

# Grange Kids Club Prospectus 2020



**Tel: 07340714878**

## **Welcome to Grange Kids Club**

As you are reading this, it means that you have already made some inquiries and are now thinking of registering your child. At the front of this prospectus you will find.

- ✓ Registration Form
- ✓ Child Information Record
- ✓ Ethnic Monitoring Form
- ✓ Medical Consent Form

I would be grateful if you could fill in these forms and return them to the Club Leader.

If you are not sure about any of the details that we require or have any questions about the policies and procedures please don't hesitate to get in touch.

### **Statement of commitment**

**We are committed to providing an excellent service for every child, young person and parent.**

Heather Rice  
Chairperson  
Grange Kids Club

## Club Costs, Opening Times and General Information

### When is the Club open?

After School 3:15 pm - 6 pm

Holiday Club 8:30 am - 5:30 pm

The After School Club is open every day during term time.

The Holiday Club may be available during school holidays dependent upon demand and availability.

### First hour

Grange Kids Club is pleased to be able to offer your child/ren a place at Kids Club for up to an hour for emergency or unforeseen circumstances. This will be from 3.15-4.15 pm at a cost of £4 per child. If your child/ren is not collected by 4.15 the full session fee of £8 will be charged. There will be a one off registration fee of £10 per family.

### How much does it cost?

<b>After School Club</b>	Per session
First child	£8
Second child	£7

<b>Holiday Club</b>	Full day	Full week
First child	£25.00	A reduction will be given
Second child	£23.00	for full weeks booked

*Please note session fees are subject to change – appropriate notice of changes will be given - please check with Club Leader for up to date information.*

### What is provided?

**After School Club** provides activities such as art, crafts, drama, music, cooking and sports; themed when possible to the time of the year or topical events. We also offer a quiet space for reading or doing homework. Light refreshments are provided.

**Holiday Club** includes light refreshments throughout the day, though children do require a packed lunch. As well as a wide range of art, crafts, drama and sports we also offer organised activities.

### Who may attend the club?

The Grange Kids Club is open to children attending all local primary schools. We will accept children from other schools in the area after discussing transport with the parent/guardians.

### Who and What is the Grange Kids Club

The Grange Kids Club is run as a non-profit making organisation by a voluntary management committee who appoint the staff, oversee club policies and act as mediators in any disciplinary matters or complaints.

The After School Club is registered with OFSTED for a maximum of 24 places with a ratio of 1 staff member to every 8 children.

We employ staff with a recognised qualification in childcare or education childcare. All members of staff have to undergo DBS and Health checks before they are appointed.

The day to day running of the Club is the responsibility of the Club Leader Grange Kids Club accepts primary school age children between the ages of 4 and 11 years. It is our policy to make the Club available to the widest possible range of children.

Admissions are on a first come first served basis however in the event of the Club being over-subscribed an admissions policy and waiting list will come in to effect.

### How do I book a place?

In order to book a place, parents/careers are required to complete the registration form and pay a registration fee.

Sessions may then be booked by contacting the Club Leader, in person or by calling / texting the Kids Club telephone number on the front page.

If you have to cancel a session we ask that you give a minimum of 24 hours notice. If the Club does not receive the minimum notice, full charges will be made for the session.

## Club Rules

1. Enjoy yourselves and have fun
2. Treat everyone as you would like them to treat you,  
This includes No fighting, No biting, No nipping, No spitting.
3. Be polite to all staff, children, parents and visitors,  
This includes No swearing
4. Respect the staff and always follow any instructions.
5. Respect the other children and remember to share toys and equipment.
6. Look after the toys and equipment and always help to tidy the toys away after use.
7. If you have to go out of the school you must always ask permission from a member of staff.
8. Remember to look after your own belongings; this includes hanging up your coat and bag when you arrive.
9. If you bring anything special or valuable ask a member of staff to look after it but remember you are still responsible for it.
10. Get involved in planning the clubs activities and outings, if you don't tell anyone what you would like to do we can't do anything about it.
11. No running inside the building as you might hurt yourself or someone else.

*(These rules were written by the children)*

## Club Policy

The Grange Kids Club aims to provide a safe and stimulating play environment for school children in the Grange area. It is a non-profit making organization and is run by a voluntary management committee of parents and co-opted advisers.

- 1) The club is for children aged 4 and over in primary education. The Grange Kids Club is committed to providing equal opportunities to staff and children of whatever race, colour, religious persuasion, disability or personal circumstances.
- 2) Priority will be given to children of working parents and to regular rather than casual bookings and also siblings of children already attending.
- 3) All families using the scheme shall pay a £10 registration fee and complete and sign a registration form(s)
- 4) Children must be booked in, in advance, preferably giving 24 hours notice.
- 5) Where possible 24 hours notice should be given for any absences. .
- 6) It is the responsibility of parents/guardians to inform the Club Leader of any relevant medical or dietary information pertaining to their child(ren).
- 7) Notification must be given to the Club Leader of those authorised to collect child(ren). Parents/Guardians must be aware that unless notified the child(ren) will not be released to anyone other than stated.
- 8) Children must be collected from the club by 6pm. After this time an additional charge of £6.00 will be levied.
- 9) Staff will manage behaviour in a clear, consistent and positive manner. Parents/carers will be encouraged to contribute by raising concerns and suggestions.
- 10) Infringement of the rules on a regular basis may result in the withdrawal of the place for the child(ren) involved.
- 11) The welfare of all children at The Grange Kids Club is of paramount importance. Should any member of staff be given cause to suspect that a child is suffering abuse of any kind then it must be reported to the Club Leader immediately, who will follow procedures laid down by Cumbria Safeguarding Board.
- 12) Any member of staff, including the management committee, who shall become aware of any information regarding a child or a member of staff, which

may be considered confidential, shall not make such information available to anyone other than the Club Leader. All information detailed on the registration forms is confidential.

Any discussions with the Kids Club staff and Parents/Guardians of a registered child are confidential, and any decisions made may not be disclosed to anyone other than members of staff currently employed at the Grange Kids Club.

No child should be sent to the Kids Club whilst suffering from illness or infectious disease.

The Club Leader will follow best practice in respect of Health and Safety and will ensure that the children's safety is paramount. The premises will be checked at each session.

The Club has a No Smoking Policy.

A full policies file can be viewed upon request.

## Waiting List Procedure

The Club Leader shall draw up a waiting list in the event of the Club being fully booked on a regular basis.

In these circumstances the children of parents/guardians who have returned completed admission documents shall be entered on the waiting list.

When the Club is no longer fully booked the Club Leader may only offer to register a child off the waiting list and must apply the following criteria in choosing a particular child.

The criteria are in order of merit:

- 1) Siblings of those already at the club.
- 2) Children of parents/guardians who are working or attending a course of education.

The Club has the right to exercise discretion in the operation of the waiting list and this will be reviewed on a monthly basis

Appeals In the event of a complaint about the administration of the waiting list the clubs complaints procedure is to be invoked.



## Behaviour Policy

The Kids Club will strive to foster and re-enforce good behaviour patterns whilst discouraging and dealing positively with inappropriate behaviour.

If inappropriate behaviour continues it will be necessary to refer to the Behaviour Management Procedure, however we will strive to ensure we work in partnership with parents and keep them fully informed of any difficulties.

## Behaviour Management Procedure

The Kids Club will not under any circumstances use physical punishments or the threat of using them. We do not use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, or an adult or serious damage to property.

Any incident is recorded and the parent/carer informed of the incident on the day.

Staff will resolve any disagreement between children by listening to their accounts of the incident. They will then decide on what course of action is to be taken, these may include;

- Play continuing in a different area with apologies exchanged by each child for their actions.
- Time out may be required where the child would read, draw or do a similar calming activity in a quiet space.

A full explanation of why these actions have been taken will be discussed with the children and their relevance to the club rules.

Staff will record every incident in the Daily report. Parent / Carer will be informed of any incident on the day.

The Kids club may also organise star charts to re-enforce good behaviour. This measure will be discussed with the parent / carer before commencing.

Under no circumstances will bullying be tolerated at The Kids Club. Every incident will be dealt with and children will be encouraged to inform staff if this behaviour is present.

If a child exhibits persistent inappropriate behaviour he/she will be given a verbal warning which will be noted in writing by the member of staff, giving the circumstances, time and date.

Parents / Carers will be made aware at all times of their child's behaviour and in particular if they have been given a verbal warning.

After discussion with the child's parents / carers a plan will be drawn up as to how the child's behaviour can be addressed. This will be subject to review after one month when all parties will meet to discuss the matter.

Between the meetings, the Kids Club staff will have continued to monitor the child's behaviour and to note any inappropriate behaviour.

If it is clear that the child has continued to exhibit inappropriate behaviour or the parents / carers are uncooperative in this matter then the child may be permanently excluded from the club.

In the event of a child being excluded the parents / carers will be advised in writing.

If a child exhibits behaviour which in the opinion of the staff present constitutes a threat to the safety of themselves, other club members or staff or the fabric and contents of the school then his/her parent/carer may be contacted with a view to being collected early.

## Fee's Policy and Procedure.

### Introduction

The purpose of this policy is to set out guidelines on the collection of fees accruing at Grange Kids Club. A £10 Registration fee per family is charged to Register for Grange Kids Club.

Grange Kids Club is a non-profit making organisation; all income from fees is used to benefit your child and to meet our overheads (wages, insurance, rent, resources etc).

Before your child is offered a place, you will be asked to sign the registration form agreeing to pay at the current rate.

Grange Kids Club fees are:

£8 for the first child attending from 3.15pm until he/she is picked up anytime up to 6pm ( £7 per sibling)

£4 is the fee for:

A child attending Kids Club for the first hour which is 3.15pm to 4.15pm.

£8 charge is made if a booked session is cancelled on the day

Half fee (£4) will be charged if prior notice of cancellation is given.

(This also applies if your child is absent from school /sent home from school due to illness or an appointment etc. )

Where a half fee of £4 is charged, this is to secure your child/ren's place at Kids Club.

. These are the guidelines with regard to payment::

- Childcare will be billed in arrears
- Grange Kids Club fees are invoiced approximately monthly
- Payment must be made within 10 days from the date the bill is issued.
- It is with regret that bills in arrears of the 10 day period will result in a child being refused a place at Kids Club ( whether a permanent or casual user) until the outstanding bill is paid in full.
- Please ask for bank details if you wish to pay by BACS.
- We also accept childcare vouchers.

(If you are having difficulty meeting the payments please contact the Club Leader for a confidential discussion as to how this may be resolved.)

Confidentiality will be maintained at all times.

The committee will reserve the right to pursue non-payment of outstanding fees through the small claims court. This may result in a County Court Judgement, to which court fees and interest will be added.

Ofsted require us to ask: Are you aware of any needs your child may have which should be brought to kids club attention? (Continue on a separate sheet if necessary)

<p><b><u>Medical</u></b>  <b><u>Including dietary, allergies etc.</u></b>          Please state:</p>	<p>Please give details of medical needs:</p>
<p><b><u>Physical</u></b>  <b><u>Eg. Hearing, sight, mobility, toileting etc.</u></b>          Please state:</p>	<p>Please give details of physical needs:</p>
<p><b><u>Behavioural, Emotional</u></b>  <b><u>Eg. Autistic Spectrum condition, ADHD etc.</u></b>          Please state:</p>	<p>Please give details of behavioural needs:</p>
<p><b><u>Communication and language processing</u></b>          Please state:</p>	<p>Please give details of communication needs:</p>
<p>Any other needs or concerns?</p>	

Does your child have an IEP at school?.....

Are they at School Action?.....

School Action Plus?..... or

Have a Statement of S.E.N. ?.....

Do you give consent for us to view these and liaise with school staff so we can provide continuity of care for your child?

Parent/ carer signature.....Date.....

# Grange Kids Club

## Registration Form £10 Fee per family

Child Name:

D.O.B:

Address:

Gender:

Ethnicity:

Religion:

### Primary Contact

Name:

Home:

Work:

Mobile:

Relationship to child:

### Secondary Contact

Name:

Home:

Work:

Mobile:

Relationship to child:

### Medical Information

G.P Name:

Address:

Telephone

I / we give permission for my child to receive the appropriate level of first aid required or the emergency services to be contacted

Sign/print

Date

### Photographs

I/We give permission for photographs to be taken inside the setting and on outings with the club which may be displayed in the classroom

Sign and Print

Date

## Grange Kids Club

We are the After School Club for children in the Cartmel Peninsular area aged 4-11years, based at Grange Primary School. We are open Monday to Friday 3.15 – 6pm. Sessions are bookable in advance.

Daily fee is £8 per child, second child £7 also a one off payment of £10 per family for Registration.

Shorter sessions may be available any day for £4, between 3.15pm and 4.15pm. Please contact the number at the bottom. Messages will be picked up at 3pm each day and we will reply then to say we have received your message.

We offer a range of activities which include free play, outside games, construction, role play, organized craft of themed workshops e.g. Harvest, Chinese New Year etc.

We also run a Holiday Club in the summer usually two weeks in August from 8.30 – 5.30pm. Activities include outdoor and indoor sports, water games, bouncy castle and crafts. Dates will be confirmed nearer the time.

Daily fee is £25.00  
£23.00 for siblings

For further information about Kids Club or the Holiday Club please contact Julie or Mrs Mellor on 07340 714878

If you would like a prospectus and Registration Form please call the above number or call into the Year 1 classroom after school 3.15 onwards.

Kids Club x