

Kool Club

Alne Primary School
Main Street
Alne
York
YO61 1RT
Tel: 01347 838427
Ofsted Registration: EY299253

Parents Information Booklet

Welcome to Kool Club

- Kool Club is an OFSTED registered, independent childcare organisation set within Alne Primary School.
- We hope the information contained in this booklet will prove helpful in describing Kool Club, explaining its aims and summarising its policies. To see our policies in more detail, please ask for a copy from the Co-coordinator. These can be emailed to you or you can view a hardcopy at Kool Club.
- The Club is located on the school premises and currently uses the school main hall. We provide out-of-school care for up to 30 children per session, aged 4-16 years, with suitably experienced and dedicated staff.
- We will provide a safe and happy environment and will ensure that our staff is caring and is chosen for their ability to serve as positive role models.
- We aim to offer fun activities and programmes that will stimulate the children intellectually, socially and physically.
- We will involve the children in the way the club is run by giving them the opportunity to make suggestions for the activities we plan and the equipment we use. We also welcome and encourage feedback from the parents.

(June 2017)

1 - Our Policies

We have the following policies in place that are reviewed regularly and agreed by the management committee:

1.	Administering Medication Policy
2.	Admission and Fees Policy
3.	Aggressive Behaviour Policy
4.	Anti-bullying Policy
5.	Arrivals and Departures Policy
6.	Behaviour Management Policy
7.	Complaints Policy
8.	Confidentiality Policy
9.	Early Years Foundation Stage Policy
10.	Equalities Policy
11.	Fire Safety and Emergency Evacuation Policy
12.	Health and Safety Policy
13.	Healthy Eating Policy
14.	Illness and Accidents Policy
15.	Intimate Care Policy
16.	Involving Parents and Carers Policy
17.	Mobile Phone/Gaming Devices & Social Media Policy
18.	Missing Child Procedure
19.	Participation Policy
20.	Risk Assessment Policy
21.	Safeguarding Children Policy
22.	Safe Recruitment Policy
23.	Smoking, Alcohol and Drugs Policy
24.	Staff Disciplinary Procedure
25.	Staff Grievance Policy
26.	Staff Induction and Development Policy
27.	Suspensions and Exclusions Policy
28.	Uncollected Children Policy
29.	Visitors Policy
30.	Whistleblowing Policy

2- Staff and Management Committee

Our staff have relevant qualifications to work with children, and all our staff have a current Paediatric First Aid qualification.

Staff qualifications include NVQ's in Early Years Education, First Aid, Health and Safety certificates, BA Hons degree in Educational Studies and Safe Guarding Children certificates. A list of staff qualifications is available from Kool Club.

Club Co-ordinator:

Jayne Porter

Play Workers:

David Chappell

Jeanette Piercy

Katie Harkness

Beth Porter

Verity Ellis

The club is managed by a committee of parents, who share the administrative work involved in maintaining such a club, together with two members of staff and the Club Coordinator, who also does the day to day administration. The Head teacher Mr Platt is also on the committee.

Management Committee

Chair: Lindsey Wedgewood

Treasurer: Jo Pearson

Secretary: Rebecca Herman

General committee members: Paul Platt, Jayne Porter, David Chappell, Mark Pearce, Jeanette Piercy and Sarah Potts.

3- How do I contact the Kool Club?

Our school telephone number is 01347 838427

We use several emails depending on your need to contact us:

admin@alne.n-yorks.sch.uk - This is the school office where you can leave messages for Kool Club with the school secretary. This e-mail is checked regularly throughout the school day.

alnekoolclub@yahoo.co.uk - This is to contact the Treasurer or Chairperson

koolclub@alne.n-yorks.sch.uk - This is to contact the Co-ordinator

4- Hours of Operation

Kool club: Mondays to Fridays from 3.20 p.m. to 6.00 p.m.

Holiday Club: 8.00 am to 6.00 p.m. on select days in the summer holidays.

5- Activities and Food

- The club offers a wide range of activities, with a choice of indoor and outdoor games, books, jigsaws, computer games, music, dressing up, board games, Lego, play mobile, arts and crafts or just simply relaxing and chatting in safe and comfortable surroundings. Children can also participate by taking on the role of Snack Time assistant or Health & Safety officer.
- Whilst this will not be an issue for most of the children who use Kool Club, some of the older children might now have mobile phones/ devices. Kool Club policy is that children are not allowed to play with or to get their mobile phones/devices out whilst at Kool Club.
- Healthy snacks and drinks are provided during each session (After School Club and during Holiday Club) and include a choice of fruit juice, milk or water, bread/toast, pancakes, bagels and fruit. We will also cater for any special dietary requirements.

6- Your Child and Confidentiality

- We recognise that our work with children and families will sometimes bring us into contact with confidential information. We have a **Confidentiality Policy** which all staff and committee members will adhere to.
- If you have any concerns in relation to information about your own circumstances please bring this to the attention of the co-ordinator or the chair of the committee.
- We will only share information with Alne Primary School and outside agencies on a need-to-know basis, and with consent from parents, except in cases relating to safeguarding children or criminal activity.
- Please keep us informed of events in your child's life, which may affect behaviour at the club so that we can be sensitive to your child's needs. We strive to work as a team together with parents and school in order to make sure that your child receives the best possible after school care.

7- Admissions policy

- Kool Club is open to every family at Alne Primary School, including siblings at secondary school. If space allows we can offer places to children from neighbouring primary schools.

8- Booking Procedures

- A registration form must be completed for each of your children **before** they are able to use Kool Club or Holiday Club. The registration form includes a parent / Kool Club agreement which must be adhered to. Failure to adhere to this policy could jeopardise the place of your child/children at the club.
- Term time bookings can be made at any time provided there is space available. You can contact the school office during the day, which will pass on information to the club co-ordinator. If you wish to make a last minute booking for that day, the office can tell you if there are available places, but remember that you need to have completed a registration form first. We recommend that you complete a registration form at the start of each new school year for each of your children. That way, even if you don't plan to use the club regularly, you will be able to use the facility if an emergency arises at the last minute assuming there is an available space.
- Places are always subject to availability and are allocated in accordance with our admissions policy. You can block book permanent places for the year or just book places on an irregular basis depending on availability.
- By booking permanent places for your child, you are agreeing to pay for these places until the permanent booking is cancelled.
- If your child has a permanent booking and misses a session due to representing Alne Primary School in a school event, then you will not be charged for this session, and the cost of the session will be reimbursed on your next invoice.
- The co-ordinator will send out booking forms for the next academic year in the summer term. Existing users will be given priority, **but it is the responsibility of users to return the booking form promptly** when these are issued. Places will be allocated on a first come, first served basis.

9- Special Educational Needs

- Children with special educational needs (SEN) are welcome and they are invited with their parents to meet with staff before their child's first session to discuss their individual needs. Jayne Porter is the Club's Special Educational Needs Co-ordinator. Please see our **Equalities Policy** for further details.

10- Fees and Payments Procedure

- Kool Club per session: £6.50
- Holiday Club: £13.00 per half-day session and £26.00 for a whole day.
- Prices are per child and are correct on the date this document was produced (June 2018), but may be subject to change to take into account any financials pressures on the club. This would be decided by the committee and parents will be given notice of any changes.

- Fees for permanent bookings will be invoiced monthly in advance, with the option to pay termly or half-termly.
- Sessions taken on an ad-hoc basis must be paid for when booked, if possible, otherwise cheque/cash payments must be made on the day of use.
- Payment will be expected promptly. Invoices will be sent by the 2nd of the month, with your payment to be made by the 7th of the month. Failure to pay by the date stated on the invoice will incur a penalty of £5.
- Payment requirements for Holiday Club will be communicated on adverts and booking forms.
- If you have any concerns regarding your bill please contact the Treasurer immediately.
- Our preferred method of payment would be directly into our bank account by direct debit, standing order or bank transfer; however payments will be accepted by cash or cheque.
- We also accept childcare vouchers from the following providers:
Computershare/ Kiddivouchers/ Edenred/ Sodexo/ Care4
If your employer uses a salary sacrifice scheme that is not mentioned above, please contact the treasurer or speak to the coordinator, as we can set up links with other salary sacrifice companies.
- Persistently late payments may result in your child having their place withdrawn.

If for any reason you have problems with your bill, please do not hesitate to contact us and we will deal the matter confidentially.

11- Collection of children

- Children must be collected by 6.00pm **prompt** from Kool Club or from the holiday club after an afternoon or whole day session, or if a morning only session at the holiday club, by 1 pm
- There is a fixed penalty charge for late pickups, of £5 per 15mins after the last agreed collection time for the session they are attending

For example:

If a child is collected between 6 pm and 6.15 pm an extra fee of £5 will be incurred. If the child is picked up between 6.16 pm and 6.30 pm, an extra fee of £10 will be incurred.

12- Cancellation of Permanent Bookings

We realise that parents need to be secure in the knowledge that their child has the care they need when they need it. That is why we encourage parents to permanently book their child's Kool Club places for the year. This helps to avoid disappointment when you want to book a place if we are full. There are several afternoons now that we have waiting lists for.

- If you wish to relinquish your child's permanent booking place during a school year, then written notice of 2 weeks in advance is required.
- If you wish to relinquish your child's place permanently at the end of a school year, please inform us when the booking forms for the next academic year, are sent out in the final half term.

13- Collection From Kool Club & Holiday Club

- Please nominate several people to whom you give permission to be allowed to pick up your child/children from Kool Club.
- You need to list them on your registration form in the space provided.
- This is a safety precaution in case the verbal reminder that someone different is picking up your child/children that evening, is forgotten.
- No child will be allowed to leave the premises with anybody without prior confirmation from the parent/carer.
- Children may be collected at any time before the end of the session, but no later than 6.00 pm from Kool Club or 1 pm from a morning session of the Holiday Club.
- Children using the Holiday Club for an afternoon session should not arrive before 1.00 pm.
- When a parent or nominated person collects their child/children from Kool Club after each session, they must sign them out writing the time and their signature in the signing out book.

14- Illness and injuries

- A sick child should be kept at home, for both their own sake and the sake of others.
- Please inform us about the nature of any illness, particularly if it is contagious.
- If your child becomes ill whilst at the club, we will contact you and ask you to come and collect your child.
- If a child complains of illness, which does not impair their functioning, we will notify you when you collect your child.
- In the event of minor injuries, a qualified member of staff will administer first aid. You will be informed of the incident when you come to pick up your child, and you will be asked to sign an accident report book.

- If your child is more seriously injured, we will make every effort to contact you as soon as possible.
- If necessary, we may call an ambulance and have the child taken to an emergency hospital.
- In any of the above situations, if you are unavailable, we will contact people listed in your form.
- If there are any forms of medical treatment which you **WOULD NOT** wish your child to receive, you must make this clear on the medical section of the registration form.

Please inform us if your child has any known allergies or any special educational needs so we can ensure they receive the best care available.

15- Children With Specific Health Needs

- Kool Club aims to cater for all children, including those with specific health needs.
- Parents of children with long term medical needs will need to provide Kool Club staff with detailed information that will enable them to provide the correct care for their child.
- If a child needs to take prescribed medication, parents must fill in a **Request to Administer Medicine Form**. This form is available from the school office and must clearly state that it covers Alne Primary School and Kool Club staff.
- Kool Club will need to confirm with their insurance company, in advance of a child starting at Kool Club, that they are insured to look after children with their special medical needs.
- For further information please refer to our **Administering Medication Policy**

16- Behaviour Policy

- We aim to create a happy and relaxed atmosphere where no child has to fear intimidation, harassment or physical and verbal abuse. Children are allowed to be loud, messy and boisterous, as long as they are not putting themselves or others at risk of harm or discomfort.
- We do not use harsh methods of dealing with difficult behaviour, such as shouting or threatening; we do not use actions likely to frighten or humiliate.
- We strive to promote behaviour that will encourage respect for each individual, cooperation with each other and opportunities for play and adventure within a safe and caring environment.

For more details you can ask to see our behaviour policies.

17- Child Protection Policy

- Kool Club has a duty to children and parents to ensure the safety and protection of children from abuse.

In order to achieve this we will:

- Ensure all staff and committee members complete an Enhanced Disclosure and Barring Service check, and only those with impeccable records will be involved with the club and the children in our care.
- Where adults, who have not been DBS checked, have contact with children, we will ensure that they are never left unattended.

For more details you can ask to see our **Safeguarding Children Policy**.

18- Complaints Procedures

At Kool Club we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If for any reason we fall short of this goal, we would like to be informed in order to amend our practices. Our **Complaints Policy** is displayed on the premises at all times.

If you feel that the matter is still unresolved you are invited to contact the Office for Standards in Education (Ofsted). For this purpose, we have included our Ofsted registration details on the front page of this booklet. Should you wish to seek their advice please contact them at the following address:

OFSTED

Piccadilly Gate,
Store Street
Manchester
M1 2WD

Telephone: 0300 123 1231 (general enquiries) or 0300 123 4666 (complaints)

As well as having OFSTED registration, we are a member of the Out Of School Alliance and the 4 Children Organisation who offer training and advice. These are nationwide organisations which allow us access to a wide range of activities, materials, information and advice.

We also receive regular information about the Early Years care sector from our insurers, Morton Michel. Relevant information is shared with staff at regular staff meetings, and Committee members when they meet half-termly.