

# LATE OWL AND EARLY BIRD

## PARENTS GUIDELINES AND INFORMATION

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Welcome to Corpus Christi After School Club. We aim to provide high quality, affordable and accessible childcare for children aged 4 to 11 years of age, in a safe and supportive environment and to work in partnership with parents in the provision of this childcare. Our qualified staff ensures your child's happiness and well-being within a safe environment.

### OUR PRESENT STAFF:

Christine Tye – Play Setting Manager

Sue Darmanin- Administration

Unity Friend - Late Owl Playworker

Paula Barker - Early Bird and Late Owl Playworker

Trudie Elson - Late Owl Playworker

- ✚ All play workers have been vetted and have enhanced DBS clearance.
- ✚ All play team members hold a level 3 qualification appropriate to their role.
- ✚ There is a minimum of two adults on duty and a maximum of four. A ratio of 1 staff: 8 children is ensured. Play manager will maintain ratio of care by being on standby.
- ✚ The play setting never exceeds 30 children in one session.

The Club is located upstairs in the school hall. Access is gained via the back playground from Bucklers Court. The back playground is used as a vehicle stop to pick up and drop off only. We do ask that you bring your children into the setting and also to vacate premises quickly.

2015-2016

## CONDITIONS

The Early Bird's opening hours are 7.45 to 8.50 am

The Late Owl's club hours are 3.15 to 5.55 p.m.

The club requires that bookings are paid in advance and made on a weekly or monthly basis using club forms. They must be received by the Thursday of week prior to requirement if booking weekly and using monthly booking sheets then please make sure they are returned before month of care. This ensures adequate staffing is available and an orderly uptake of places.

If booking forms are not returned on time we cannot guarantee places.

Payments must be in an envelope with booking form labelled 'Early Bird and Late Owl Club' with child's name and date sent in.

24 hours notice of a child's non-attendance of a booked session for Early Bird or Late Owl club is required. Failure to do so will incur full fee payment.

Absences due to illness will not be charged but credited. However, we request you instruct the office staff to inform club.

Any changes to registration information must be put in writing and sent to PLAY MANAGER

Any child attending other after school clubs whilst requiring childcare must notify PLAY MANAGER prior to attendance

No adult other than those named on the registration form will be allowed to leave the Club with a child. The adult nominated to collect a child must be one of those named on the registration form and be aware of unique password as on registration form.

Children must be collected before club closure at 5.55pm, if the parent/carer or alternative nominated adult is going to be late, a call to the club's mobile phone must be sent. If the designated adult is late in picking up their child without warning the club, the provisions of the *\*Non Collection of Children Procedure* will be activated.



*\* If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed from 5.55pm, the Manager will call Mrs Cain (School Leader). The local social services department will be called for advice. (A copy of the Non Collection of Children Procedure is available on request)*

2015-2016

Late Owl and Early Bird Clubs contact phone number is 07528037408. Please use to contact play staff during out of school club times only.

All registration forms and consent forms must be signed and any changes of circumstances must be submitted for club administration.

### CHARGES AND TIMES

	First child	2 or more children
Early Bird 	£2.25	£2.00 – To include orange juice/milk and toast
Late Owl 	£6.50	£6.00 – To include squash, sandwich and fruit (snack)

*Prices to be reviewed in January 2016*

NB. The fine for late collection after 5.55pm is £10.00 per 15 minutes.

Parents arriving late will jeopardise the existence of the club (spot checks are made by social services). If we are found to be in breach of the opening times the club could be in danger of closure.

### SAFETY

- Children under eight are escorted to the school playground when the breakfast club session ends, and all children are collected from school and taken to the after school club at the end of the school day.
- Play manager will mark each child attending a session on the day's register. When the child is collected a named adult will sign them out of setting on register.
- Staffs are trained to have an understanding of health and safety requirements for the environment in which they work.
- Children are not able to leave the premises or outside play area by themselves and are supervised at all times. Early Bird Club does let older children play in playground, but observed from setting.
- All accidents are recorded and parents/carers informed.

2015-2016

## HEALTH

All staff are Paediatric First Aid trained.

Wherever possible, children who are prescribed medication should receive their doses at home. Where children carry their own medication (asthma pumps or insulin for example), the Club recommends that parents send in separate medication to the setting, as access to school can restrict a quick response to care.

## FOOD

Snacks and drinks are provided free. Children in the morning are welcome to have a breakfast snack consisting of a glass of milk, water or orange juice and a slice of toast. After school the children are able to share an assortment of different fruits, sliced brown bread with butter with chosen fillings and a low sugar fruit drink. Special 'treats' are sometimes given.

Playworkers hold current Basic Food Hygiene Certificates.

The club requests information from parents about any special dietary requirements, preferences or food allergies the child may have.

## PLAY

Our aim is to provide a happy and safe environment where children learn through play and develop freely. They learn how to be responsible for themselves and their actions, and how to have fun.

Fun and relaxing activities such as indoor/outdoor games, arts and crafts, ICT sessions are provided for children under the care of trained play workers.

Rough play is not tolerated

A quiet area is provided where children can sit and rest.

When the weather is fine the children play outside. They are expected to stay within the designated play area and to inform a playworker if they need to leave the area. They are expected to behave appropriately and to take care of the equipment.

## BEHAVIOUR

We encourage good behaviour and respect between peers and staff alike.

To achieve this it is vital that children are recognised and praised for positive behaviour and clear boundaries are defined for inappropriate behaviour.

2015-2016

All good behaviour will be rewarded with praise and encouragement and the Club's own reward system will be implemented.

Inappropriate behaviour will be dealt with as soon as is practically possible in conjunction with the clubs *behaviour procedure*.

If a problem occurs and an incident form is completed, the parent or carer will be informed.

### WHAT WE EXPECT FROM CHILDREN

- ✚ Kindness and caring attitude to all
- ✚ Consideration and good behaviour
- ✚ Sharing games and toys provided and treating them with care
- ✚ Noise from play but not excessive noise or screaming
- ✚ No strong language
- ✚ No bullying

### WHAT WE EXPECT FROM PARENTS

- ✚ Parental support and the implementation of the Club's rules and standards.
- ✚ All documents and forms are signed and returned to office.
- ✚ Club is notified of any change of circumstances.

### MISSION STATEMENT

EARLY BIRD AND LATE OWL CLUB AIMS TO:

Provide a happy, safe warm and stimulating environment for all children to play, learn and develop freely.

Help children to develop responsibly for themselves and their actions and to become competent, independent and co-operative individuals.

Encourage children to have a positive attitude and respect for both themselves and other people.

2015-2016

Promote a positive relationship with parents/carers and work together with them to provide high quality play and care for their children.

Undergo regular monitoring and evaluation of our services to ensure the club continues to meet the needs of children and parents/carers.

#### **LATE OWL AND EARLY BIRD IS COMMITTED TO MEETING THE NEEDS OF PARENTS AND CARERS BY**

Listening and responding to their views and concerns.

Keeping them informed of procedures; including opening times, fees and charges.

Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

#### **LATE OWL AND EARLY BIRD IS COMMITTED TO PROVIDING**

Care and activities that put the needs and safety of children first.

A programme of activities that is interesting, stimulating and fun.

Access to a variety of facilities and equipment that are under safe and supervised conditions.

A staff team that is experienced well trained and properly supported. Services that meet the conditions of the Children Care Act 2006 and all other relevant childcare legislation, wherever they apply.

An environment where no child is bullied or suffers discrimination in any form.