

Shirley Heath Kids' Club Prospectus September 2022



Shirley Heath Kids' Club
Where things fit together!

CONTENTS

1. AIMS	3
2. ADMISSIONS POLICY	3
3. Payment Policy	4
4. EQUAL OPPORTUNITIES POLICY	5
5. BEHAVIOUR POLICY	6-7
6. ANTI-BULLYING POLICY	7
7. CHILD PROTECTION	8
8. SICKNESS AND MEDICATION	9
9. COMPLAINTS POLICY	9
10. PARTNERSHIP WITH PARENTS	10
11. ARRIVAL AND DEPARTURE OF CHILDREN FROM THE CLUB	10=11
12. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES	11

1. AIMS

We aim to provide the best possible childcare for children aged between 7 and 11 years old in a pleasant environment, which is safe, happy, secure and anti-discriminatory.

2. ADMISSIONS AND BOOKING POLICY

Shirley Heath Kids' Club Admission and Booking Policy

- A maximum of 90 children are admitted in the afternoon session and 80 in the morning session.
- If we are oversubscribed a waiting list will operate – this will be operated on a first come, first served basis.
- At the beginning of each re-booking period, overall priority will be given to all children who are currently registered.
- All bookings will be invoiced each month and must be paid in advance.
- If a child is collected after the time they are booked in until, there will be a late charge of £5.00 up to the first 10 minutes, then an additional charge of £5.00 every 10 minutes thereafter.
- Please note refunds will not be given.
- Places must be paid for if your child is absent due to illness or if they are attending, an after-school run club.
- All afternoon places are charged from 3pm even if your child attends a school club.
- Four weeks written notice is required if a parent wishes to stop sending their child to the club or to change any session.

Registration

Before your child can attend, the club an online registration via Ipal must be completed (See staff for information on setting up Ipal registration)

Kids' Club Sessions:

Before School (mornings)

7.30am – 8.35am Price is £4.96

We have 3 Afternoon sessions.

3.00pm – 4.00pm price is £4.96

3.00pm-5.00pm price is £8.72

3.00pm-6.00pm price is £12.43

Breakfast is available until 8.20am and snacks are served during the afternoon session at approximately. 3.00 for Fruit and 4:15 for tea. (Please see menu)

3. Payment Policy

Shirley Heath Kids' Club Payment Policy

- All invoices are billed each month and payments must be paid in advanced, an administration charge of £5.00 may apply if we have to send out payment reminders.
- Any Flexible sessions will need to be paid via parent pay or childcare vouchers before your child attends the session.
- All invoices need to be paid a month in advance. You can check your Ipal account for your wallet balance /invoice.
- We accept all childcare vouchers please see the Kids' Club Manager for information on how to set up the account with your employer.
- Failure to pay your Kids' Club invoice will result in your childcare place being suspended, if it is still not cleared after making arrangements with the manager, your Kids' Club place will be cancelled and your debt. will be passed to the Solihull Council dept. department.
- All invoices need to be paid via parent pay or childcare vouchers only this is not payable through Ipal. If you do not have access to the internet at home, school can provide a barcoded letter linked to your parent pay account to take into participating parent pay shops to pay your invoice.
- A 5 % increase will be applied every September

Ipal

Shirley Heath Kids' Club uses Ipal (a cloud-based system) which:

- Is used by Shirley Heath Kids' Club to record all regular and ad-hoc Bookings.
- Parents/Carers will use to input and maintain emergency contact details.
- Parents/Carers will use to input medical and dietary information.
- Parents /Carers will use to check bookings, charges, and account balances.
- Kids' Club use to record account payments from ParentPay/Childcare Vouchers
- Children's records from one family are held on one account.
- Parents can send messages to the Ipal portal.
- Registers are done online via Kindles.

A message to access Ipal will be sent to parents/carers on acceptance of your booking.

4. EQUAL OPPORTUNITIES POLICY

Shirley Heath Kids' Club believe that no child, individual or family should be excluded from the club activities on the grounds of age, gender, sexuality, class, family status, disability, colour, ethnic origin, culture, religion or belief.

Employment

The Management Committee will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

No applicant will be rejected on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

Commitment to implementing the Equal Opportunities Policy will form part of the job description for all staff.

The Curriculum

All children will be respected and their individuality and potential recognised, valued and nurtured.

Activities and the use of play equipment offer children opportunities to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures and messages about any group of people.

Special Needs

We recognise the wide range of special needs of children and families in their community and will consider what part we will play in meeting these needs.

Discriminatory Behaviour / Remarks

These are unacceptable and will be challenged.

The response will aim to be sensitive to the feelings of those involved and to help those responsible to overcome and understand their prejudices.

Food

Medical, cultural, and dietary needs will be met.

Families

We recognise that many different types of family successfully love and care for children.

5. BEHAVIOUR POLICY

Aims

- To promote an atmosphere that is positive, calm and purposeful so pupils can enjoy the Kids Club.
- To create a safe and secure environment for our pupils so that parents may send their children to the Kids Club knowing they are happy and will be protected from bullies.
- To create a caring environment where all pupils feel valued and treat all others with respect.
- To encourage children to take responsibility for their own behaviour.
- To encourage pupils to sort out difficulties in peaceful ways.

Children need to have set boundaries of behaviour for their own safety and the safety of their peers. We encourage a positive and consistent approach to behaviour.

We have five rules on display, the children helped set these rules.

Kids' Club Rules

- Respect people, property, and the environment
- Follow instructions.
- Listen to the person who is meant to be talking.
- Work at the agreed noise level
- Keep hands, feet and put-downs to yourself.

Children are given opportunities to talk about rules and their purpose, to talk about their actions and the consequences of them, and to make decisions for themselves with guidance from adults. The emphasis is on consistency and fairness with praise and rewards for good behaviour. Sanctions are only used if really necessary and no form of physical punishment is ever permitted.

Guidelines for behaviour

It is recognised that to maintain good standards of behaviour great emphasis needs to be placed on rewards. Pupils will achieve more, be better motivated and better behaved when their successes are commended and their potential emphasised.

Club Rewards

A reward board set up is applied during each session where on a weekly basis each child can gain an award for good behaviour, most improved member, and most helpful member etc. The children can gain different passes or get to take the reward bear home with his weekend bag of games to play with your family for the weekend this may vary throughout the year.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

Kids 'Club council meet regularly to discuss ways of improving Kids 'Club and organising Theme nights and all activities in Kids' Club.

Sanctions

When behaviour is inconsistent with the club rules then sanctions are applied as follows:

1. warning (reminded of the rule broken)
2. warning (staff to remind child of 3rd sanction)
3. warning child loses a privilege and name in behaviour book.

4. child is sent to Amy or Sarah
5. Amy/Sarah to discuss with head teacher behaviour outcome.

At the end of the session all the names of the children who have appeared on the board are to be recorded. If their name appears twice in a week their parents are informed. If it appears three times, then they are sent to the Head Teacher.

6. ANTI- BULLYING POLICY

We believe all children have the right to come to the Kids' Club without fear of violence or intimidation from others. This can only be achieved by challenging bullying effectively by making it clear to bullies that their behaviour is unacceptable, showing all pupils Kids Club cares about them and that everyone takes it seriously. It is also emphasised to children if they are not happy about something that is happening to them, they must tell an adult in Kids Club or school.

If a bullying incident is witnessed or reported, it will be dealt with as follows:

1. The 'bully' will be spoken to first to find out: -
 - a) what they did
 - b) why they did it
 - c) what they felt like when they did it/ what they would feel like if it happened to them
 - d) what was unacceptable in their behaviour and why
 - e) reinforce and encourage good behaviour or other methods of solving a problem or issue.

2. The 'victim' will be spoken to, to find out: -
 - a) What happened to them
 - b) Why it happened
 - c) What they felt like, reassure them as appropriate
 - d) Find out if it has happened before
 - e) Explain what to do if it happens again

3. The 'victim' and the 'bully' will be spoken to together about what happened/ why/ both children's feelings.

4. If any mess has been made/something taken, the child that did it will be required to tidy up/give property back.

5. The child's/children's' parent/carer will be informed.

6. The parents/carers/staff will be expected to reinforce good behaviour.

Staff and volunteers will need to make children aware that they may not be able to keep the child's disclosure confidential.

7. CHILD PROTECTION POLICY

If a child discloses to one of the members of staff a concern linked to possible child abuse, whether it be neglect, physical, sexual or emotional abuse it is reported to Amy Neale, the Manager and Designated safeguarding lead for Kids' Club.

The Education and Children's Services Duty, Assessment and Referral Team will be contacted. Personal mobile phones must be switched off before entering Kids' Club,
Please see schools Child Protection Policy for more details and advice

8. SICKNESS AND MEDICATION POLICY

Sickness

The club cannot care for children who are sick. If your child has been sick you must keep them off for 48hrs after the last episode of sickness.

We believe that children who are sick are best cared for in a home environment.

Sick children or staff must not attend Kids Club and must notify the Manager of the condition.

If a child becomes unwell in our care, we will contact the child's parents. We do expect those parents to collect their child as soon as possible.

Children who have or had contagious diseases should not attend the club until such a time that the disease is no longer contagious.

Medication

The Management team at the club can only administer prescription medication to the children in their care, in line with our school policy.

In order for us to give prescription drugs, the child's parent /carer must complete a medication form and sign it.

All medication is stored securely in Kids 'Club. Please see Amy Neale, Kids 'Club manager, to discuss any medical requirements and health care plans.

A first Aid box is kept in the Kids' Club and all accidents are recorded and parents informed. In the case of an emergency, forms will have previously been signed giving staff members permission to act on parents' behalf until they can be contacted.

9. COMPLAINTS POLICY

The club aims to provide an excellent level of service for both the children and parents using the club.

Complaints should be made to the club manager, Amy Neale.

All complaints will be dealt with fairly, with due regard for those concerned and the severity of the complaint.

If parents are not satisfied with how the situation has been dealt with by the club Manager, they can contact the Head Teacher Mrs Evans at Shirley Heath Junior School.

10. PARTNERSHIP WITH PARENTS

We value our relationship with parents and are committed to working in partnership with them to provide top quality play and care for their children.

We will:

- Welcome them at all times to discuss our work, or any concerns.
- Keep them informed of opening times, fees and charges, programmes of activities and procedures.
- Be consistent and reliable to enable them to plan with confidence and peace of mind.
- Share and discuss their child's achievements, experiences, progress, and friendships.
- Listen to their views and concerns to ensure that we continue to meet their needs.

11. ARRIVAL AND DEPARTURE OF CHILDREN FROM THE CLUB POLICY

Arrival and Departure of Children

Morning

Parents or carers must accompany their child to the Kids' Club and sign the online register.

Children will be dismissed from the Club at 8.35am and will then join their class

Afternoon

The pupils are collected from their class at the end of the school day by Kids' Club Staff. If your child has a place booked and is attending an after-school club, they must tell the staff member on collection to let them know what club they are attending.

In the event of a registered child failing to arrive at the club, the club manager will initiate the following procedures:

1. The class teacher will be contacted to determine whether the child has been in school that day or has left early.
2. A search will be conducted (classrooms, cloakroom, corridor, toilets, after school clubs) to determine whether the child can be found on the premises.
3. The child's parents will be contacted to enquire whether other arrangements have been made.
4. The Police will be informed if the above steps fail to determine the whereabouts of the child.

If there is any change of arrangements to booked places, please notify Kids Club this could be by phoning or sending a message via your Ipal portal.

Collection from the Club

The Club wishes to ensure that it provides a safe and secure environment for all the children attending. Parents and carers must inform the Club of all persons who will be collecting their child. For added security all people who are authorised to collect your child must be on your Ipal portal. Only those persons nominated by the parent/carer will be allowed to collect the child. If a person under 16 is collecting a child, parents must give written permission to the Kids Club Manager.

When children are collected the person collecting must sign the registers or use the ipal portal (please note staff will not know your password under GDPR).

If you collect your child prior to their allotted time, they must be taken immediately from the premises as non-members of staff are not permitted to stay and participate. If your child has been signed out, please note you are not permitted to return your child back to Kids' Club on that given day.

The club closes at 6pm and if a child is continually picked up late after the time they are booked in until, the situation will be reviewed, which could result in the child no longer being able to attend the club. In an emergency, when you know you are going to be late, please contact the Kids' Club Manager as soon as possible to discuss arrangements.

If children are not collected by 6pm and parents cannot be contacted, Social Services will be informed.

12. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The Child's Welfare and Development are Paramount.

Children should be treated and respected as individuals whose needs should be catered for. We will provide a safe, secure, stimulating, and happy environment for children and contribute to supporting a positive self-image.

An individual risk assessment will be undertaken where necessary. Our staff will act as enablers to ensure children can participate in a variety of experiences enabling them to reach their full potential.

The need for sensitivity and understanding is vital, therefore we will take into consideration any social and health issues which may affect the child's development, in consultation with parents and other agencies.

We will work closely with the school SEN team and other agencies where appropriate.

We aim to provide inclusive activities.

We are at all times bound by and observe confidentiality in all individual cases and the rules and guidelines of the Data Protection

If you would like further information, please email us on
s46kidsclub@shirley-heath.solihull.sch.uk