

Deanery C E Primary School

Fox Hollies Road
Walmley
Sutton Coldfield
B76 2RD
Tel: 0121 351 6441
Foxes Club Tel: 0121 351 5267
enquiry@deanery.bham.sch.uk
Reg. no. 137155



Foxes Club

Before & After School Club for children 3 to 11 years

Guidelines to Parents / Carers



accredited by



Sept 2016

Welcome to Foxes Before and After School Club

Dear Parents / Carers

My name is Jackie D'Arcy and on behalf of the staff and school I welcome you and your children to our Foxes Before and After School Club.

We open every morning for breakfast from 7.30am until the start of school, and after school from 3.30pm until 6.00pm.

The system we operate is that you book places for your child in advance. We need your confirmed booking form for the term to allocate a place for your child and to ensure that adequate staffing levels are maintained. Cancellation of places once booked and agreed will require a half terms notice in writing.

Arrangements can be made for your child/children to attend other after/before school activities provided that advance notice is given to Foxes Club. This allows us so ensure that relevant collection arrangements can be put in place.

We aim to make Foxes Club fun and enjoyable for everyone who attends. If you have any problems regarding your child's place, booking or invoice please come and see me or make an appointment.

Yours sincerely

Jackie D'Arcy
Extended Services Manager

Mission Statement

Foxes Club aims to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibly for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work together with them to provide high quality play and care for their children.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.
- Understand the value and importance of play and promote it.

Foxes Club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Foxes Club is committed to providing:

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced well trained and properly supported. Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

Conditions

The Club opening hours are Breakfast Club - 7.30am to 8.55am and Afternoons from 3.30pm to 6.00pm.

Staff must be advised of your child's arrival and their name and time signed in on the appropriate register (a member of staff will countersign the signature).

Children being collected will also need to be signed out and the time recorded (again this will be countersigned).

If anyone other than the child's parent or carer (or those listed as an Emergency Contact on the schools Data Base) is to collect the child from Foxes we must be informed in advance in writing.

Registration/Contract Form

A registration form and contract must be completed for every child that attends. This is an Ofsted Regulation. Once you have registered as a member, you are asked at the beginning of each term to book the hours you require your child/children to attend each week and pay in advance.

Charges and times for School & Nursery

7.30am - 8.55am	£6.50	3.30pm - 5.00pm	£5.55
		5.00pm - 6.00pm	£4.20

If all three sessions are booked and paid for in advance the charge per day is £14.20

Administration fee £21.00 per family per year (£7.00 per term non-refundable)

We do accept vouchers as payment, please speak to my staff or me and we will advise you about which ones we accept.

Once sessions have been booked they **must** be paid for.

NB. The fine for late collection is £10.00 per child per 15 minutes after 6.00pm.

Parents arriving late will jeopardise the existence of the Club (spot checks are made by Social Services). If we are found to be in breach of the opening times the club could be in serious trouble.

Play

Our aim is to provide a happy and safe environment; to help the children to learn through play and to develop freely. To learn to be responsible for themselves and their actions and to have fun.

There are lots of things to do in Foxes. Painting, craft, puzzles, games, etc. All Foxes activities are in a catalogue and this is available for the children to view at all times.

When the weather is fine the children can play outside. They are expected to stay within their designated play areas; to behave well and to take care of the equipment.

No rough play is allowed and will be dealt with by the staff if it arises.

Activities include: Art and Craft, Imaginative play, Construction, Tabletop games, Floor activities, Music, Cooking, Computer, Quiet areas, Tournaments and Competitions.

What we expect from children, staff and parents

- Kindness and caring.
- Considerate and good behaviour.
- Sharing games and toys provided and treating them with care.
- Noise from play, but not excessive noise or screaming.
- No strong language from anyone.
- No bullying

Discipline

- We encourage good behaviour and respect between peers and staff alike.
- We operate a Good Behaviour system with rewards going to those children who attain this high standard.
- If a problem occurs an incident form is completed and the parent or carer advised.
- If bad behaviour is persistent a meeting with the parent or carer is requested.

Safety and Guidelines

1. A ratio of 1 staff to every 8 children is ensured and a First Aider is on duty at all times
2. At no time are children allowed into the kitchen area.
3. Children are encouraged to wash their hands before eating.
4. All accidents are recorded. Details of how the accident occurred and the action taken by the staff are entered on the appropriate form.
5. Children arriving in the morning are welcome to have breakfast. This consists of cereals, dried and fresh fruit, yoghurt or toast. On some days we may also offer crumpets, bagels or bacon sandwiches. Water is always available. At the end of the session a member of staff escorts all children to their classrooms.
6. At 3.30pm your child will remain in school. All Children will be collected from their classroom and brought to Foxes Club by a member of the Foxes staff.
7. All children are registered and counted. Any missing children are investigated at this point.
8. All children are then asked to wash their hands. A drink of water and a healthy snack are available. Any snacks brought in by the children are issued to the children concerned.
9. A second register is taken at 5.00pm and again children are counted.

Parents' Comment Book

This book is always available on the desk. Please feel free to put in your comments. Good or Bad!! We will look at this regularly and seriously consider your ideas and comments.

A small selection of comments has been printed at the back of this leaflet.

Our Routines

Morning: Parents must ring the Intercom buzzer at the Children's Centre entrance and wait to be let in by a member of staff. Your child **must** be signed into the club for the morning session. This will be countersigned by a member of Foxes staff. All children are taken to their classrooms by Foxes Club staff.

Breakfast is available for all children from 7.30am until 8.40am. In line with the school's healthy eating policy, we offer a choice of cereals, yoghurts, toast and bread with the addition of beans, cheese or egg on toast, bacon sandwiches, crumpets etc. as additional options on different days.

Afternoon: Your child/children will be collected from their classroom by the Foxes Club staff and will be taken to the club to be registered. A drink and snack will be available during this session. If you would like your child to have a more substantial tea you are welcome to bring that in. It must be provided in a named thermal lunch bag. Please ensure that your child's tea only contains healthy choices in line with school policy and does not contain any NUTS as we have numerous children with severe allergies.

Please inform the Manager or Deputy if you are taking your child home early and they are not attending Foxes Club (by letter or by phone before 12.00pm). A separate (orange) slip must also be completed if your child is attending any other after school activity – without prior notification of this your child be taken directly to Foxes Club.

Collection: When you arrive to collect your child you must come to the Children's Centre with time to spare to sign your child out before the end of their booked time session. This will be countersigned by a member of Foxes staff. A register is taken at 5.00pm and 6.00pm, children remaining in the club at this time will run into the next time session and will be charged accordingly.

Children will only be allowed to leave with a named person as per the 'Emergency Contact' details held on the schools database, or as per written notification given that morning by the parent.

Emergency: If you are held up for any reasons, please telephone the Foxes Club (Tel: 0121 351 5267) to inform us so that we can reassure your child/children. You may leave a message if no one answers, this will be picked up by staff during the session.

Uncollected children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

It is essential that parents telephone the Foxes Club if they are unavoidably delayed. At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated: -

If a parent, carer or designated adult does not arrive by 6.00pm to collect their child, the Manager will be informed. The Club closes at 6.00pm. After that your child becomes your responsibility. You will be charged an extra £10 per child per 15 minutes.

The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.

While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.

If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local police for advice.

Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises.

The child will remain in the care of the club until they are collected by the parent, carer or designated adult, or alternatively placed in the care of the police.

Incidents of late collection will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club

**Castle Vale Police Station
Children's Services -
Emergency Duty Team**

**0845 113 5000
0121 303 1888**

Policies and Procedures

All policies and procedures are available and kept in the school office. Please ask to see these or ask for a copy. If you have any comments or questions, please speak to a member of staff.

Our policies and procedures are regularly updated.

Child Protection

Health and Safety

Behaviour Management

Complaints Procedure

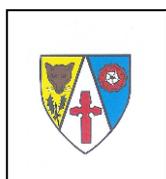
Equal Opportunities

Special Educational Needs

Fire Drill Procedures

Complaints

Staff are always available to talk to parents should a complaint arise. We will do our best to help. The Club's Complaints Procedure is available. Please ask to see this if necessary.



For further details/registration forms please contact:

Mrs J D'Arcy - Foxes Club on 0121 351 5267, or alternatively leave a message on our answering machine and we will call you back.

Parents' Comments

My son absolutely loves coming to Foxes. He always shows me what he has made with the bricks and has fun. Thanks to all the staff they make it so friendly and fun.

H Sully

My daughter enjoys Foxes and is always happy to come. She loves the staff and is very comfortable here.

Mrs McDowell

My daughter loves coming to Foxes, everyone is very kind and great with the children. She even wants to come when mummy's not at work. Thank you so much.

Mrs Moss

My son is having a wonderful time at Foxes and has settled in well. Thanks to all the staff for helping him to feel at home.

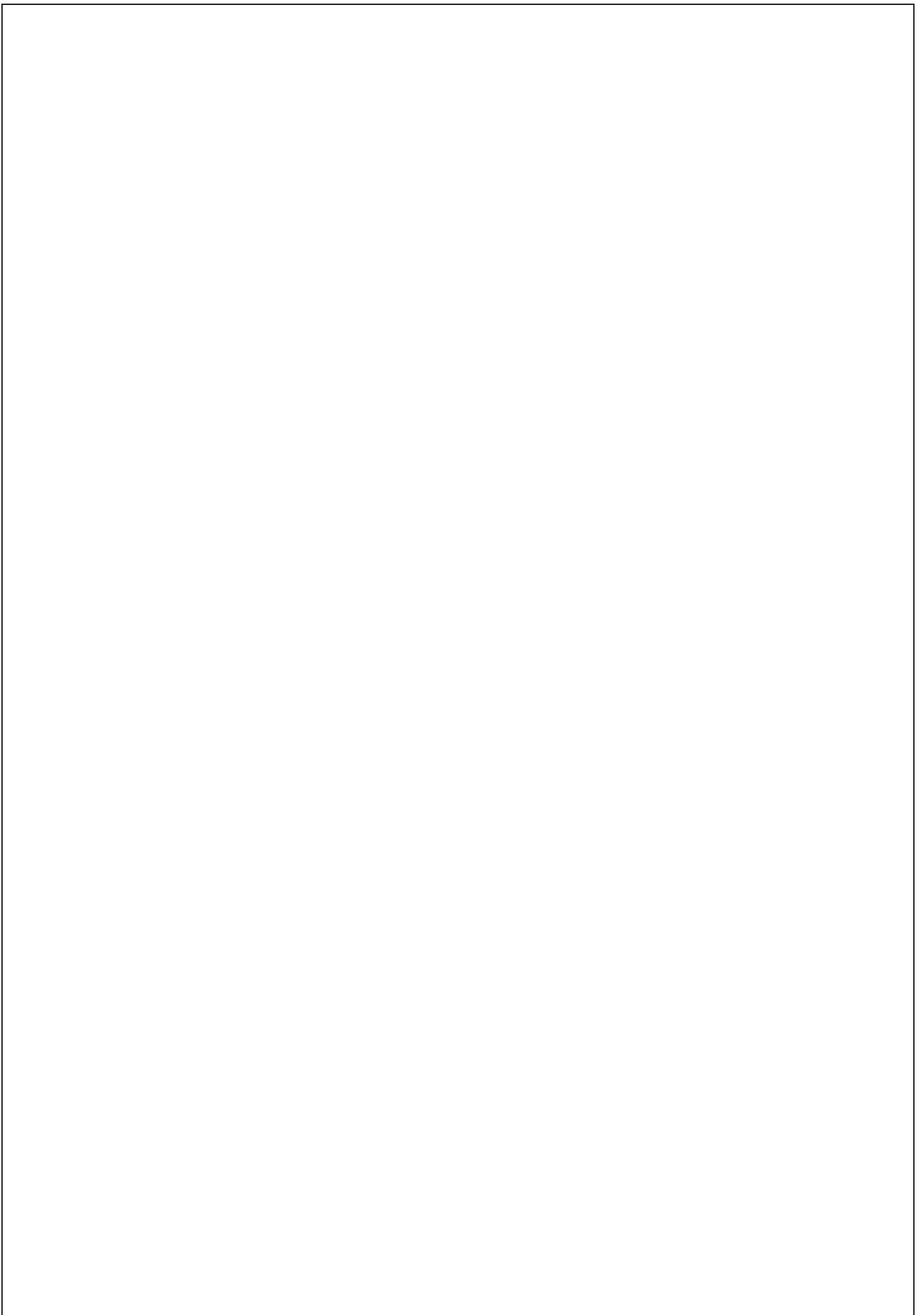
Mrs Jamieson

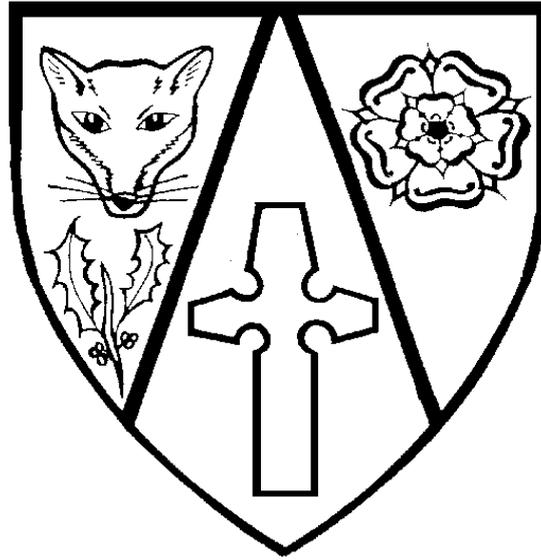
My daughter loves Foxes! She can't wait to get here in the morning and often doesn't want to leave. Thank you for taking care of our daughter.

Mr Busst

My son thinks the Foxes Club is 'Cool'. He always has a great time, looking forward to before and after school is the highlight of his day. The staff are the best, always helpful and polite. We love Foxes!

Mrs Arnold





Aiming Higher **4Children**



accredited by



Sept 2016