

ChillZone Before and After School Club Parent Handbook



Burnwood Community School
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Stoke on Trent
ST6 7LP

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INTRODUCTION

Our before and after school club is an in-house club run by qualified members of school staff with the aim to provide children in its care with a safe, stable, stimulating and caring environment. We aim to develop strong friendships, extend social skills, and encourage personal interests, hobbies and respect.

Through our qualified and friendly staff, we provide an atmosphere that makes both the children and parents relaxed, happy and comfortable. We particularly strive to achieve a home from home atmosphere to ensure our children are happy and content. We do not aim to be as structured as school and children will have opportunities to make decisions about their club and the activities provided.

STAFFING

Staff are qualified and experienced within the childcare field and work in the school during the school day. The staff ratios for the Before & after School Club are currently 1 adult per 13 children up to and including 8 years old. There is currently no specified staff: child ratio for children above this age.

WHERE IS THE CLUB?

The club is run in a large, spacious classroom located in our annex building. Children are kept very busy with our excellent range of toys, equipment and facilities to suit all ages and abilities. The Club has the use of the school playground for outdoor activities.

We are open school term only and our opening hours are 7.30am – 8.45am in the morning, then 3pm – 6pm in the evening.

BEFORE SCHOOL

The before school facility caters for up to 30 children and is open from 7.30am. Children can eat breakfast, catch up on homework, play or generally relax before the start of the school day. Staff will ensure that the children get to their classrooms ready to start the school day at 8.50am. Children can bring their own breakfast if they wish but we do supply a small snack/breakfast.

AFTER SCHOOL

The after-school facility will cater for up to 30 children. Staff will be setting up and waiting for the children in the designated classroom at 3pm. Once in the after-school club children will have opportunity to have a drink and a register will be completed for that session. The children will then be able to enjoy all the activities planned for them or activities of their own choosing. We are more than happy to assist children with any homework they wish to complete during their time with us, however we will not insist that any child does their homework in the after-school club, this is not the purpose of this facility.

ENROLMENT AND ADMISSIONS

The club operates an inclusive and open-door policy to all children and families.

We will work closely with parents and school when settling the children into the club. It is beneficial and positively encouraged that all children visit the setting with a parent/carer prior to taking up their place. Information regarding your child's interests and hobbies will be gathered from the child, parents and school, however we will not discuss a child's development or academic ability with school, this is confidential information between parents and school, our role is to provide play and leisure activities.

ATTENDANCE

Children must only attend the Club on the agreed days and times, if there are any changes to these parents/carers are responsible for informing both the club and the school providing a minimum of 24 hours' notice by calling **01782235577**.

On arrival at the club staff will sign your child in the daily register, when collecting the child, staff will sign out. Parents are required to inform staff at the setting if someone other than a parent is going to collect your child, failure to do this will result in the child not being allowed to leave until confirmation has been gained from a parent. We ask that a password is given for all children at time of registration and you may be asked for this at all times.

We ask that parent/carers ensure that anyone other than themselves collecting their child is above the age of 16 years; staff will not allow a child to leave with anyone considered to be under this age unless agreed by prior arrangement.

DROPPING OFF & PICKING UP

ChillZone is accessible via the nominated entrance gate – this will be shown to you when you register your child. A member of staff will open the door as soon as possible. Parents/ Carers are asked **not** to use the main school entrance for collecting or dropping off their children. Children will not be accepted into the club before 7.30am and must be collected no later than 6pm. Late pick-ups can cause unnecessary distress for a child and parents and an additional charge of £5 per 15 minutes, per child will be charged due to additional staffing costs. If a parent is late collecting their child continually, we reserve the right to terminate the place.

BEHAVIOUR

Children are encouraged to behave appropriately whilst attending the club. We encourage them to show respect for their peers, staff, toys and equipment. They are encouraged to apologise when they have done wrong and try to put it right. Bad language, inappropriate behaviour such as destructive, abusive or bullying will not be tolerated. Any display of such behaviour will make it necessary to speak with parents to discuss strategies and sanctions to correct the behaviour. Should agree strategies be unsuccessful the Club will have no alternative but to terminate the contract and cancel the child's place. NO child in our care will be subject to any form of physical or humiliating punishment. We expect parents to respect our behaviour policy and work in partnership with the setting to correct any unacceptable behaviour.

INDIVIDUAL NEEDS AND ILLNESS

The club will endeavour to meet the needs of all children regardless of their gender, race, culture or educational/medical needs and where necessary we will seek appropriate advice and training prior to the child attending. Members of the team are trained in paediatric first aid. Should a child have specific medical needs the club please make this known on the application form. For all administration of medication, a consent form must be completed and signed by the parent/carer. Medications will be kept in a lockable cabinet whilst on the premises; therefore, children must be aware to hand this to a member of staff for safe keeping.

Should a child become unwell whilst attending the Club at any time of day, parents or the additional emergency contact person will be contacted and the child must be collected as soon as possible.

CHILD PROTECTION

Every childcare setting has a duty to ensure that each child attending their establishment is safe, healthy and developing to their full potential. In order to support this, we have adopted the Stoke on Trent Safeguarding Children's Policy and safeguarding concerns are raised using the electronic reporting software operated by the school. All staff are trained in Safeguarding and we use the schools Myconcern system to log any concerns that may arise.

MEALS AND SNACKS

Children who attend our before and after school club will be provided with a drink and a small snack such as crackers, toast, sandwiches or fruit.

CHILDRENS RECORDS & PERSONAL ITEMS

We are required to keep records about all children that attend our setting. These records may include any behavioural or child protection issues but will mainly consist of the enrolment pack that parents complete, any accident/incident forms and medication forms.

Children who wish to bring their own games, toys or other items to the Club do so at their own risk. Staff are not responsible for the 'safekeeping' of these items. MOBILE PHONES are strictly prohibited and will be confiscated from the child and handed back to parents.

SCHOOL ACTIVITIES

The school offer alternative after school activities such as, cookery club etc and we would in no way discourage parents from allowing their child/ren from attending these. As we are situated in the school we are more than happy to collect your child from their activity when it finishes, all we ask is that you give prior warning to your child/ren attending these clubs. If your child attends a school arranged club between 3pm and 4pm i.e. Dance, you will still be charged the full afternoon rate if your child then attends Chillzone.

PLAY PROVISIONS

Learning through play and hands on experiences and activities are the focus of our Club. All play activities and provisions are planned in accordance to the children's needs, age, preferences and abilities. The activity room is divided into many different areas with each area providing different activities for your child to enjoy.

Such provisions may include a craft area for drawing and creative activities such as painting and creating models from recycled materials and creating wall displays. The construction area includes blocks, cars and garage and building materials such as Lego. We let the children decide which areas they would like.

Many table top activities are available and children can choose what game they would like to play. The book box has a wide range of fictional and non-fictional books. Children also have access to modern technology in a varied form, including the computers where internet access is used but monitored. The children also have access to computer systems, but these are monitored and a set time is given per child, so that each child gets the chance to have a go.

The play provisions mentioned are not exhaustive of the club's resources and we endeavour to update and add to them throughout the year.

PARENTAL INVOLVEMENT & INFORMATION

Parents are welcome to actively get involved with the club on a voluntary basis in any way they can. This can be from regularly donating recyclable materials for craft activities to helping with any ideas or suggestions that you might have. We will keep parents informed of the activities and development of the club through a variety of sources such as monthly newsletters, parent's information boards and day to day contact.

FEES

Fees are payable on booking using the school gateway APP/Website. You will be sent details of this when you register. Fees are currently as follows;

SESSION TIMES	Session Costs
7.30am – 8.45am	£4
3pm – 4pm	£4
3pm – 6pm	£8

Fees may increase annually. Parents will be notified one month in advance of any increases.

Please note that if a session is booked for your child and they do not attend you will still be charged in all circumstances. You must provide a minimum of 7 days notice of cancellation and this can be done using the school gateway APP/website.