



# BEFORE & AFTER SCHOOL CLUB HANDBOOK

Kildwick CE Primary School

*Learning to Live. Living to love. Loving to learn*





# ESSENTIAL INFORMATION.

**School Office Email:** [office@kildwickce.uk](mailto:office@kildwickce.uk)

**Bookings:** Made via School Gateway App

**Club Mobile Number:** 07903 637947

*(to only be used in an emergency and will only be switched on during club hours)*

**Headteacher:** Mr Whitehead

**School Administrators:** Mrs Rushworth / Mrs Bains

**Club Manager:** Mrs Pink

**Club Play Worker Team:** Mrs Howarth, Mrs Morgan,  
Miss Howarth, Mrs Crewe

## **Opening Hours**

Monday - Friday (Term Time Only)

Before School Club: 7.45 - 9.00am

After School Care: 3.30 - 4.30pm

After School Club: 3.30 - 6.00pm

**Before School Club Drop Off Point:** is held in the school hall and children should be dropped off at the main school gate.

**After School Club Collection Point:** Parish Rooms



# About Us

We offer a before and after school service providing wraparound care as an optional extra to support parents of children attending Kildwick CE Primary School.

Club is available to the children who attend our school and is open from 7.45am for the Breakfast session and until 6.00pm for the After School session.

Club is only open during term time.

## Aim

We seek to provide a safe, secure and relaxed environment in the same way as for our school, offering a range of activities to reflect and stimulate the interests of the children in our care.

## Where we are based

Entry to Club on a morning is from the Main School Entrance on Priest Bank Road.

To collect your child after school from Club, please press the buzzer on the Parish Room door.

## Staffing

Club is staffed by a Manager and Play Workers. All of our staff have experience of working with children and undertake professional development training. All staff members have enhanced DBS checks and a full safeguarding and child protection induction. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to. If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact Mrs Pink via email [g.pink@kildwickce.uk](mailto:g.pink@kildwickce.uk)



# What we offer

Children attending Club enjoy a wide range of activities, both indoors and out. Children are encouraged and enabled to choose and use activities and resources as they wish. There are a selection of activities and resources available, including dressing up, craft, board games, , construction and computer games, physical play, cookery, Lego, play dough, gardening, pool table and air hockey and reading. Other resources are available for the children to select from our equipment library.

For outdoor play the children will have full use of our School's playground and field. Club has equipment including footballs, bats and balls, stilts, basket balls, tennis sets, hoola hoops and soft frisbees, as well as den building activities, scooters, chalk art and bubble blowing etc!

Club offers different indoor craft activities each week, from scrap model making and fabric art to bracelet making and clay crafting.

There is a homework station set up so that if children wish to work on their homework in school, they can do so. If you would like your child to complete their homework or be listened to reading whilst at club, please let club staff know. They will be happy to facilitate this where possible.

Each child is encouraged to give feedback which is acted on with a view to providing activities that are preferred and enjoyed.

Breakfast will be served between 8.00am and 8.30am. It is intended that individual dietary requirements are met.

If your child is booked until 6.00pm we will make sure they receive a substantial healthy snack to see them through until their meal time at home.

If your child wishes to attend an activity club, such as Gardening Clubs, Cookery Club, etc we can accommodate them into Club afterwards. The teacher leading the club will ensure they get handed over safely to Club staff.





# Booking a session

Places can be booked up to one term in advance or in an ad hoc way. Places can be booked up until 4pm on the day prior to the relevant morning session or 8am on the day of the relevant afternoon session subject to availability at the time of booking.

## Booking Confirmations and Making Payments

Payment is taken at the point of booking and no refunds can be made, except if the child is sick or with at least 48hours notice ahead of the time of commencement of the relevant session, or in an exceptional circumstance.

If you wish to book a place for your child please use the on-line booking system. You can download the apps below to make bookings and payments. Please ensure you book and pay for all sessions; in line with legislation we have limited spaces and if your child turns up at club and you have not booked, we may not be able to offer your child a place.

Apple iPhone users, download the School Gateway app here: [School Gateway](#)

Android phone users, download the School Gateway app here: [School Gateway](#)

We do accept voucher scheme payments. Please contact the School Office to discuss this further.

### Payment of fees

The fees per session are as follows and are to be paid when the booking is made:

Before School Club (7.45am - 9.00am) £5.50

After School Care (3.30pm - 4.30pm) £5.00

After School Club (3.30pm - 6.00pm) £9.00



# Cancellations

If you wish to cancel any booked sessions please contact the school office or Mrs Pink and you will be reimbursed when a minimum of **one full day's notice** is given.

# Lateness

Parents who are consistently late collecting their child will be charged an additional fee to cover consequent staffing costs. A charge of £5 for every five minutes that collection of a child is delayed will be made.

# Safeguarding

Help us to keep your children safe by following these expectations at all times:

Responsibility for your child remains with you until the club staff register has been signed by a responsible person. Please do not leave children to enter the building unaccompanied – children need to be handed over and signed in by an adult.

If your child is going to be collected by a person who you have not given written permission to do so, you must contact the school office by no later than 3.15 pm that same day.

If your child is not attending a booked session, please inform the school administrator or the club supervisor.

Parents should make all persons dropping off and/or collecting their child aware of these rules.





# GENERAL INFORMATION

## **Behaviour (children)**

The same standards of behaviour are expected at Kildwick Club as in our School and whilst the atmosphere and approach of Kildwick Club is more relaxed and homely than is appropriate in our School we still expect all children to be polite, courteous, helpful, considerate and kind. We insist upon compliance with our Behaviour Policy, a copy of which is available to all parents and carers and can be found on the School website.

Kildwick Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff, parents and visitors. We encourage appropriate behaviour through:

Praise for good behaviour;

- Emphasis on co-operative play and sharing;
- Talking to and interacting with children with the courtesy that we expect from them; and
- Engaging children in activities - fostering their individual strengths and supporting each in addressing their individual comparative weaknesses in a positive way.

Kildwick Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time either for reasons that are not always evident, or as a result of additional needs. We will try to be flexible in order to accommodate such things. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from Club immediately. In exceptional circumstances, and only when all other appropriate attempts at behaviour management intended to enable and ensure appropriate conduct undertaken in consultation with the child's parents have failed, we will permanently exclude a child from Club.

## **Adults**

We will not tolerate any bullying; aggressive, confrontational or threatening behaviour or behaviour intended to result or resulting in verbal or physical conflict. Anyone exhibiting inappropriate behaviour may be asked to leave our premises and further action may be taken as appropriate.

## **Illness**

If your child becomes unwell whilst at Kildwick Club we will contact you and ask you to make arrangements for them to be collected. Please inform the school of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to Kildwick Club for 48 hours after the last bout of illness.

### **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and Club is fully insured as part of our School . 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. More serious illness or injury will be reported to you and timely appropriate actions taken.

### **Medication**

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at Kildwick Club you will need to complete a Permission to Administer Medication Form in advance. See our [Administering Medication Policy](#) for more details.

### **Complaints Procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff. Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. Our School's Complaints Policy applies to Kildwick Club and is available on our School's website.