

WELCOME TO
EXTENDED DAY PROVISION

Acorns Breakfast Club



Squirrels After School Club



THIS HANDBOOK PROVIDES PARENTS WITH ALL THE
INFORMATION NEEDED ABOUT OUR EXTENDED DAY CLUBS

**GLENFIELD INFANT SCHOOL
ROSSINGTON WAY
BITTERNE
SOUTHAMPTON
SO18 4RN**

**TEL: 023 8022 7966
07505 214985 - after 3:55pm**

CLUB PLAY LEADER: Anne Ryde

**OPEN TERM TIME ONLY
ACORNS BREAKFAST CLUB - 7:20AM - 8:50AM
SQUIRRELS AFTER SCHOOL CLUB - 3:15PM - 6:00PM**

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QUALITY STATEMENT

Glenfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our commitment is to provide an effective environment as a club for children to enjoy quality time together, socialising and at play. Our quality standards for which we strive will ensure children will look forward to attending the club and parents will be happy to take advantage of the excellent service we offer.

STAFFING

All staff at our extended day clubs are DBS and health checked and registered with OFSTED.

Permanent members of staff at the club are fully qualified or working towards the childcare standards of being a play worker or in senior roles within a childcare setting.

All staff take all new training available to ensure that children at the club have the best quality care possible.

EXTENDED DAY STAFF

Club Leader for Acorns & Squirrels:	Mrs A Ryde
Acorns Club Assistant:	Mrs A Ricketts
Squirrels Club Assistant:	Miss S Ryde
Squirrels Club Assistant:	Mrs R Sabeur
Squirrels Club Assistant:	Mrs J Clarke
Extended Day Administrator:	Mrs T Oldbury

FEEES

Acorns Breakfast Club is £3.00 per session

Squirrels After School Club costs £8.50 per session.

CONCESSIONS

A parent who has two children attending the same session pays a reduced rate of £8.00 for the second child.

Please note that fees are subject to annual review and any price increment will be notified to parents in advance.

BOOKINGS & CANCELLATIONS

Booking and cancelling sessions at Acorns and/or Squirrels can be carried out using one of the following methods.

- Complete a booking form - available in the office
(used for ad-hoc bookings or regular booking patterns)
- Call the office on 023 8022 7966
- Email toldbury@glenfieldschool.co.uk
- Text the school via the Teachers 2 Parents texting service (note only the main contact may do this)

If you no longer require a space in either club please notify the office as soon as possible. We require **24hours notice** to cancel a space without charge. Please note if less than 24 hours' notice is given you will still be charged for the session at full price.

If you require a space for your child, please give as much notice as possible as some sessions may not have available space.

If you have chosen a regular booking pattern the sessions will be applied to your account half a term at a time and this is done at the end of each half term for the term ahead. You will then receive a statement showing your bookings, please check that the sessions booked are correct and notify the school office of any changes or errors as soon as possible.

The amount owed each week is shown on the right of the statement at the end of each weekly line and the total payable for the half term is at the bottom of the statement. You are required to make payments at least a week in advance, however, you are welcome to make larger payments if you so wish.

PAYMENT

Fees are due in advance of the sessions being taken.

Each week Breakfast & After School Club accounts are checked to ensure that they are up to date, if your account is in arrears you will receive a text request to bring your account up to date (the text will notify you of the club and the amount). If you have outstanding fees for a session or sessions that your child has attended, their place at the club will be suspended until payment in full is made.

Payments can be made using our online system (please ask the office for details if you do not already have an account set up), by cash or cheque (made payable to Glenfield Infant School). Please pass any payment (in a named envelope with the amount and which club it is for) to either the Club Leader or School Office staff.

PAYMENT DIFFICULTIES

Should you have any difficulties paying the amount due, or disagree about the amount you have been charged, please contact the office in the first instance.

As the club is a registered childcare provider, you may be able to claim help through Universal Credit. Our school registration number is **140516**.

We are here to help, please don't put your child's place at risk through non-payment.

LATENESS

Squirrels After School Club finishes at 6.00pm. If you are going to be late please ensure you telephone the club on **07505 214985** to let them know. **Frequent lateness or frequently failing to let staff know will result in a fine of £15.00.**

ILLNESS

In the morning, if you notice that your child is generally unwell but okay to be in school we would ask that you advise the Club Leader so that they can make sure the office and Class staff are aware. If your child has sickness, diarrhoea or a communicable illness your child is ill we ask you to keep them at home to prevent cross infection. If your child is not well enough to attend school then it is not appropriate for them to attend the after-school club. If your child is not attending please notify us as soon as possible.

If your child is sent home during the school day or you have called the school to tell us that your child will be absent due to illness your session will be cancelled and you will not be charged.

ACCIDENTS

Club has its own first aid/accident folder (red). In this folder a qualified staff first aider will register details of the accident/injury along with your child's name, age and treatment given. When you collect your child that evening you will be asked to sign an accident record sheet to confirm knowledge of the accident and treatment given. You will also be given an accident note for your information.

If an accident occurs and your child needs doctor or hospital treatment we will contact you immediately. If we cannot contact you straight away member of trained staff will take your child to the hospital.

KEEP YOUR CONTACT INFORMATION UP-TO-DATE

MESSY PLAY AT SQUIRRELS AFTER SCHOOL CLUB

At the club, children are encouraged to enjoy all activities offered in their own way and style.

Messy play is very popular and parents are encouraged to provide an old apron or shirt so that school uniforms do not get craft products on them. We do have some aprons but they are limited in number. Children providing their own overalls can store them at the school so they are available at all time.

ACTIVITIES

We aim to offer a wide range of activities to be available to all the children attending the club, ensuring that the activities are varied and suitable for all.

As an equal opportunities club we celebrate festivals and learn about different countries, cultures and customs.

PARENTAL CONSENT

Some specialised activities require parents to sign a permission slip to enable them to actively take part (kept at the club in their records). These activities include face painting as allergic reactions have been known to happen in childcare settings. This ensures that children are, to their parents' knowledge, safely able to take part.

ACTIVITIES AVAILABLE



Messy play
Arts/crafts
Imaginative play
Construction play
Dressing up
Home corner
Energetic play
Board games
Music
Cooking
Quiet area
And many more!



BIRTHDAYS AT THE CLUB

We display every month all birthdays within that month of the children and staff. On that day or if falling on a weekend or a day the club is not open the birthday is celebrated on the first day possible.

We feel this makes the club a more relaxed, friendly place and gives the child a sense of belonging.

All children are always encouraged to have a say in the clubs running through setting the rules with staff to planning activities and snacks at the club.

FOOD

Children are offered breakfast choices from 7:30am until 8:15am, please indicate whether your child requires breakfast on the register when you sign in.

A variety of snacks are offered at Squirrels After School Club from around 4.30pm daily. Snacks can be hot or cold with fresh fruit and drink. When the staff plan the snacks, children are actively encouraged to suggest snacks that they would like available at the club. As the school holds the Healthy Schools Award, all food provided is nutritious, healthy and balanced.

Parents who wish to discuss this further should speak to the Club Leader, who is in charge of all food and hygiene matters at the club.

COLLECTING CHILDREN FROM CLUB

All children leaving the club must be collected by named adults on the child's pupil registration form. In the case of alternative collection arrangements being made parents **MUST** inform the Club Leader or school office and provide the full name of the adult collecting the child, their telephone number and date of birth (as a security check). All adults collecting children **MUST** be **OVER 18** years of age.

If the club have not been notified of any change to the collection arrangements they will contact a parent to verify before your child will be allowed to leave the club.

All children must be collected by 6.00pm. This is a legal requirement.

Please keep the school up to date on any changes to named adults or contact telephone numbers.

EVALUATIONS

Parents and children are asked to take home an evaluation sheet which should take no more than 10 minutes to complete. This is an important source of information to the staff.

We ask for your views as parents as to the service that the club is providing. Equally the children's views are just as important as the club is here for them to enjoy.

All the information we receive is filed and assessed at staff meetings and we try to act on any comments quickly.

***PLEASE TAKE THE TIME TO FILL IN THESE FORMS AND
RETURN THEM TO THE CLUB***

PHOTOGRAPHS

At the club staff and children take photographs and video special activities so the events are recorded for future reference. All photographs are displayed in a photo album.

Occasionally staff may use a photo for their NVQ training. If your child's photo is used, the staff member will ask the parent's permission first.

If you have any objections to your child being photographed or videos taken in the club please advise the Play Leader as soon as possible.

THE SCHOOL YEAR

Term dates and inset days are available on our school website at www.glenfieldschool.co.uk

Extended Day Clubs are not open when Glenfield Infant School is closed for inset days.

General enquiries, booking & cancellations can be made on the school office number between 8am - 4pm or by email to toldbury@glenfieldschool.co.uk.

The Acorns Breakfast Club leader is available on the club mobile number from 7:20am until 8am after which you can call the school office.

The Squirrels After School Club Leader is available on the club mobile number from 3:50pm each day.

FIRE DRILL

Acorns Breakfast Club and Squirrels After School Club will hold regular fire drills and a copy of the fire drill is displayed in the main hall and on the parents board.

CHILD PROTECTION

The Club Leader is the club's Designated Safeguarding Lead (DSL) and holds a relevant and up to date qualification for child protection.

There are set procedures which must be followed, for example:

The **DSL** will contact Children's Services to discuss any concerns about a child which *may* constitute abuse. She is also legally bound by Social Services' decisions or guidance and in most cases will inform parents of any contact with Social Services.

EXTENDED DAY POLICIES

Glenfield School has many policies in place to ensure safety and working in line with legal Government guidelines. Policies include complaints procedure, child protection policy, behaviour policy, health and safety policy and an equal opportunities policy. A full list is available in the club and an information folder is available.

CONTACTS

Acorns/Squirrels	Telephone: 07505 214985 (out of school office hours)
Glenfield Infant School	Telephone: (023) 8022 7966 (8am-4pm)

Thank you for reading our handbook

DISCLAIMER

The information in this booklet is relevant for the academic year 2018/19. It was correct at the time of going to press but particular circumstances of the school might create the need for some organisational change and/or adjustments of Policy.

MAJOR CHANGES BETWEEN UPDATES ARE NOTIFIED TO PARENTS IN NEWSLETTERS.

Date of publication: November 2018