

Linchfield Community Primary School

The Tree House Kids Club Handbook 2018/19



Linchfield CP School

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Welcome to your kids' club

The Tree House Kids' Club offers childcare outside of school hours.

During each of our sessions there are 30 places available to children between the start of the academic year following the child's 4th birthday (Foundation) and the end of the academic year following the child's 11th birthday (Year 6).

Our adult/child ratio for children aged 8 years and under is 1:8.

Meet the Staff

Our Club Manager is Claire King.

Claire has been with us since 2014 and holds NNEB qualification. She has two children at Linchfield School.

Helen Linford and Marresia Hodgkin are our Play Workers. Helen has extensive experience in childcare and holds a CACHE Level 3. Marresia is working towards a qualification in childcare.

We also have a group of play workers and bank/relief staff that help out as and when required.

Aims and Objectives

We aim to:

Provide affordable, good quality out of school childcare.

Offer childcare places for working parents/carers and those wanting to undergo further training or to seek work.

Work in partnership with parents/carers and the local community.

Provide a safe, caring and friendly environment for children to develop emotionally, physically, intellectually, creatively and socially.

Provide a varied selection of creative, challenging and worthwhile play opportunities to suit all children's abilities and needs.

Always follow our policies and procedures and assess them for their effectiveness.

Offer development and training opportunities to staff members.

Offer placements for childcare students.

Provide equal opportunities in all areas of our work.

Value and respect the children's ideas, play and work.



Kids' Club Activities

We have a range of fun and interactive activities for children which are appropriate to all ages and give all children equal opportunities including:

- * Free choice
- * Playing around themes
- * Outdoor areas and activities
- * Construction toys
- * Role play equipment
- * Outings (Holiday Club only)

Details of planned activities are posted onto the parent's noticeboard each week and we encourage children, parents and carers to suggest new ideas for activities.



Admissions

It is the intention of the Tree House to make our club accessible to children and families who attend. Our full admissions policy is available upon request from the Tree House.

It is important that the Tree House has an up-to-date and accurate registration form for every child attending the club. No child will be admitted to the club until they have been registered with us and we have received the relevant completed documentation from the person or people with parental responsibility for the child. Parents/carers must also sign a consent form for this information to be maintained by the Tree House in line with the Data Protection Act 1998 and OFSTED Registration requirement under the 1989 Children Act.

Parents should immediately notify staff of any changes to personal or medical details such as any allergies, changes to medication, change of address etc as soon as they become aware of them. We also carry out a full annual check and update of parent contracts each September to confirm we have the most up-to-date information on your child.

Fee payment is required in advance and can be made by cash, cheque or online banking. The Tree House also accepts recognised childcare vouchers. Details are available on request.

We charge a one off registration fee of £10 per family.

The following will be taken into consideration when allocating places:

- * Children attending Linchfield CP School
- * Siblings already attending the setting
- * Multiples of children
- * Number of spaces required
- * The length of time on the waiting list

Arrivals and Departures

During school term time children can arrive at any time between 7.30am and 8.45am in the mornings or between 3.15pm and 6pm after school.

Our out of school Holiday Club is open between 7.30am and 6pm Monday to Friday.

Children can be collected at any time during any session. For the safety of the children in our care we will only release children to their parents/carers or a nominated person.

The parent/carer must inform the club if it is necessary to make other arrangements for the collection of their child/ren prior to it happening, this avoids any unnecessary upset or confusion.

If children will be collected by someone other than the named person/people we operate a PASSWORD system, the password system uses a word that you will give to the manager and the person collecting the child/ren, the Manager will ask the person collecting the child for the password and if they match will let the children leave.

The club reserves the right not to allow any child to be released if we are in any doubt as to the authenticity of the person calling.

A register will be kept for each session and times of arrival and departure of children to and from the setting will be recorded by a member of staff immediately, this will be supplemented by regular head counts during each session.

Attendance

If a space is not required for a particular session or for a period of time due to taking a holiday and the parent/carer advised the Manager by the Monday, with two weeks' notice, the fee for any unused session will be **charged at half rate**. The Tree House reserves the right to fill the vacant space temporarily.

If your child/ren do not attend a session that they are booked to attend and the Tree House has not been given notice as above you will be charged full price for that session.

Ad hoc places can be requested before they are required, however the Tree House Manager will not be able to confirm their availability until the Tuesday prior to the week they are needed.

Contracted sessions will always take priority.

Any parent/carer who has requested ad hoc spaces will be verbally contacted regarding availability which they must then confirm that they still require the space **within 48 hours** otherwise the place will be reallocated.

In the event you wish to cancel your agreement with the Tree House, four weeks' notice must be given in writing or equivalent payment made in lieu at the time of cancellation.

Please note that all children must be collected by closing time which is 6pm.

Any late collections will be charged at £1 per minute per child.

Tree House Tariff

**Please note that there is a £10 one off registration fee
charged per family on registration**

Breakfast Club 7.30am – 8.45am

7.30am – 8.45am £3.50 for one child

7.30am – 8.45am Reduced to £3.00 per child if 2 or more siblings
attending

8am – 8.45am £2.40 per child

After School Club 3.15pm – 6pm

3.15pm – 6pm £5.80 for one child

3.15pm – 6pm Reduced to £5.30 per child if 2 or more siblings
attending

Holiday Club 7.30am – 6pm

Full day £22.50 for one child

Full day reduced to £20.00 per child if 2 or more siblings attending

Hourly rate £3.00 for one child

Hourly rate reduced to £2.50 per child if 2 or more siblings attending

As is customary with most businesses, we will review our fees at least annually. In using our services, you agree that we may do so and that you will pay any increased fees you are notified of. Typically, any fee increase is notified to

parents/carers in July with any increase taking effect from the beginning of September of the same year.

If there is to be any change in the fees set out above at any time, parents/carers will receive notice in writing at least four weeks before any increase is due to take effect.

<h2>Meal Times</h2>

Breakfast

This consists of a choice of cereals, toast and milk or water. The additional cost per child is 50p per day.

Snack Times

A small cold snack such as fresh fruit, raisins, breadsticks etc. will be provided free of charge and is available to all children straight after school and at approximately 10am and 2pm during holiday sessions.

Lunch

During holiday sessions children will be required to bring a packed lunch with them. Lunch time is 12pm

Tea

If pre ordered, a light tea will be provided (see sample menu) from approximately 4.15pm onwards, this includes a dessert.

Children will be served with the choice that you have made for them from the menu for that day. Please be aware that we cannot offer alternatives.

The additional cost per child is £2 per day.

Drinks of water or milk are available to the children at all times.

Food Ordering

We operate a pre order system for food and we offer healthy and tasty options (in accordance with school food standards), food is ordered each month in advance.

How does it work?

Just return the menu marked with your child's choice of breakfast, main and dessert for each day that you wish your child to eat with us by the date shown at the top of each menu and we will do the rest.

Please note that we are unable to offer alternative choices of meal, however if your child has a special dietary need we will be happy to discuss this on registration and provide suitable alternatives where possible.

We always welcome comments and feedback, including menu suggestions and are happy to consider adding them to our menu.

Accidents

A Paediatric First Aid certificate is held by all members of staff.

The club has full insurance cover in respect of accidents and liability.

Any serious accident will be reported to the Health and Safety Executive (RIDDOR) and OFSTED.

Parents/carers will have signed the appropriate consent forms on their child's registration to the setting and will be informed of the procedure for children who are ill or infectious.

In order for us to deal with accidents promptly and efficiently we will:

- * Have a clearly marked full First Aid kit on site that complies with the Health and Safety (First Aid) Regulations, this is regularly checked by a designated person and is kept out of the reach of children. All staff members are aware of the location of the first aid kit.
- * Complete an accident/incident log as required with the date, time, details of the accident/incident and treatment administered which is signed by staff at the time of completion. All staff are aware of the accident/incident log and the procedure for reporting.

Full details can be found in our Accident and First Aid Policy which is available on request from the Manager.

Access to Information

The Tree House Club has a policy of allowing parents/carers access to written information about their child. All of our records contain information which is required by OFSTED and is confidential.

The information we hold is as detailed on the club registration form and includes:

- * Child's personal details
- * Emergency contact numbers
- * Medical/allergy details
- * Any additional details

In order for us to hold accurate records about your child we ask that you help us by updating your child's details with us each September, we will send out a blank form for you to complete which should be handed to the Manager when completed.

As always, our staff are available to discuss any changes and update the information we hold at any point in the year.

Child Protection

The Tree House works under the guidelines laid down by the local area Safeguarding Children Board. All child protection issues are strictly confidential.

Partnership with Parents

The Tree House club is committed to working with parents.

Information will be available to parents on our noticeboard and via newsletters.

Parents/carers may visit the club by prior arrangement with the Manager.

We will provide a key person for all children within the EYFS age group.

We will keep parents/carers informed of activities by displaying weekly planning and themes.

Further information can be obtained from the Tree House Manager.