



SINGLETON
Kids' Fun Club

PARENTS'

HANDBOOK





SINGLETON Kids' Fun Club

PARENTS' HANDBOOK

ABOUT THE CLUB

Singleton Kids Club was founded in 1996 and offers play in a safe, caring and stimulating environment to pupils aged 4 - 11 from Singleton C of E Primary School. The children are able to relax and enjoy themselves with a variety of activities to choose from. We have a team of friendly, enthusiastic, experienced staff all also involved in other roles at the school, promoting and encouraging total continuity of care. We also have a long-standing volunteer play-worker who has been associated with the school for over 30 years. All activities are organised to promote positive behaviour without discrimination on the grounds of race, gender, age or ability.

Aims

The club aims to provide a safe, secure and relaxed environment offering a range of activities to reflect the interests of the children in our care. We aim to provide the best possible out of hours provision for parents and children of Singleton School.

Operating Hours

The club provides care before and after school during term time as follows:

- Before School Breakfast Club 7.30 am—8.45 am
- After School Club 3.00 pm—5.30 pm

The Club is based in the Old Hall at Singleton School and also makes use of the New hall, playground, MUGA and playing field.

What we Offer

The children are free to choose activities and resources as they wish. There will always be a selection of activities already set up with other activities and resources readily available from our equipment stores. We provide a balance between adult led and freely chosen activities, encouraging the children to initiate their own ideas through play.

Activities

The activities offered vary from day to day and include:

- ☺ Art and Craft
- ☺ Construction Toys (Lego etc.)
- ☺ Board Games and Puzzles
- ☺ Table Tennis, Table Football
- ☺ Imaginative Play props, Role Play
- ☺ Outdoor Play with associated equipment
- ☺ PS2 with age appropriate games
- ☺ Laptops
- ☺ Reading
- ☺ Challenge and Discovery.

Snack Time

The children are provided with healthy, balanced nutritious snacks and drinks, with fresh drinking water available at all times. Snack times are a social event delivered in a calm, friendly setting with the children sitting together and eating a healthy breakfast between 8.10am and 8.30am and snack tea between 4.00pm and 4.30pm. We promote independence by encouraging the children to prepare their own snacks when convenient and always clearing away after themselves.

The menu varies and children are given a choice which includes a selection of cereals and toppings for toast. We have pure fruit juice and a variety of fresh fruit and vegetables.

Organisation

Voluntary Management Committee

Singleton Kids Club is run by a Voluntary Management Committee. The members of the VMC are as follows:

Chairman	- Mrs Mary Whyham
Secretary	- Mrs Mary Whyham (temporary fill)
Treasurer	- Mrs Rachel Smith
Members	- Mrs Fiona Small

The VMC have ultimate responsibility for the club, agreeing the policies and other major decisions affecting the club. The day to day running of the club is the responsibility of the Day to Day Lead and the Club Assistants.

The VMC also continue to work very closely with the Head teacher and teachers of Singleton school.

Staffing

Singleton Kids Club is staffed either by the Day to Day Lead accompanied by one or two of our Assistants.

All our staff have significant experience of working with children and also involved within various roles in the school itself thereby providing a smooth transition between school and club. Naturally all staff members are checked through the Disclosure Barring Service (formerly CRB) and most are qualified First Aiders.

STAFF

Miss Tara-Grace Davison



Miss Davison **Day to Day Lead** is our very vibrant and Creative leader who is also a teaching assistant in school.

Miss Davison lives locally and is very family orientated and loves fashion and of course shopping!

Miss Davison is the **Day to Day Lead / Supervisor** of Kids Club and any issues should be brought to her attention.

Miss Davison is in attendance nearly every day at both breakfast and after school club and is well known for her creativity and sparkle!

Miss Charlotte Green



Miss Green is a newly appointed member of the Kids club team and is also a teaching assistant in Class 1.

Miss Green is a lovely and very approachable member of the team and works a number of breakfast and after school sessions each week.

Miss Green is looking forward to being part of Kids Club.

Brenda Miller



Assistant

Mrs Miller our lovely Volunteer assistant has lots of experience at Kids Club (rumour has it that she's been involved in school longer than Mrs Banbury has been alive!). Mrs Miller is a familiar and popular figure at Singleton School for more than 30 years. She is famous for her Polo Mints (now, sadly, no longer allowed under healthy eating guidelines) and can often be seen enjoying a game of crown Bowls on the village green. She usually comes into after school club two or three times a week.

Miss Terrianne Manning



Finance / Admin Assistant

Miss Manning is a teaching assistant at the school and is also the administrator / finance lead for Singleton Kids club. Miss Manning has been at Singleton school for a good number of year's and has 3 children who attended the school. Miss Manning is very sporty and loves outdoor activities with her children and dog.

Miss Georga Aris's



Assistant

Miss Aris's is also a newly appointed member of the team and comes with sporting qualifications.

Miss Aris's is currently studying Sport at Blackpool and Fylde College.

You will see Miss Aris's running as many sports activities during the week as she can!!

Mrs Jenny Taala



Assistant

Mrs Jenny Taala works as a teaching assistant at a local school and has 2 children that attend Singleton School. Mrs Taala has been with us for a couple of years now and works two afternoons a week. Jenny is very Creative, loves the outdoors and is lots of fun!

Policies

The Club has clearly defined Policies and Procedures under which it operates. Key points of the main policies are included in this Handbook. Copies of the full Policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Registration

A Registration Form must be completed before children attend as it provides emergency contact numbers and the particular needs of the child. It is the responsibility of parents to inform the club of any changes. Registration can take place at any time during the school year.

Bookings

Bookings for Kids Club can be made on line through the Tucasi / Scopay on line System. If your child attends Singleton School they will already be registered on the system. If you are using Kids Club for the first time you will need to let Miss Manning know so that we can send you an access code to the system. All that you need to do then is book and Pay for your sessions through the following web-site address.

www.scopay.com/login

Sessions are limited and when we are full the system will not allow you to book. We advise you to book at least 3-4 weeks in advance where possible to ensure you have a place.

For ad-hoc sessions you can book on the system up to 24 hours before the date your child is attending Kids Club. All bookings must be made through the on-line system and not by email. For emergency bookings you must contact Miss Manning by phone and ensure the payment is made that day.

Cancellations

Parents are required to give a minimum of 48 hours notice for an individual session cancellation and the session can be cancelled direct through the on-line system. However, refunds for cancelled sessions will only be made for absences which are due to children attending formal school trips/visits. To maintain the correct adult to child ratio you are paying for your child's place and not their attendance. When withdrawing children permanently from the Club, parents are to give one months' notice in writing.

Please remember that we need to know if your child (will not be attending Kids Club for any reason. If a child doesn't attend a booked session we will have to treat them as a 'missing child' unless you have notified us of their absence.

When notifying the school office of an absence from school please ensure they are made aware if the child was due to attend Kids Club, so that they can inform US.

Fees

- Before School Breakfast Club 7.30 am - 8.45 am £4.25 per child
- After School Club 3.00 pm - 5.30 pm £8.00 per child
- After School Club 3.00 pm - 4.15 pm £4.50 per child
- After School Club following an extra-curriculum activity
 4.15pm - 5.30 pm £4.50 per child
- Late Fees - a late fee of £1 will be charged to your account if you are between 5 and 15 minutes late after the booked session time. If you over 15 minutes you will be charged for the Full session.

Payment

Payments can be made on line at the time of booking through the Tucasi / Scopay website

www.scopay.com/login

You will not be able to book your child's session unless you have enough money in your on-line account. You can choose to add a lump sum 'top up' into your account or pay the full amount of the sessions.

All payments must be made through the website using a debit / credit card

If you use Childcare vouchers to pay for the sessions please ensure you inform Miss Manning so that we can set you up on the system and register with your voucher provider. All childcare vouchers will be paid direct into the bank account once instructed by the parent. This will then be deducted from your on-line account balance.

Attendance - Dropping off and Collection

The Club staff will ensure that children attending Club are collected and registered. However, it is the parents' responsibility to ensure that their child and their class teacher are informed that they will be attending the After School Club. A list of children from each class due to attend kids Club is posted in that class daily. Foundation children will be collected from their classroom, all other children are sent straight to the Old Hall.

When dropping off children for Breakfast, access is obtained by ringing the Kids Club doorbell. A daily register is completed on arrival. Similarly when collecting children from After School Club, access is obtained by ringing the kids Club doorbell. Parents must inform a member of staff that they are here and the child is being collected, they must then sign out the time on the daily register and sign for their child.

Attendance - Dropping off and Collection (continued)

The person authorised to collect the child from Kids Club should be registered on the Clubs Registration Form. Only adults named on the registration forms will be allowed to collect children from Kids Club. Any changes of authorised person must be made in writing. If you need a different person to collect your child on a particular day you must notify us in advance. Telephone calls will only be authorised in certain circumstances. If you are unexpectedly able to collect your child from School and they are booked into Kids Club, you **MUST** come and tell us personally so that staff don't go searching for your child!

Parents must collect their child promptly before 5.30 pm. The late collection of a child will incur an additional fee of £5.00 for each full or part quarter of an hour extra (to cover the additional payment of staff).

Induction

Your child and parents/carers are invited to come and see the club before your child's first day.

Early in each child's first attendance a short time will be set aside for an 'induction' period. During this period a member of staff will outline the club's rules and routines, including snack time, collection etc.

Another child will usually be allocated to act as your child's 'buddy' for the first few sessions, although the children at Singleton School are very caring and tend to do that anyway!

Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

A copy of our **Safeguarding Policy** is available at your request.

Equal Opportunities

Singleton Kids Club are an equal opportunities organisation and work in accordance with all relevant legislation, as per our **Equal Opportunities Policy**. All children will be treated in a fair and understanding manner and will be provided with the opportunity to develop through activities, books and exploring different culture without social, racial or gender stereotyping. Each child will be treated as a valued member of the Clubs and treated as individuals.

Special needs

We will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers, teachers and relevant professionals to fully understand your child's requirements.

We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety. (See our **Equalities Policy**)

GENERAL INFORMATION

Behaviour

Rules have been created for desired behaviour whilst at the club. These are displayed for children to see.

We also operate a **behaviour policy**, summarised here.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

Kids Club aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

Kids Club has procedures for dealing with unacceptable behaviour. We will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

Illness

We are unable to care for children who are unwell. Please inform us of any infectious illness your child contracts. If your child has had sickness and diarrhoea please do not send him/her to the Club for at least 24 hours after the illness has ceased.

If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. (See **Illness & Accidents Policy**)

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Several of our staff are trained in First Aid and a First Aid kit is kept on the premises.

If your child has an accident whilst in our care, you will be informed when you collect your child. (See **Illness & Accidents Policy**)

Medication

The Kids Club policy is that no medicines must be given—parents are required to come in and administer antibiotics etc. themselves, we follow the same policy as the school.

For individual children with special requirements, a care plan is implemented by the school and Kids Club is given a copy if the child attends.

Children with asthma or severe allergies have a photo-card on the Kids Club wall for all staff to see.

GENERAL INFORMATION (continued)

What to bring

Please ensure that your child has a suitable coat for outdoor play.

Please do not let your child bring in any toys or other valuable items as these can cause disagreements and get lost or damaged. We do not accept responsibility for articles brought into club by the children.

Compliments and Complaints

We always welcome comments about any aspect of the club or suggestions for improving the service we offer. We truly value your opinions and run a daily diary for any comments or observations you or your child may care to make. If you have any queries please feel free to speak to the Day to Day Lead.

We aim to provide a high quality, efficient and accessible service to parents and children. From time to time a parent of a child may feel that they have a complaint against some aspect of the club or staff. Any problems can usually be resolved by the Day to Day Lead or Head Teacher as soon as they occur. If not, then please follow the formal complaints procedure as set out in our

Complaints Policy.

Partnership with Parents/Carers

Our Pledge

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures. Please see our Parents' Information Board and check any notices posted by the signing in/out register, together with the monthly School Newsletter. Any additional communication will be via the school text and/or email service together with letters handed out at Kids Club or in class.
- Be consistent and reliable to enable you to plan with confidence and peace of mind. We will consult with you about any school events, trips etc. which may overlap with the running time of Kids Club.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the Club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs. A children's and a parental questionnaire will be sent out each year to help us to evaluate our provision.

CONTACT INFORMATION

Singleton Kids Club
The Old Hall
Singleton School
Church Road
Singleton
FY6 8LN

Kids Club Contact number : 07453 424768 (only during Kids club operating hours)
Kids Club Contact in emergency : 01253 882226 (School Office number)

Kids Club Operational Staff:

Day to Day Lead: / Supervisor Miss Tara-Grace Davison

Assistants Mrs Brenda Miller, Mrs Jenny Taala,,Miss
 harlotte Green and Miss Georgia Aris's.

Finance / Admin Mrs Terrienne Manning

Voluntary Management Committee

Chairman: Mrs Mary Whyham
Secretary: Mrs Mary Whyham (temporary fill)
Treasurer: Mrs Rachel Smith
Members: Mrs Fiona Small

Head Teacher: Mrs Amanda Clayton
Foundation Teacher : Mrs Karen Haigh

OFSTED Contact details: Piccadilly Gate
 Store Street
 Manchester M1 2WD

 Tel: 0300 123 1231
 Email: enquires@ofsted.gov.uk

OFSTED, Singleton Kids Club, Unique Reference Number is 309631.

