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KIDS CLUB – ST. KENTIGERN’S AFTERSCHOOL CLUB

Welcome to St. Kentigern’s After School Club.

The Club has been running successfully for over eight years now.
We run from 3:30pm – 5:30pm Monday-Friday term time.

We have a dedicated staff team

Mrs. Fontalba (After School Club Supervisor) NNEB



Mrs. Sagar



Mrs. Fiorello



Mrs. Evans



Mr. Dobbert ICT Tech



We have an open door policy, so any problems or worries you might have don't hesitate to speak to a member of staff at any time.

What do your children do at After School Club?

We understand that the children are tired and hungry at the end of a school day. The children are registered on entering the hall and then have a drink and a biscuit, some days we have fruit and in cold weather we have a warm drink.

We try to create a fun but relaxed atmosphere for the children. We have many different activities for the children to choose from. We also have two different cooking activities a week, which the children really enjoy. We also have use of the ICT suite with Mr. Dobbert the school ICT technician. The children are free to play on the computers and are supervised at all times. We have been using the ICT suite at After School Club for 2 years now and the children really enjoy it.

Times of Session

Afterschool Club runs from 3:30pm → 5:30pm Monday → Friday.

Infant children are collected from their classrooms at 3:30pm by Mrs. Sagar. Junior children make their own way from their classrooms to the hall.

Children can be collected at any time between 3:30pm and 5:30pm.

Collecting Adult

If for any reason you cannot collect your child from After School Club, you need to send a letter to school stating who will be collecting your child. You can also speak directly to Mrs. Fontalba on (01253) 393302.

If an adult we do not recognize arrives to pick up a child and we have not been informed we will under no circumstances let the child go with that adult. Children's safety is our top priority.

Late

If children are collected after 5:30pm for any reason, a £5.00 charge is added to your After School Club account.

Fees

Each session costs £3.50 per child. Fees should be paid a week in advance to secure a place on the night needed. Each Monday morning the fees can be handed to the class teacher, they will then be forwarded to the After School Club. We would like the fees to be put in an envelope and filled out like this.

Childs Name	Kid's Club
Childs Class	John Smith
Day attending	Year 1
Amount enclosed	Mon / Thurs
	£7.00

We hope your child will be very happy at St. Kentigern's After School Club. If you have any further questions please contact Mrs. Fontalba on (01253) 393302

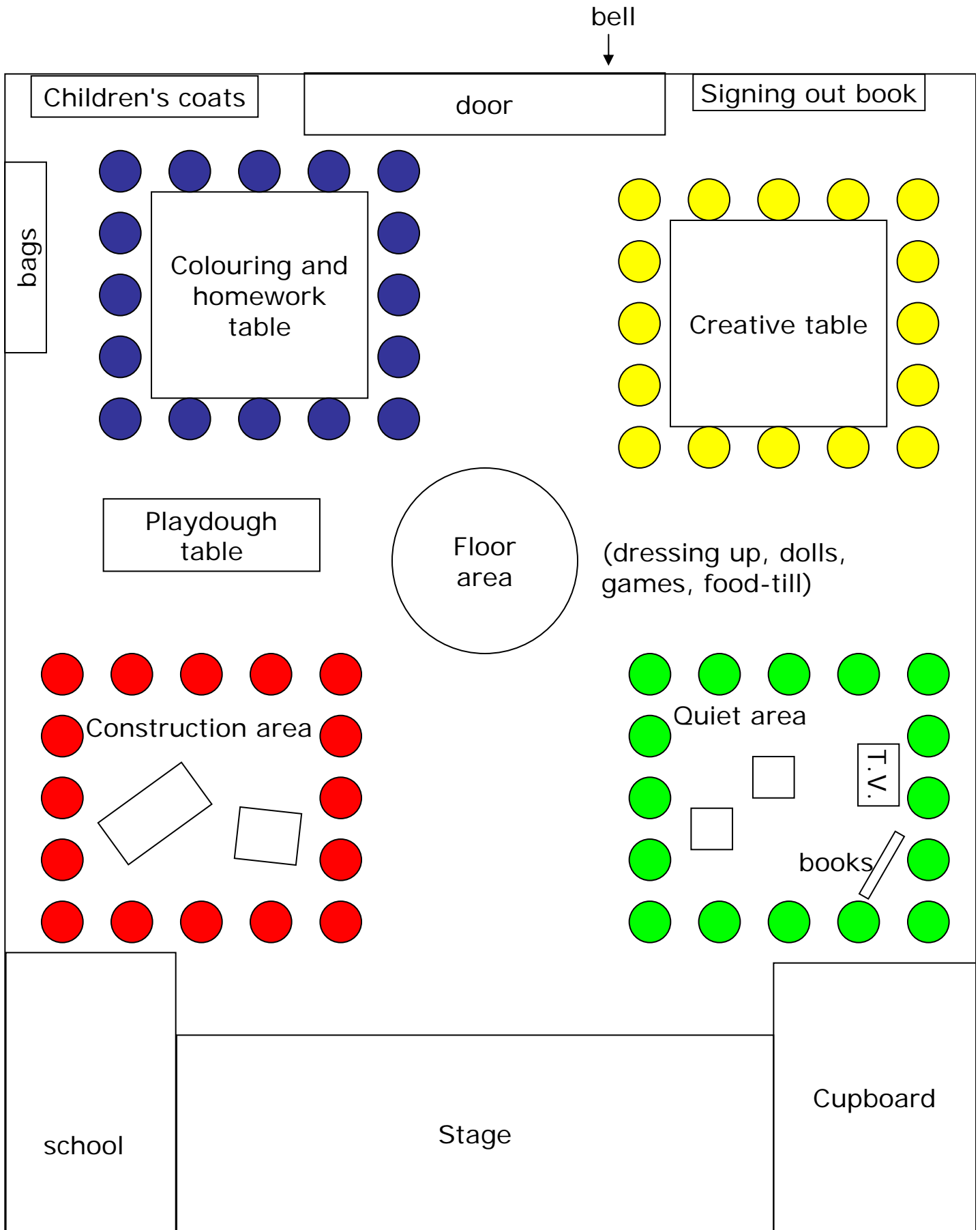
Mrs. Fontalba
Supervisor

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PLAN OF HALL

- see powerpoint file

Plan of After school Club



St.Kentigerns After School Club

Registration Form

Please use block capitals:

Surname of pupil:.....

Forename of pupil:.....

Gender :.....

Date of birth :.....

Ethnic Origin / Religion :.....

Address :.....

.....

.....

Full names of parents :.....

.....

Parents place of work :.....

.....

Work contact number :.....

Home contact number :.....

Emergency contact 1 Emergency contact 2

Name :..... Name :.....

Address:..... Address:.....

Relationship :..... Relationship :.....

Tel :..... Tel :.....

Please put down the name of any other adult that can collect your child from After school club, as if their name is not on this form they can not collect your child.

Name :.....

Relationship to child :.....

Name :.....

Relationship to child :.....

Family doctor: _____ Tel: _____ 2

Medical difficulties (including any medication): _____

Individual needs: _____

Dietary needs: _____

Any allergies: _____

Days your child will be attending After School Club.

Monday Tuesday Wednesday Thursday Friday

Occasionally

I declare that the above information is correct and give permission for the person in charge to authorize medical treatment in the event of an emergency.

Signed: _____

Date: _____

Admissions Policy Standard 12

Our after-school admissions policy wishes to state that parents or guardians must first complete a registration form with written agreements signed by the same. This is to ensure that we are looking after the child in accordance with parents wishes. Also to have available written agreements and consent forms in the event of an accident or emergency.

The child may attend the club upon their full-time admittance into Reception Class. At present the children attending must only be St.Kentigern's School pupils. The parents or guardians will first have been met at School Introduction Evening, where they will have been greeted and informed by our Head Teacher, Mrs.F. Wygladala and the KidsClub staff, any questions will have been answered on the evening concerned. Also Registration forms will be made available on the evening for parents or guardians to sign.

The KidsClub offers an open door policy, where staff welcome parents at any time. Our supervisor Mrs.Fontabla and staff work in partnership with parents to meet the needs of the children, both individually and as a group. We also ensure confidentiality is maintained at all times.

Rules for Our Club

1. Always treat our friends how we want to be treated.
2. Always share and take turns with toys.
3. Look after our toys.
4. Try to tidy up as we go along.
5. Always listen carefully.
6. Try not to be too rough with the other children.
7. Always save running for outside.

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Policy for Arrivals to After School Club

Mrs.Sagar is to collect all the infant children starting with the Reception children, Year1 and Year2.

Each class teacher has a list of the children that attend the After School Club and the days they attend. Junior children make their own way to the After School Club from their classrooms.

When all the children arrive at the After School Club Mrs. Fontabla registers the infant and junior children.

If a child is not present at register time, Mrs.Fontabla goes to the class teacher to discuss who the child left with and if any messages were left.

Mrs.Fontabla then phones the contact number to check if the child is at home. If not there, all the contact numbers are phoned.

If we cannot locate the child the police are then phoned.

Parents are reminded to let the After School Club staff know if their child will not be attending After School Club.

Policy for Departures

All parents are to fill in contact numbers on the registration form.

Parents are told that only the named persons on the registration form can pick up their child from the After School Club.

Children are not to open the door to anyone even if they recognize the adult. Only the staff of the club open the door.

If anyone arrives to collect a child and are not recognized the contact numbers are checked.

If the person is not on the contact form the supervisor will then ring the parent or guardian of the child to explain that they will not allow the child to go with the adult as they are not on the contact form.

The parent or guardian will then have to collect their child themselves. They can then fill in the other adult's name on the contact form.

All adults must sign the children out in the signing out book. Writing the child's name, time of departure and their relationship to the child.

All children must be brought in to the After School Club by a member of staff from the After School Club, and registered on arrival.

One member of staff must stay at the door until all the children are registered.

The register must be completed by the After School Club supervisor and once it has been added up all the children should be accounted for.

If any more than five children need to use the toilet at the same time, two adults must accompany them. If there is only one adult left in the room with the remaining children the door must be locked.

A head count must be done on returning from the toilet.

Random checks to be carried out throughout the session e.g. making sure everyone has done the activity, correct number of cups at snacktime.

When going out to play in the playground, a member of staff must accompany the children into the playground and on return to the hall a head count must be done.

All exits and steps must be supervised by an adult.

No child at any time should open the door.

Behavior Policy

If a child is doing something that could be dangerous or could break the toys, they should be told to stop and time should be taken to explain why they should not do it.

If a child does it again they should be reminded.

If the child continues they should take 'time out' from the game and go play with something else.

When a child smacks another child or pushes them, whoever witnessed the incident should go over and explain to the child how s/he has hurt the other child and get them to apologise. If they refuse they must sit on their own for a while until the member of staff tells them they can join in again.

We have a behavior book at the Club. The children have three verbal warnings, if the behavior continues after three verbal warnings their name goes in the behavior book. On collecting their child the parent is told of this. If the child's name goes in the book three times then they receive a letter one. If after the letter the child's behavior continues to be unacceptable then they receive a letter two and can no longer attend the club.

We promote positive behavior by giving praise and encouragement to each individual child at all times and informing the child concerned that at the present time it is the behavior that the child is displaying that we are not happy with, not the child themselves.

There is a Happy Days book where stickers are given for good behavior. When five are gained, a small prize of the child's choice is given.

Physical punishments are not used, nor is the threat of them.

Physical restraint would only be used in cases where the child would be in danger.

Special Needs Policy

St. Kentigern's After School Club is committed to an equal opportunities policy. We believe that it is important to include children with special needs into the club because they are a valued part of our diverse society and it limits discrimination.

Whenever the parents of a child with special needs seeks a place in the Club, we shall assess that need and consider the resources that will be necessary to meet the child's individual needs and to ensure safe, happy progress in the Club in terms of physical, emotional and attitudinal aspects. This will include one-to-one support for any child who receives one-to-one support in school. If necessary, we will contact the outside agency KINDERQUEST, a local organization that may be able to provide appropriate support on a voluntary basis.

We believe that all children can benefit from the inclusion of children with special needs by providing all children with the opportunity to learn and play in a parallel way and from children with special needs. We believe it allows all children to explore and share experiences.

We are committed to providing a positive, supportive, happy and caring environment within which all the children can play and learn in safety and can progress, succeed and work towards independence.

We are committed to developing communication and support for parents of children with special needs and with any outside agencies involved in the child's development. We are also committed to undertaking appropriate training, including resources, medical aspects and learning approaches.

Equal Opportunities Policy

All adults working in the After School Club must avoid stereotyping children based on gender, racial origin, social background, culture or disability. All adults have a responsibility to encourage positive racial attitudes. Racist and sexist attitudes will be challenged and discussed.

All children and their families are valued equally regardless of their age, ability, colour, class, race, gender or physical needs.

We aim to celebrate diversity and raise awareness of our multicultural, multiracial society and encourage the children to explore, enjoy and respect other traditions and cultures by providing a range of books, toys, equipment, play and activities to reflect this. This will enable all the children to have opportunities to explore a variety of experiences which will help them to develop positive self esteem and identity and develop their personalities and skills in a way which avoids stereotyping e.g.

Role play, books and stories which include images of males nurses, female doctors, male and female firefighters, mum mending the car, dad washing up, sibling wheel chair bound.

None bake cookery activities including foods from other countries.

Food and art activities, which explore varying traditions, customs and festivals.

If we have children from other countries or who have a different culture or language, care will be taken and help will be sought to support their first language and to provide items familiar to their lifestyle, which will help them to maintain and further develop a positive self image and identity.

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XXX RED BITS XXX

Medication

No medicine is to be given to any child by a member of staff at any time.

If a child is asthmatic and needs an inhaler, this will be given when needed. If the child has a chesty cough, **the contact number must be taken for that day.**

Special consideration must be given to all medical needs e.g. diet, allergies ect.

All inhalers must be kept on the top shelf in the After School Club cupboard.

St.Kentigern's School has a no smoking policy and this is carried on at the After School Club.

The first aid box must be checked regularly and updated by the designated member of staff. (Mrs. Fontabla)

All fixes and plugs must be kept out of children's reach.

Sharp knives and scissors should be kept out of children's reach on the top shelf of the cupboard.

After going to the toilet everyone should wash their hands with germicidal soap.

A separate cloth should be used to clean up activities.

Before snack time a different cloth should be used to clean the tables.

Hands should be washed before sitting down to any snack.

After the cups have been washed and dried they should be stored on a tray (not stacked on top of one another).

At the end of the day all the toys should be put away safely and the floor should be swept.

After School Club staff should not climb up ladders when the children are present.

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Fire Procedure

The fire drill is to be displayed on the wall at all times.

<PHOTO LINK, for web version>

Regular fire drills should occur i.e. at least once a term.

The children should line up in single file by the door.

One member of staff should be at the front of the line to lead the children out, one in the middle, and the supervisor should be at the back, checking that no one is left behind or in the toilets.

The supervisor must bring the register out with her and shut the door behind her.

The staff and children must assemble in the Junior playground or at the front entrance of the Club (Parish Centre).

Once in the playground the children's names should be checked off against the register and a head count must be done.

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Child Protection Procedure

Any concerns regarding Child Protection issues relating to an individual child at the After School Club. The child must be brought to the attention of the Child Protection teacher (Mrs. Wygladala).

The child protection teacher and the reporting member of staff will immediately record the concerns on a 'Cause for Concerns' sheet. The Head Teacher (child protection teacher also) will then decide on the appropriate course of action. The course of action will be either to:

Request that the staff continue to record matters of concern

OR

Report the concerns to the Blackpool Child Protection Team

The Child Protection team contact address is:

Social Services Dept
Childcare Reception Team
South King Street
Blackpool

Telephone :01253 477668

Duty Officer : Mon – Thurs 8:45 – 17:00
Fri 8:45 – 16:30

Out of hours :01253 477600

Ofsted must also be informed:

Early Years OFSTED
3rd Floor North
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 7LA

Help Line :08456 404040
Regional Office :0161 255 4804
Complaints :0845 601 4412

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Mon-Fri: 9:30 - 17:30

Informing Parents

The decision to inform or not to inform parents of any Child Protection issues lies with the Head Teacher of St.Kentigern's School. Under no circumstances has any member of the After School Club staff to inform, question or approach parents on issues concerning their child or any other in the After School Club.

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Complaints / Grievance Policy

If a parent has a complaint or a grievance you should initially contact:

Mrs. Fontabla – After School Club Supervisor

If you do not feel satisfied please contact:

Mrs. Wygladala – Head Teacher

If in the unlikely event that you do not feel your complaint or grievance has been satisfied please then contact:

Early Years OFSTED
3rd Floor North
Royal Exchange Buildings
St. Ann's Square
Manchester
M2 7LA

Help Line :08456 404040
Regional Office :0161 255 4804
Complaints :0845 601 4412
Mon–Fri: 9:30 – 17:30