



Great Easton C of E Primary School

## GEPS KidsClub



### Our School Vision:

*We are God's children and global citizens. We will be bold enough to use our voices, brave enough to evoke change in the world and strong enough to stand up for what is right. We are valued and are part of a Christian family that grows together in faith, love and kindness.*

*Associated values: Courage, Compassion, Forgiveness and Joy.*

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This Policy was reviewed and amended and Staff were consulted on this document in:	March 2024
The policy was ratified by the Governing Body in:	May 2024

## **Our Vision**

Great Easton CE Primary School KidsClub aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

Great Easton CE Primary School KidsClub will:

- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment which can be used under safe and supervised conditions.
- Offer activities which meet the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parents to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of the parents or carers.
- Keep parents and carers informed about the changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well-trained staff and offer them appropriate support.
- Comply with the Children's Act 1989, the Children's Act 2004, and all other relevant legislation.
- To continue to promote spiritual, moral, social and cultural values as well as British values through diverse clubs and activities at our KidsClub.

The Club is run by Great Easton Primary School and its staff so all policies and procedures used in school will apply.

## **Arrivals and Departures**

Great Easton CE Primary School KidsClub recognises that the safe arrival and departure of the children in our care is paramount. Our younger children are collected by KidsClub staff, whereas the older children make their own way.

The Club leader will ensure that an accurate record is kept of all of the children in the Club, and that any arrivals or departures are recorded in the register. The

register is kept in an accessible location on the premises at all times. In addition, we conduct regular headcounts during the session.

## **Departures**

Staff will ensure that they sign children out including the time of collection before they leave.

Children can only be collected by an adult who has been authorised to collect them.

The child's parents or carers must inform the school office in advance if someone else is collecting. The KidsClub leader will contact the main parent or carer for confirmation if they have concerns.

The parent or carer must notify the school office if they will be late collecting their child.

## **Admissions and Fees Policy**

Great Easton CE Primary School KidsClub is an extension of the school. We provide for children between the ages of 4 and 11, serving the children of Great Easton CE Primary School.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established.

## **Booking Procedure**

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

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel your place, then **24 hours'** notice is required otherwise charges will stand.

## **Ad-Hoc Bookings**

These bookings can be made using SCOPAY 'KidsClub After School' or 'KidsClub Breakfast' - under Calendar or by contacting the school office.

## Fee Structure

Fees are charged at the following rates:

**Breakfast Club 8.00am - 8.30am - £4.00** (Children can go out into the playground at 8.30am)

### After School Club

Mini 3.15-3.45pm - £2.00

Early 3.15pm - 4.15pm - £4.00

Mid 3.15pm - 5.15pm - £8.00

Club Mid 4.15-5.15pm - £4.00

Late 3.15pm - 6.15pm - £12.00 (Not Fridays)

Club Late 4.15-6.15pm - £8.00 (Not Fridays)

Snack (with Mid & Late sessions) - £2.00

### Payment of Fees

Fees must be paid in advance. Failure to pay these fees could result in your child losing their place. Payment is to be made via SCOPAY. For block bookings payments can be split monthly or half-termly if preferred. We do accept childcare vouchers.

### Collection

Children must be collected at or before the time stated on the booking form otherwise you will be charged for the later session. **If you are late collecting from the last session, further charges will be made: up to five minutes late additional £5.00; Over 15 minutes late additional £10.00. Staff must be allowed home to be with their own families.**

### Behaviour Management Policy

Great Easton CE Primary School KidsClub uses effective behaviour management strategies, following the school's policy, to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to

manage behaviour using clear, consistent and positive strategies, The Club rules are discussed regularly and children are clear of expectations.

## **Club Rules**

Whilst at KidsClub we expect children to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the Club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.

## **Fire Safety and Risk Assessment**

Great Easton CE Primary School KidsClub understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures through regular fire drills during the school day.
- All children will be made aware of the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded to the Fire Drill Log.
- The Club has notices explaining the fire procedures positioned next to every fire exit.

## **Responsibilities of the Club Leader**

The Club Leader (Alison Bush - Breakfast; Louisa Bowman-Dove - After School) holds ultimate responsibility and liability for the safe operation of the Club and will ensure that:

- The Club's designated health and safety officer is the Head teacher.
- All staff receive information on health and safety matters and receive training where necessary.
- The *Health and Safety* policy and procedures are reviewed regularly.
- Staff understand and follow health and safety procedures.
- Resources are provided to meet the Club's health and safety responsibilities.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes informing Ofsted, child protection agencies and Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

## **Illness and Accidents**

At Great Easton CE Primary School KidsClub we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

We will record any accidents and illnesses, together with any treatment given, on a Dojo message to parents and on CPOMs as a record for the school.

KidsClub cannot accept children who are ill. If any children are ill when they arrive a member of staff will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to KidsClub until they have fully recovered, or the minimum exclusion period has expired.

## **First Aid**

All staff have a current first aid certificate and have attended a 12-hour paediatric first aid course.

The location of the first aid box and list of qualified first aiders are clearly displayed at KidsClub.



## **KIDSCLUB INFORMATION SHEET**

### **Breakfast Club**

The Breakfast Club provides a safe environment for your child between the hours of 8:00am and 8:40am on a daily basis. Children may be dropped off via the main hall fire door which will be open - please do not allow your child to run across the staff car park area unaccompanied as this is also the time when staff are arriving and we want to ensure the children's safety at all times.

We do not provide food for breakfast although you are welcome to send in breakfast from home. The children can remain in the hall until 8:30am or if they prefer, they may go outside onto the playground, once there is a teacher on duty.

### **After School Club**

After School Club runs every day from 3:15pm until 6:15pm (5:15pm on Fridays) - this time is split into six sessions as detailed later in this sheet. At the end of the school day, children are collected from their classroom and registered before being free to play. They are welcome to spend time doing their SMART learning, reading or spelling if they wish.

Snack is offered as an optional extra and is served at 4:30pm - this will be in accordance with our usual food guidelines.

Collection from the club is via the main hall fire door - please use the doorbell to let staff know you have arrived. Please use the layby or visitor car park for collection and not the staff car park. Any changes to pick-up arrangements are to be advised in advance as the phones are not usually manned after 3:30pm.

### **Booking a Place**

To book KidsClub, please use the SCOPAY app.

If your child requires individual support during the normal school day you would need to make specific arrangements to ensure that we can continue that support at KidsClub. Consequently, a specific arrangement with the school office would need to be made in advance. Additional costs for staffing may be incurred but will be discussed at the time.

Places are limited therefore booking in advance is recommended.

24 hours' notice is required to cancel a booking, or you will still be charged. **All absences must be paid for.**

### **Payments**

**Fees should be paid in advance - if arrears occur, future bookings may be refused.** We can accept Childcare vouchers - please contact the office if you wish to use this option.

### **Collection**

Children must be collected at or before the end of the session you have booked otherwise you will be charged for the later session. If you are late collecting from the last session, further charges will be made: **up to five minutes late additional £5.00; Over 15 minutes late additional £10.00 - Staff must be allowed home to be with their own families.**

### **Amendments**

Any changes to bookings may incur an administration fee of £2.50.

### **Prices**

#### **Breakfast Club**

£4.00

#### **After School Club**

Mini 3:15 - 3:45 - £2.00 (for those running a little late or wanting to avoid car park congestion)

Early 3:15 - 4:15 - £4.00

Mid 3:15 - 5:15 - £8.00

Club Mid 4:15 - 5:15 - £4.00

Late 3:15 - 6:15 - £12.00 (Not Fridays)

Club Late 4:15 - 6:15 - £8.00 (Not Fridays)

Snack (with Mid & Late sessions) - £2.00