



# Carleton House

## Preparatory School

### **Kids Club Policy**

**DATE OF POLICY:**

January 2023

To be reviewed January 2025



# After School Kids Club Policy

## MISSION STATEMENT

We live, love and learn with Jesus.

### Aims

We aim to deliver a cost effective After School Kids Club facility for parents which meets the needs of our parents which is affordable, sustainable and of high quality.

We ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We greatly value this opportunity to extend opportunities for the development of personal, emotional and social enrichment. Children are consulted on their preference for activities.

### Afterschool Club Staff

Position	Name	Qualified Status	Ratio adult/child	Days
Kids Club Manager	Lesley Devereux	L3 TA	1:8	Monday – Friday
Kids Club Assistant	Sahar Algaradi	L2 TA	1:8	Monday - Friday
Kids Club Assistant	Patricia Hendrick	HLTA	1:8	Monday – Friday to 4.30pm
Kids Club Assistant	Julia Metcalf	L3 TA	1:8	Tuesday, Wednesday, Thursday.

### Opening hours and Location

Our Kids Club operates from our Nursery classroom and our opening hours are from 3.25 to 6pm Monday to Friday. Children in years Nursery to Yr2 will be delivered to afterschool club by the class teacher or teaching assistant. Children in years 3 to 6 are sent by their class teacher at the end of the school day. A register is taken at the beginning of all sessions. All pupils are signed out of the session by a staff member when collected by an adult.

Parents collecting children from Kids Club should use the Crompton's Lane Gate Entrance and press the intercom buzzer for entry to the EYFS playground. They should then come to the locked nursery classroom door where they will be met by a member of staff from Kids Club.

### Booking

All kids club bookings **must** be made via our online booking platform accessible through the below link and paid for at the point of booking. A link to our booking site is also available on our school website on the Kids Club tab. We cannot accept verbal, telephone or email bookings.

<https://carletonhousepreparatoryschool.kidsclubhq.co.uk/cust#/auth>

Parents are required to register their child on the booking system before a booking can be made. Registration details including two emergency contact numbers, dietary requirements, passwords and consents are required for all pupil registrations.

**All required places must be booked in advance and must be paid at the point of booking. In order to plan staffing ratios correctly, a minimum of 24 hours notice is required to cancel a place.**

To cancel a place booked please text the Kids Club Phone Number on **07802722071**. If cancellation notice is not received with 24 hours notice a credit will not be issued.

**A child's continued place at After School Club at Carleton House is dependent on continued adherence to our booking system.**

### Uncollected children

Children who have not been collected at the end of the school day (after 3.45pm or after 4.40pm if attending an extra curricular club) will be placed in Kidsclub if a place is available. Parents will be contacted and informed their child had been placed in kidsclub. A £10 late fee in addition to usual kidsclub fees will be invoiced. If a place within

kidsclub is not available you will be contacted and asked to collect your child immediately. A £10 late fee will remain payable.

### **Late Pick up**

Our kids club closes at 6pm. Parents collecting after 6pm will be charged a £10 late fee for every 15 minutes late or part thereof.

Parents who have been subject to 3 late fines as outlined above within 1 school term will be invited in to the school for a meeting with the headteacher to discuss the issue.

### **Out of Hours Contact**

Should parents need to contact Kids Club out of school office times (after 4pm), they should ring the Kids Club Mobile number on **07802722071**

### **Prices**

Prices are clearly displayed on our booking system and are payable at the point of booking.

### **What activities can we offer?**

Equipment and toys are provided for a range of activities. These include arts and crafts, baking activities, sports and games, board games and puzzles, needlework and knitting, reading and storytelling, imaginative play and help with homework. The age of children is considered so that activities are appropriate.

### **How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations.

### **How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of the child is the first priority. All members of staff are paediatric first aid trained. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. Steps are taken to promote safety and ensure precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality.

Staff are trained in Child Protection procedures and follow whole school policy. (See Safeguarding policy) Children are supervised at **all times**. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out.

### **Are the children provided with food and drink?**

Children are provided with a cold snack and a choice of milk and water. Snacks are healthy and nutritious. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Parents submit an information form outlining religious requirements and allergies. Fresh drinking water is available to children at all times.

### **What is our policy on equal opportunities?**

Children's attitudes to others are established during their formative years. At Carleton House Preparatory School we greatly value the cultural diversity of our families. The governing body and staff actively promote equality of opportunity and anti-discriminatory practice for all.

### **What is our policy on behaviour?**

After school club follows our whole school behaviour policy, a copy of which is available on the school website. Corporal Punishment is illegal and is never used or threatened

Links to other Whole School policies:

- Safeguarding Policy
- Behaviour Policy
- Health and Safety Policy
- EYFS Policy
- Equal Opportunities Policy

- Anti – Bullying Policy
- Missing Child Policy
- Complaints Policy
- Supervision Policy
- Risk Assessment
- Administering Medication
- Uncollected Children
- Fire evacuation Policy

#### **Arrangements in the case of sickness and/or any emergency:**

Carleton House School After School Club are unable to accept children who are unwell. If a child becomes unwell during their stay with us we will contact the parent/carer at the earliest opportunity. Staff at Carleton House After School Club have undertaken appropriate first aid training.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services.

#### **Uncollected Children**

We have the highest regard for the safety of the children in our care, from the moment they arrive to the moment that they leave. At the end of every session, we will ensure that all children are collected by a parent, carer or designated adult.

If for some reason a child is not collected at the end of a session, the following procedures will be followed:

- If a parent, carer or designated adult has not arrived by 6pm, the Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 20 minutes has elapsed, the manager will inform the head Teacher who may call social services for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Head Teacher will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.

#### **In the event of a compliment, concern or complaint**

Carleton House After School Club welcomes discussion with parents/carers about the service they and their child can expect from us.

Please speak to

1. Mrs Lesley Devereux – Kids Club Manager
2. Mrs Coleman - The Head Teacher at Carleton House

Our school complaints policy which includes our After School Kids Club is available on the school website.