

ST. BRIDGET'S SCHOOL KID'S CLUB

The Club Is Registered With:

OFSTED
The National Business Unit
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Reg Number: 317449
Tel 0300 123 1231

The Club Is Insured By:

Morton Michel
Alhambra House
9 St Michaels Road
Croydon
CR9 3DD

The Club is Affiliated to:-

4Children
City Reach
5 Greenwich View place
London
E14 9NN



**ST. BRIDGET'S
SCHOOL
BRIGHAM
COCKERMOUTH
CUMBRIA
CA13 0TU**

**Head Teacher:
Mrs. L. Hemingway**

**PLAY AND CARE AFTER
SCHOOL HOURS
IN A SAFE ENVIRONMENT
WITH QUALIFIED STAFF**

TEL:
01900 825689 0751 066 8785

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Help With Childcare Costs



You may be entitled to help with the cost of childcare. WORKING FAMILIES TAX CREDIT has a specific child care element. Contact HM Revenue & Customs, 0845 300 3900 or go to www.hmrc.gov.uk/contactus

Our Admissions Policy

Prior to admission

- Parents will be given basic information about the club.
- Parents must complete and return an admissions form – children will NOT be admitted unless this has been done.
- Parents must understand and agree with the required payment arrangements.
- Parents must read and agree with the policies of The Club.
- Parents must conform to the booking in and cancellation arrangements.

The Kids Club is open to all children attending St Bridget's School and/or from the Bringham Area subject to following the booking procedure – and a place being available. The booking procedure has been designed to be as fair as possible, bearing in mind that some parents will need the security of knowing that they have a regular place, some will only be occasional users and some parents may need to book children in at short notice due to particular circumstances.

Places are limited – restricted by the inspection unit's requirements. This means that it is important that we know how many children to expect in advance of each day. A booking in sheet is displayed at least one week in advance for each week on the Kids Club Notice Board outside the staff room. This shows how many places are available on a given day. You must enter your child's full name in a space in order to secure a booking..

It may happen that a child turns up for the club who is not expected. For safety reasons, no child will be turned away. Parents will be contacted immediately to clarify the situation.

Introduction

St Bridget's Kid's Club was formed in 1999 to offer parents and carers in Bringham and the surrounding area an Out of School Care facility for their children at an affordable price.

Since we started we have built up a regular membership and now offer 24 places daily for children age 4 to 11 years. In addition to this we have full wrap around care with Acorns Play Group and Breakfast Club.

St Bridget's Kids Club is for Kids to play, relax and enjoy themselves. There is always quiet space if kids want to do homework, read or simply chill out!

We have a large range of play equipment and materials. We have been successful in obtaining funding from a variety of sources including the Neighbourhood Forum, Allerdale Early Years Partnership and the Lottery Fund.

St Bridget's Kids Club goes from strength to strength. It is your club. Come along and join us. Tell us what you would like / need. Above all consider us a safe haven to look after your kids when you need us.

What Some Parents Have Said About The Kids Club

'It's taken a weight off my mind, just knowing that I can book my little boy into the Kids Club if I need to'.

'You don't have to be a working parent to use the Kids Club. They love it-and you can get lots done while they're enjoying themselves'.

'I know where she is, who she is with and that she's having a good time. It's the best thing that could have happened for a working Mum like me'.

'It means I can be a lot more flexible with my working hours'.

What is St. Bridget's Kid's Club?

We offer an after school hours care facility. Our Constitution states our aim is "To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays; To advance the education and training of the persons in the provision of such care, education and recreational facilities." We are registered with Cumbria Registration and Inspection Unit – which means that our premises, policies, procedures, session content and our staff and committee members have satisfactorily completed their checks and inspection.



All our staff, (Kid's Club, Breakfast Club and Acorns Playgroup), administrators, and committee members have Criminal Records Bureau checks. We are registered and regularly inspected by OFSTED. We want to create the right atmosphere for your kids - we want them to have fun and we want them to be safe.



Opening hours.

We currently run from 3.00 p.m. until 6.00 p.m. There are two sessions, 3.00pm until 4.30 p.m. 4.30 p.m. to 6.00 p.m. Acorns Sessions are 12 to 1pm and 1pm to 3pm, term time only.

Where are we?

Our club is held in the school hall at St Bridget's with the full support of the School Staff and Governors. This means that children feel safe and secure in the familiar surroundings – and you have peace of mind, knowing where they are. Mrs. Hemingway Head Teacher is a member of our managing committee and we work very closely with her and her staff in running and organising the Club and its facilities.

Who looks after your children?

The Kid's Club is currently managed by Mrs. Judith Hughes. Miss Rochene Thurlow and Miss. Shelbie Latham are assistants. In After School Club, Mrs. Winder, Mrs. Bowe and Miss Jones work in Acorns.

Collection Procedures.

We take this very seriously. You may name several people who are authorised to collect your child. Please note no child will be allowed to leave with an unauthorised person. Even if you send someone to collect your child our staff will not allow them to leave unless you have specifically authorised this on this occasion in advance. If a member of our staff allows a child in our care to leave the premises with anyone other than an authorised person this is a disciplinary offence.



(See our "Delivery and Collection of Children Policy")



What if I need to cancel?

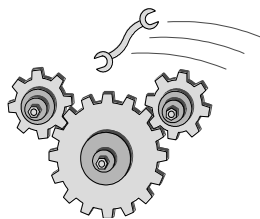
The Cancellation forms are displayed on the Kids Club notice board.

Please try to give as much notice as you can so that another child can use the place. You will be asked to pay for a session if 24 hours notice is not given. No charge will normally be made for a child absent from school due to illness.

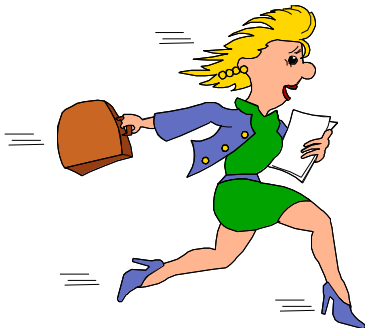
Please note also that we take the bookings procedure equally seriously. If a child is booked in with us we will arrange to collect that child from their class at the end of the school day. Sometimes children tell us they think they are to go straight home. We will not accept this unless you have specifically cancelled a booking with us in advance.

The Best Laid Plans...If We Have To Cancel... / If You Are Late...

We are aware that those using the club need to be able to rely on it. We hope that we have done our best to ensure that we will not have to cancel any sessions – for example, we always try to have back up staff and committee officers are also able to help out in an emergency.



However, if we unavoidably have to cancel at short notice, it is important that we are able to contact you. Please make sure that we have up to date contact numbers for use when your child is booked in at the club.



If you are late....

We know you will not be late if you can possibly help it, but we are aware that accidents and flat tyres do happen. Please make sure you are able to contact us – Our mobile number is **0751 066 8785**, School **01900 825689**.

Whatever emergency arrangements are made, your children's safety will be our paramount concern. Please make sure that any friend or neighbour who you are likely to call on in an emergency is named as an authorised person on your registration form. We will never allow children to leave with an unauthorised adult.

In the unlikely event of emergency arrangements being made and we are unable to contact you, messages will be left with committee members and your nominated emergency contacts.

If we know in advance that the club will not be able to run, we will inform you as soon as possible so that you can make other arrangements.

How much does it cost?

After School Club- Session 1 from 1500 to 1630 costs £5.50 and Session 2 from 1630 to 1800 is £5.50, Full session £10.00.

Acorns, session 1 is £4.00, session 2 is £8.50. Breakfast Club, £4.10

Many parents can now qualify for Government assistance with Child Care costs via the "Working Families Tax Credit Scheme. This may well apply to you.

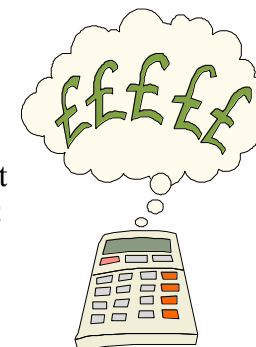
See below under "Help with Childcare Costs"



How are we financed?

St Bridget's Kids Club has to meet all its own staffing costs, daily running costs and the purchase of equipment and materials. We provide for these expenses from three main sources – attendance fees, fundraising events and grants from a variety of sources as mentioned earlier.

Our attendance fees are kept as low as possible to enable as many people as possible to afford the Kids Club. Our rates are very competitive and are reviewed once a year in September before the start of each new school year. We do not have credit facilities which means we must meet all our running costs as they arise. We cannot borrow money and have no credit facilities with suppliers. This means that we expect all attendance fees to be paid as soon as possible. Invoices will be sent out at each month end, or end of term when applicable. As mentioned earlier you may be entitled to financial assistance under the Working Families Tax Credit Scheme. We can direct you to the right information on this if you need it.





What do the children do?

During the afternoon the children enjoy a planned selection of activities. Weekly themes and activities will be posted on the Kids Club notice board and the Leader and other staff regularly introduce new activities to offer the children a variety of things to do.

Who runs the club?

The Kids Club is run independently from the school. A properly constituted voluntary committee is in charge of administration, organisation and finance. We raise money, buy equipment, pay staff and deal with all the other matters which come up. If you have any queries or comments at any time please ask one of the committee. You are also entitled to ask to see the Chair or any of the committee if you have any problems queries or complaints.

| | |
|-----------|---------------------|
| Chair | Mrs. Lisa Hemingway |
| Secretary | Mrs. Clair Wilson |
| Treasurer | Mrs. Julie Clough |

A copy of our constitution and our policies can be found on the Kids Club Notice-board outside the Staff Room. We also display there (as required by law) a copy of our registration certificate and insurance policy details.



How To Book / The Registration Form

Add your child's name to the list on the Kids Club notice board. Or telephone 0751 066 8785 or 01900 825689.

The first time your child attends, a registration form must be completed. There is one included in this booklet. The information on this form is needed by the staff for Health and Safety reasons, for security purposes and in case of any emergency. It will be treated confidentially. (see our Confidentiality Policy).

YOUR CHILD'S SAFETY IS OUR NUMBER ONE PRIORITY

What if I have a suggestion, concern or complaint?

Suggestions and comments are welcome and will be given careful consideration. We review our policies and practice regularly and consider ways to improve our practice. We hope to sort out any concerns an early stage – please don't let something worry you, speak up. Complaints will be taken seriously, dealt with fairly and confidentially.



Our complaints procedure is available with our other policies and sets out the complaint route to follow and who to contact if you should need to use it. We hope that it is effective in sorting things out quickly and satisfactorily.

Suggestions regarding the content of Kids Club sessions can be made to the staff. Otherwise please contact the committee chair.