



Information Booklet

Croft Out of School Club
Croft Church of England Primary School
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This booklet is available in alternative formats upon request.
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Welcome to Croft Out of School Club. We hope this booklet tells you all you need to know about the Club. However, if you have any queries at all please do not hesitate to contact us.

Mission Statement and Aims

This statement outlines the services that children, parents/carers and the community can expect from our Club, and the values that inform our work:

Our Club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.
- Promote the education and development of our staff and volunteers.

Our Club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our Club is committed to providing:

- Care and activities that put the needs and safety children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, spiritual, moral, cultural and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children Act 1989, EYFS and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.



Croft Out of School Club Staff

Manager – Kerry Wilford
Play Worker – Sharron Breeze

All staff have Level 3 or equivalent Play Work or Child Care qualifications and have enhanced CRB clearance. Our staff are also trained in: Paediatric First Aid, Child Protection, Food Hygiene and Health and Safety.

Organisation

Croft Out of School Club is operated by Croft Church of England Primary School.

Admissions Policy

We provide 24 places for children aged between 3 and 13 years. Places are allocated on a first come first served basis. In the event of a waiting list, priority will be given as follows:

- Children attending Croft Primary School
- Siblings of those already attending the club
- Children from single parent families
- Children with special needs

Admissions are agreed with the Manager. Appeals relating to the admission of children will be considered by an Appeals Panel of the Governing Body.

Induction

All children are unique and the amount of time that a child takes to settle into our Club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The Club strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. The manager will arrange for an additional member of staff to be present at this time so that she is free to talk to the parent and child. During this week, the Club requires that the parents/carers concerned both complete and return the Admission Form and Parent Contract.



Partnership with Parents and Carers

Our Club recognises that parents/carers play a fundamental role in a child's development and this should be acknowledged as the basis for a partnership between the Club and parents/carers.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. The Club aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with the Club and by operating an open-door policy.
- Ensuring that parents'/carers' concerns are always listened to by the Club whenever they are raised. The Manager will ensure that parents/carers receive a prompt response from the Club.
- Making all information and records held by the Club on a child confidential but available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that the Club's policies and procedures are made available to parents/carers on request.
- Encouraging parents/carers to comment on the Club's policies and procedures and consulting them on a regular basis about the activities that are planned and provided for their children.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
- Encouraging parents/carers to undertake supportive roles in the Club, such as volunteering or participating in activities, visits or outings.
- Providing parents/carers with formal and, if necessary, confidential means to comment on the work of the Club. This will include an annual satisfaction survey.
- Keeping parents/carers up to date with any changes in the operation of the Club, such as alterations to the opening times or fee levels by sending out regular updates in school newsletters.



Equal Opportunities Policy

Croft Out of School Club is committed to the principle that all children should be treated equally, valuing them as individuals and enabling them to develop positive attitudes to differences in gender, race, culture, religion, language and abilities.

In order to ensure that these principles are adhered to, the Club will practise the following:

- Admission will be in accordance with the Admissions Policy
- We will ensure that children's names are accurately recorded and pronounced
- Discrimination by any person in any form will be treated seriously
- Racist symbols, badges and insignia in any form are forbidden in the Club
- The Club values diversity amongst its staff. In all appointments the best candidate will be appointed, based upon the appropriate job description
- All staff must be aware of possible cultural assumptions and bias within their own attitudes
- All staff must be aware of the language and dialect spoken by children and their families
- Wherever possible staff must ensure that the resources used in all activities are multicultural and non-sexist, containing images of all groups.

A full copy of this policy is available in the Club.

Health and Safety Policy

The safety of your children in our care is paramount. We aim to ensure this by:

- Carrying out all activities safely by completing risk assessments
- Providing necessary and up to date information on developments in legislation to all staff
- Complying with all legal requirements
- Issuing safety instructions to children where necessary
- Training staff where necessary in areas such as First Aid, Health and Safety and Food Hygiene
- Making sure that medical facilities are readily available and well stocked
- Ensuring all food is prepared and stored appropriately.
- Having a strict procedure for collection of children and at home time
- Having regular fire drills and keeping fire fighting equipment in good order
- Keeping up to date records on children's health requirements/ allergies.

A full copy of this policy is available in the Club.

Child Protection

We are committed to ensuring the welfare and safety of all children in the Out of School Club and follow the North Yorkshire Safeguarding Children Board procedures. The designated persons responsible for child protection are Kerry Wilford, Simon Robson and Gemma McManus.

A full copy of this policy is available in the Club.



Opening Times

Term time

Morning 8.00 – 9.00am
Afternoon 3.30 – 6.00pm

Holidays (Monday to Wednesday Only)

Morning 8.00 – 1.00pm
Afternoon 1.00 – 6.00pm
Flexible half day also available on request.

Special arrangements will be considered on request. Please note there will be £1.00 charge for every five minutes per child after 6.00pm.

Bookings Procedure

Term time bookings can be made at anytime, via the Manager. Messages can be conveyed via the School Secretary. Places are subject to availability.

Bookings for school holidays can be made as follows:

1. Term time users can book places 4 weeks before a holiday.
2. Non-term time users can book 3 weeks before a holiday.

It is not assumed that if you have a regular place during term time, you will want the same bookings during holidays. Bookings must be made separately.

Prices

Term time

Morning £3.90 First child
 £3.70 Second and Third child

Afternoon £8.95 First child
 £8.25 Second and Third child

Holidays

Full day £20.00

Half day £10.00

Please note during holidays there may be some additional charges for certain activities and visits are charged at £8.50 per child.

Payments Procedure

Payments must be made at the time of booking. You can pay monthly or each half-term if you wish, in which case please see the Manager, who will prepare a statement for you. Payments must be made within 14 days of receipt of the invoice or you will incur a late payment fee of £20.00. **From September 2017 payments can be made through ???**



Cancellations

Cancellation fees are as follows:

Less than 24 hours notice – full sessional fee is charged.

More than 24 Hours notice – no charge

Holidays

Less than 7 days notice – half sessional fee charged

Less than 24 hours notice – full sessional fee charged

Collection of Children

Children will only be released to those authorised for collection on the Registration Form. If for any reason someone different is collecting your child, please inform the Manager. No child will be allowed to leave the premises without confirmation from the parent.

Illness

If your child takes ill whilst in the Out of School Club, we will contact you immediately, so that you can arrange for your child's early collection.

If your child has been prescribed medication and you wish a member of the Club staff to administer it on your behalf, you must complete an Administration of Medicines Form. The form must be returned to the Club along with the medicine, labelled clearly with the Child's name and instructions for administration. This includes inhalers for asthma.

Premises

Croft Out of School Club is situated in its own room attached to Croft Primary School.

The Club uses the school hall, toilets, cloakroom, kitchen, playground and playing fields and can also use the school art area.

The main entrance is fully ramped to accommodate wheel chairs and there are disabled toilets in the building. Parents can use the school car park for delivery and collection of children.

Security

Whilst the children are in the building the external doors remain locked. There is a door bell next to the external entrance to the Out of School Club. Parents should press the bell and wait for a reply.



Meals and Snacks

A healthy snack will be provided in the afternoon session. Breakfast can be provided by prior arrangement. We will encourage children to try a variety of nutritional foods, from around the world to suit all cultures and tastes. Drinks will be available at all times.

If your child has an allergy to a particular food, please state this on the Registration Form. Children are requested to bring a healthy packed lunch during school holidays.

Behaviour Policy

Our policy provides a clear, consistent structure within which pupils, governors, parents and staff work together to encourage, and expect, good standards of behaviour. These are based on shared values, supported by a system of rewards and, where necessary, consequences within the context of a positive community atmosphere. Bullying of any sort will not be tolerated.

Unacceptable behaviour will be dealt with immediately and appropriately.

A child's abilities/ special needs will be taken into consideration in respect of the management of their behaviour.

If unacceptable behaviour continues, then the following procedure will be brought into effect:

- After consultation with parents/ carers a verbal warning will be given to the child
- If more than three verbal warnings are given in a three week period, then a meeting will be arranged between all parties concerned
- After discussion with parents/ carers, one of the following actions will be taken:
 1. The child's behaviour will be monitored closely for improvement
 2. The child will be excluded for a specific length of time
 3. The child will be excluded permanently.

A copy of the full Behaviour Policy is available in the Club.

Complaints/ Comments Procedure

If for any reason you are not satisfied, or have any comments to make about any aspect of Croft Out of School Club, please discuss the matter in the first instance with the Manager. Most matters can readily be resolved. If however you are still unhappy, then please make a note of your comment/ complaint and address it to the Head Teacher.

The school's complaints procedure will be followed.

Any parent/carer can, at any time, submit a complaint to Department for Education, 2nd Floor, Piccadilly Gate, Manchester M1 2WD.

A full copy of the Complaints procedure is available in the Club.



Collecting Children from School

All children are collected from the cloakroom by a member of Croft Out of School Club staff.

Parents of children not attending Croft Primary School are responsible for their own transport arrangements. If your child is booked in at the Club and does not arrive, you will be contacted immediately.

Activities

The Club believes that actively promoting the participation of children in decision-making processes is beneficial to children, staff and the Club as a whole.

The Club's commitment to involving and consulting children stems from the 'listening to children' provisions set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. These state that:

- A child's opinion should be taken into account in anything that affects them.
- Children should have information disseminated in a way that enables them to make choices and decisions.

For children, involvement and consultation helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others. It helps them to understand how decisions are made, and recognises that their opinions are important.

For both staff and the Club, there are multiple benefits of such an approach such as improved behaviour, a relationship with children based on partnership, a more cohesive environment and activities and decisions that children feel a sense of ownership over.

Croft Out of School Club offers a wide range of activities to suit all ages and abilities. These activities are based on children's suggestions and aim to be creative, stimulating and educational.

These range from:

- Outdoor games including: cricket, rounders, football, golf, tennis and basketball
- Outdoor play
- Quiet play including: board games, construction kits
- Art using various mediums
- Crafts using different materials and clay
- Cookery activities
- Multicultural activities
- A quiet area for resting, reading books and comics and for doing homework
- Role play
- ICT – Educational games, Playstation and Wii (restricted use)
- Music
- Dance
- Gardening
- Visits



Early Years Foundation Stage (EYFS)

The EYFS enables early years' providers to reflect the rich and personalised experience that many parents give their children at home. All of our activities link to the EYFS framework and complement those provided in school and other settings. The EYFS sets the standards that all early years' providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good progress through school and life.

The EYFS seeks to provide:

- Quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind
- A secure foundation through development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly;
- Partnership working between practitioners and with parents and/or carers
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Overarching principles

- Every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- Children learn to be strong and independent through positive relationships;
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- Children develop and learn in different ways and at different rates.

Further information about the EYFS can be found on the DfE website www.foundationyears.org.uk.

Assessment arrangements for EYFS

Ongoing assessment is an integral part of the EYFS learning and development process. This is used to make informed decisions about a child's progress and to plan the next steps to meet their needs. The EYFS profile is an assessment of children's progress at the end of the Foundation Stage and will be completed by the class teacher in Reception. However, observations from us will be fed back to the person making the assessment and, together with parents' views, will inform it.

Activities are well planned in advance, both weekly and holiday timetables are drawn up. All activities are optional and we encourage free choice. These programmes are distributed to all children in Croft School and in the other local schools.

Quality Assurance

As a parent you are an essential part of the running of the Club and we value your thoughts and opinions immensely. If you feel that there are any areas of Croft Out of School Club that do not meet your needs, or any areas in which we can improve, please do not hesitate to let us know.

We constantly try to improve our provision through self evaluation. This process informs our Development Plan.

The Club attained a North Yorkshire Quality Assurance scheme Gold Award in July 2010.

This booklet was updated in September 2017.