**Kidz Come First After School Club**

Dear Parent/Carer

Welcome to our After School Club. We hope that this letter forms the start of a happy and constructive partnership between you and ourselves.

We want all families who use the club to feel happy, informed and reassured about arrangements that we put in place to care for your child.

This KCF Enrolment Pack has been put together to provide all the necessary information that will inform you about who we are and how we operate.

The pack also contains several forms that need to be completed by a parent/guardian/carer.

We kindly ask that these forms are completed and returned before your child starts at the club. It is important that we have all the relevant information to ensure safety for your child.

If you have any further queries in regards to these forms or anything else in respect of the provision of our service then please do not hesitate to contact the manager Natalie Johnson or a member of our dedicated and caring staff.

We are looking forward to providing a service that we are confident both you and your child will be happy with.

Yours sincerely

Natalie Johnson

Child Care Development Manager

**07947 575 090**

**Kidz Come First Mission Statement**

This document is a statement of the aims and objectives of Kidz Come First based at

King Solomon Primary School

**Aims**

**\*Our fundamental aim is to ensure that ‘Kidz Come First’ in our welcoming, stimulating, caring and inclusive environment.**

**\*Our staff are dedicated to building children’s confidence, self esteem and learning, through play and structured activities.**

**\*Our aim is to teach children practical life skills that carry them through to adulthood.**

**\*Our ethos is to promote emotional, health, wellbeing, mutual respect, safety and independence.**

**Kidz Come First Breakfast/After School Club**

**Introduction**

We want you to feel like you are getting good value for money and receiving the best possible service. Children will always be cared for and all staff will adhere to Ofsted standards. We are committed to ensuring that children’s safety, care and wellbeing is paramount.

We hold the appropriate insurance policies to cover all aspects of provision.

**Activities**

We aim to provide a fun, positive atmosphere for your children to play and learn in hours after school. We will support children with homework and provide fun, stimulating and structured activities. Once every 6 weeks, we will invite an outside agency to come in and do a sports, dance, arts or crafts, and a mindfulness session. Parents can opt out of these sessions.

**Catering**

We provide a balanced, nutritional snack such as beans/spaghetti on toast, wraps, noodles and chicken nuggets and chips at After School Club.

**Safety**

In order to provide a safe environment for your children to play, we ensure that all staff members have undergone safeguarding training and children are always monitored. To maintain the safety of each child, it is important that parents/carers understand the procedure of signing your child in.

**Health and Safety**

To ensure the club is safe, all the equipment is cleaned, checked and monitored on a regular basis by club staff to ensure it is fit for use.

If your child requires prescribed medication that needs to be administered by the club staff, you will need to sign and complete an authorisation form giving us your consent to do so. A new form will need to be completed per prescription for your child if their medication changes. No club staff will administer any medication without your consent.

**Behaviour**

At Kidz Come First we praise and encourage children who are respectful and follow our ethos.

At Kids Come First all our staff monitor the children’s behaviour and deal with each incident fairly and appropriately.

We expect all children attending the club to respect each other’s beliefs, values and opinions. If a child chooses to show inappropriate behaviour such as being rude, disruptive or violent to others then that child will be spoken to by a member of staff. If this type of behaviour continues then a meeting will be arranged between the club manager and the Childs parent/carer.

*Kidz Come First reserves the right to exclude a child with immediate effect if issues of safety arise from a child’s behaviour*

*Our management of Behaviour procedure is available.*

*We are committed to safeguarding children and to promote children’s welfare.*

**Club Usage and Payment Arrangements**

Kidz Come First is provided for parents/carers as a service, we must work to required staff/pupil ratios and therefore must be able to plan staff rotas.

**Kidz Come First After School Club**

|  |  |
| --- | --- |
| **Session** | **Charge** |
| **3.30pm - 4.30pm** | **£4.00** |
| **3.30pm – 6.00pm** | **£8.50** |

**Two weeks fees must be paid in advance to secure your space.**

**All following fees must be paid for in advance for the following weeks by the Friday of the week before a session. Your child will not be able to attend After School Club if fees are not paid by the start of the following week.** Fees will be reviewed for the beginning of each academic year and parents will be given notice and informed of any changes to the fees in writing.

No refund will be given if a child fails to attend a session. Booked sessions cancelled due to illness will be charged at the full rate and two weeks notice in writing is required for absence/cancellation.

Whilst it may be possible to rearrange some sessions within your agreed intended usage pattern (i.e where you use the club on a Wednesday and Friday, it may be possible to swap to Monday and Thursday), again this can only be done if there are the free sessions to do so and agreed with the manager in advance.

It will not be possible to turn up without pre booking. We do try and accommodate all children at short notice however casual use does not allow us to plan staffing ratios and we can not operate above a certain staff ratio.

**Parents will be charged £1 per minute for any late collection.**

Modes of payment BACS payment Account Name: Kidz Come First

Sort Code 20-84-13 Account Number 23968316

Reference – (Child’s first and last name )

Childcare Vouchers – Eden Red & Fideliti

Ofsted Registration Number: 499615

**Kids Come First After School Club**

**Statement of Procedure for Child Protection**

It is important that you are made aware of the procedures for child protection.

The club has a policy that clearly sets out the procedures for reporting and dealing with allegations of abuse and neglect. Contact details for the local authority child protection and other relevant outside agencies are recorded in the policy.

The manager Natalie Johnson is designated to deal with and record any allegations or concerns and will be the named contact for the local authority and Ofsted.

It is important that any suspicions, indications, allegations of abuse or neglect are recorded immediately. An incident form can be used for this purpose.

It is important that staff and parents/carers keep registers and records of authorised collectors up to date, as this can be a useful indication of whether a child was in the care of the club or not on any day in question.

**Kidz Come First After School Club**

**Parent/Carer Permission for Administering Emergency Treatment**

For staff to ensure your child receives the best and most appropriate care, attention and treatment should there be an emergency in the provision, you need to complete, sign and date the declaration below.

To be completed by Parent/Carer

Full Name of child .................................................... D/O/B..........

....................................................

...................................................

Name of Parent/Carer...........................................

Please complete, date and sign the following declaration.

I agree to the member of staff in charge to take the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision or while my child is on an authorised outing. I understand that the member of staff in charge will make every effort to inform me of any emergency or accident as soon as possible but they may have to accompany my child to hospital in my absence. I give my permission for the member of staff in charge to authorise hospital staff to administer essential treatment until my arrival.

Signed Parent/Carer ................................................... Date ......................................

**Kidz Come First After School Club**

**Intended Use Agreement Form**

This form is to be used to advise us of your intended use of the club. Please indicate which sessions you will be taking up.

Attendance of any session is only possible with receipt of payment in advance.

Name of Child ................................................. Date of Birth............. Class...........

School...........................................

Please select relevant choice

|  |  |  |
| --- | --- | --- |
| Day | 3.30pm – 4.30pm | 3.30pm – 6.00pm |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
|  |  |  |

Two weeks’ notice will be required when notifying the club of withdrawal of your child’s place.

**I agree to pay two weeks payment upfront. Following that I will pay weekly in advance by BACS to the following account;**

**Account Name: Kidz Come First**

**Account Number; 23968316 Sort Code: 20-84-13**

I also accept the terms set out in the Fees and Payment arrangements note.

Signature of Parent/Carer..................................................

Date...........................................

Kidz Come First After School Club Enrolment Form & Contract

|  |
| --- |
| Child’s Full Name: |
| Child’s date of birth: Child’s Gender |
| Child’s First language: Child’s class teacher and year: |

**Parents/Carers Information**

|  |
| --- |
| Parent/Carers Name |
| Address  Postcode |
| Home phone Mobile number |
| Work Phone |
| Email address |

**Emergency Contacts**

|  |
| --- |
| **My First Contact** |
| Name Relationship |
| Day Time Number Mobile |
| **My Second Contact** |
| Name Relationship |
| Day Time Number Mobile |
|  |
| In the event that no one can be contacted in an emergency the After School Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff) |
| Who has parental responsibility? |
| Who is authorised to collect your child from ASC?  Password: |

|  |
| --- |
| **Child’s Doctor** |
| Surgery Name and Address  Postcode: |
| Phone Number: |
| **Has your child had any of the following immunisations? (please tick)**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Measles | Mumps | Rubella | MMR | HIB | Polio | Tetnus | Diptheria | Men C | Whopping cough | |  |  |  |  |  |  |  |  |  |  |   **Has your child had any of the following illnesses? (please tick)**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Chicken Pox | Measles | Mumps | Rubella | Whooping Cough | Convulsions/Fits | Scarelet Fever | |  |  |  |  |  |  |  | |
| Does your child have any known medical problems that we should know about (e.g. Asthma, Eczema)? |
| Has your child any allergies, food intolerances etc |
| If yes, how does your child react to these?(so that we know the symptoms to look for in case of emergency) |
| Any there any special dietary needs or preferences? |
| Does your child have any other special needs and/or require any additional support? |
| Are there any other professionals involved with your child? |
| As the parent or carer of the child named below, I grant permission for images of my son or daughter to be used for the following purposes:    (please tick for consent)  Electronic and printed displays and exhibitions at the Club (eg photos of activities)  Observation and assessment of my child’s progress  Club records of my child  To accompany staff or student coursework  Club’s official website  Club’s official social media account (eg Facebook) Promotional material for the Club (eg flier, advert, poster)  Local newspaper or magazine  National newspaper or magazine  Other organisation’s website  Other organisation’s promotional material  Other  Personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified (except when used in the child’s own records). |

Kids Come First Out of School Club Contract with Parents

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or carer’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I consent for my child to attend Out of School Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.

 I understand that Out of School Club is a play setting and that whilst my child is there Out of School Club is legally responsible for him/her.

 My child will be provided with a small snack, fruit and a drink whilst at the club unless otherwise requested.

 Once my child arrives at Out of School Club he/she will be in the care of Out of School Club until collected and signed out by an authorised person.

 I will notify the club before the start of the session if my child is not attending club when he/she is booked to attend. I understand that I will be charged for the booked session

 I will book my child into the club on a termly basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays), unless I have made other arrangements with the manager.

 It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).

 Whilst Out of School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child’s property whilst at the Club.

 I have read the club’s Behaviour Management Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions unless otherwise agreed with the manager.

 If there are any accidents or incidents at Out of School Club involving my child, I will be informed.

 If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Out of School Club will sign any consent forms necessary for treatment on my behalf, as stated on the club’s Medical Form.

 Information held by Out of School Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

 I understand that aggressive and abusive behaviour towards staff will not be tolerated.

 I agree that I will not use a camera, mobile phone or other mobile device on club premises.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_