook & Policy



Mission Statement

Our school exists to serve the parish of Christ The King, working together for the development for our children with the love of God as our central focus.

All members of our community-children, staff, parents, governors and friends-work in partnership towards love, tolerance and justice. With this common bond we recognise uniqueness of each child as part of God's creation.

Therefore, we aim to develop their particular talents and needs, thus allowing them to achieve the full potential.



ABOUT THE CLUB

King's Kids is a Breakfast and After School club run by Christ the King School, Holly Avenue Walkden. We are based in the main school building and have access to the school's facilities. The club is open Monday to Friday during school term time.

	From	To	Cost per day	Cost per week
Breakfast	07.45am	08.45am	£3.50	£17.50
After School	15.30pm	17.45pm	£7.50	£37.50
Total for both			£11.00	£55.00

Aims

At King's Kids we aim to provide a safe, secure, stimulating and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

The Breakfast Club aim is to give the children the best start to the day by offering a healthy breakfast and a choice of calming activities before school starts.

The After School Club aim is to provide opportunities to unwind from their day and to give children choices on how they spend their time, with us guiding them through their learning journeys as they play and make memories with friends.

What we offer

Our Club follows 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, computer games, indoor/outdoor physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment library.

There will be an adult led activity each day that the children can have the opportunity to take part in if they wish. These will include cooking, arts and crafts, sporting competitions and many more exciting opportunities.

What we provide

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. We promote independence, by encouraging the children to prepare their own snacks, and 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 allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

Sample Menu

Breakfast Menu (served before 8.30am)	After School Club Menu (Served before 4.30pm)
Cereal	Wrap / Sandwiches/ Pitta bread
Toast (with a choice of spreads)	Fresh Fruit e.g. Bananas, Apples, Pears
Fresh Fruit e.g. Bananas, Apples, Pears	Breadsticks and dips
Yogurt	Fresh Vegetables e.g. cucumber, carrots, tomatoes
Water, Milk & Fruit Juice	Water, Milk & Fruit Juice

Staffing

Our Club is run by Lisa Horrocks (Club Manager) and three playworkers Barbara Benson, Andrea Morris and Laura Partington.

In addition we have volunteer staff. We aim to provide a smooth transition between school and club.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

Staff also have designated roles:

Lisa Horrocks: Special Education Needs and First Aid (paediatric) Co-ordinator,
Laura Partington: Equalities and Inclusion Co-ordinator, Health and Safety Officer
Andrea Morris: Fire Safety Officer, First Aid Co-ordinator, EYFS Key Person
Barbara Benson: EYFS Key Person, Child Protection Officer

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).

Organisation

King's Kids is part of Christ the King School and is under the direction of the Headteacher and the Governing Body. It is run as a business, and employs five staff including a cleaner. The club is set up to continue the mission of Christ the King School where the love of God is at its focus.

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 at all times. They are also available on the school's website www.christthekingrcprimaryschool.co.uk

TERMS AND CONDITIONS

Admission

Our Club exists to serve Christ the King children only. Admission to the club is organised by the Manager 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 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 **£3.50** per child per breakfast club session, and **£7.50** per afterschool club session. Fees are payable in advance as notified via parent pay. 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. 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.

Arrivals and departures

A register is taken when children arrive in our care, and you must sign out your child each day when you collect them at the end of the school day.

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 5.45pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £2.50 per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.15pm [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. 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 **Equalities Policy**.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules 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 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 cooperative

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 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. See our **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 taken to ensure the safety of the children at all times, 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.

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 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.
- 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

King's Kids
Christ the King RCPS
Holly Avenue
Walkden
M28 3DW

Club number: 0161 921 1601

King's Kids



Breakfast and After School Club

Admissions and Fees Policy

Kings Kids is part of Christ the King R.C. Primary School Ofsted. We provide care for 30 children between the ages of 3 and 12, primarily serving the children of Christ The King R.C. Primary School.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children only of Christ The King R.C. Primary School

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form, medical form, parent contract, booking form, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

Permanent place:

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

Temporary booking:

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at £3.50 Breakfast and £7.50 After School.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit.

Fees are payable in advance as notified via parent pay.

Fees can be paid by using Parent Pay.

A late payment fee of £2.50 per 15 minutes will be charged if you collect your child after the Club has closed.

Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the manager. If fees are not paid, the Club will write to the parent or carer, requesting

payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn. If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

This policy was adopted by Kings Kids	Date: September 2016
To be reviewed:	Signed: N A Potts

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding and Welfare Requirements: Information and records [3.68-3.75]