

ABOUT THE AFTER-SCHOOL CLUB

Leechpool Caterpillar After-School Club opened in January 2001 and operates from a modular building in the grounds of Leechpool Primary School. The club runs from 3 – 6pm, weekdays, term time only. [During the day, 8.50am – 2.50pm Leechpool Caterpillar Nursery runs out of the same building] We are registered with Ofsted, registration number 113574.

AIMS

At Leechpool Caterpillar After-School Club we aim to provide a caring, safe, secure and relaxed environment for your children.

WHAT WE OFFER

At our club children are free to choose activities and resources as they wish, such as dressing up, craft, board games, puzzles, books, small world play like trains and track, cars, dinosaurs, doll's house, Polly Pockets etc. there are a variety of Build-a-Bears to dress up and various construction kits like lego, connect-a cube, duplo and mobilo. There is also a TV to watch films on occasions and a Wii and Playstation which the children sometimes access. Once the evenings are lighter the children like to get outside and in the warmer months most of their time is spent in the wonderful grounds of Leechpool School.

Many parents ask for their children to read to an adult or do their homework. We are always happy to help the children with this, working along with their teacher if required.

SNACKS

We do not have facilities to provide anything cooked within the building so if your children are likely to get really hungry, we suggest parents drop off a packed tea before school starts. We find this really benefits the younger children who seem to need something to eat around 4ish, if they are not picked up until 6pm they are sometimes too tired to eat when they get home. There is always water available for the children to drink and during the afternoon we also offer squash and biscuits.

STAFFING

Our club is staffed by a Manager - Kate Summerhayes, Administrator – Liz Groves and four playworker/assistants, three of these are also mid-day supervisors in the main school, so are a familiar face to the children. We take a maximum of 24 children per session. Three members of staff will always be on duty, one will be qualified to level 3 and at least one will hold a first aid certificate. All members of staff will always be happy to help you should you have any queries.

ORGANISATION

The Leechpool Caterpillar Nursery and After-School Club are run by a Management Committee. Members include staff and parents from Caterpillars and Governors and the Head Teacher from the Leechpool Primary School. Details of all names can be found at the back of this booklet.

POLICIES AND PROCEDURES

The club has clearly defined policies and procedures. Copies of policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our club aims to be accessible to children and parents of Leechpool Primary School. Admission to the club is organised by the Administrator and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same says as a sibling already attending.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are £11.00 per session, per child. Fees are invoiced in the first week of each half term. Families have 2 weeks to pay their invoice, the payment date is marked clearly on the invoice. Accepted forms of payment are – cash, cheque, bank transfer or registered voucher scheme. Your child's place may be at risk if you do not pay by the date given on the invoice.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, on holiday or on school outings/residential trips etc. [regardless of the amount of notice given]. We do not charge for bank holidays, inset and polling days.

If you are having difficulty paying, please speak in confidence to the Manager or Administrator.

Changes to days and cancelling your place

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Manager or Administrator. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed the child's school, you still need to notify us as the school does not automatically pass this information on to us. You can call us on 01403 211388 or email us on catclub2001@hotmail.co.uk

ARRIVALS AND DEPARTURES

Infant children are brought over from the main school by a teaching assistant, junior children make their own way over to us. A register is taken when the children arrive, and each child is signed/timed out when collected.

Mostly children are collected by their parents, if you need a different person to collect your child on a particular day, you must notify us in advance, we can then set up a password for collection. We will not release your child into the care of a person unknown to us without your permission.

The club finishes at 6pm, if you are delayed for any reason please telephone to let us know. A late payment charge might be added to your invoice if this occurs regularly. If a child remains uncollected for 30 minutes without contact from parents, staff will try to contact them on numbers given, including emergency contacts. If we are still unable to contact anyone then social services duty team will be contacted, and the police will be requested to collect the child. Please see our **Arrivals and Collection of Children Policy** for more details.

CHILD PROTECTION

We are committed to building a 'culture of safety' in which children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

EQUAL OPPORTUNITIES

Our club provides a safe and caring environment, free from discrimination, for everyone including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

SPECIAL NEEDS

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. For more information see our **Supporting Children with Special Educational Needs and Valuing Diversity and Promoting Equality Policies**.

GENERAL INFORMATION

Behaviour [children]

We have a clear **Management Behaviour Policy**. The club promotes the ethos of care, consideration and respect for everyone attending – children, staff and visitors.

We encourage appropriate behaviour through praise for good behaviour: emphasis on co-operative play and sharing; talking to the children with the courtesy that we expect from them and engaging children in activities. We recognise that poor behaviour can occur from time to time for reasons that are not always evident or as a result of special needs. We will work with the child, parents and school to help find a solution to any problems when possible.

Behaviour [adults]

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff that work there, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for any children that are unwell. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured. One trained first aider is always on duty 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 and be asked to sign an accident form. If the accident or event is more serious then an ambulance will be called first, followed by a call to you.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take the medicine whilst at the club you will need to complete a **Permission to administer medication form** in advance.

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 dealt with in a professional manner to help solve any problems.

All written complaints will be acknowledged within five working days of receipt and a full written response given within 28 days.
