



St Paul's Stars
Breakfast & After School Club
Parents' Handbook

ABOUT THE CLUB

St Paul's Stars Breakfast & After School Club is a charity, registered with the Charity Commission, managed by volunteer parents and operated with a professional playworker staff. We are not part of the school, but work in partnership with the Headteacher and Governing Body to provide wrap-around care for children who attend St Paul's.

The Club is registered with Ofsted (Registration No 110674). The club is open from 7.30am - 8.50am in the morning and 3.20pm - 6.00pm in the evening on weekdays during term time.

You can download our last inspection report here <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/110674>

We are based in the Community Room at St Paul's Catholic Primary School and make use of the School's outdoor playing areas in the afternoons when it is light.

Aims

At St Paul's Stars Breakfast & After School Club we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer games, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

What we provide

The food we provide at the Club is not intended as a substitute for a main evening meal, particularly for older children. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare for a meal and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

Our Club is staffed by a Playleader (Mrs G Skeldon), supported by a Deputy and ten playworkers. We aim is to provide a smooth transition between school and club.

All of our staff, including those who have significant experience of working with children, undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:30 for children from Foundation Stage 2, in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the Playleader (contact details are at the back of this Handbook).

Organisation

St Paul's Stars Breakfast & After School Club is run as a charity, employing twelve staff. We enjoy a close working relationship with St Paul's Catholic Primary School in order to ensure continuity of care, and to maintain good communication links.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times. Electronic copies are available at <http://www.stpauls.w-berks.sch.uk/page/?title=BASC&pid=27>

This revision approved by the Management Committee 10 May 2018.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Committee, through the Playleader, and we use a waiting list system when the need arises. The waiting list will be operated according to the priority system outlined in our **Admissions and Fees policy**.

We require a completed set of registration forms for your child before they can attend the club, including agreement to the parent contract. The information you provide will be treated confidentially and will be stored appropriately.

Re-enrolment for each term is required in the middle of the previous term. We cannot keep a place open for your child unless you complete a termly booking form.

Payment of fees

The current fees are set out in the **Admissions and Fees policy**. Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers from the various schemes. Cheques should be made payable to “St Paul’s Stars Breakfast Club” or “St Paul’s Stars After School Club” as appropriate.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). Sessions must also be paid for if the Headteacher closes the school premises for any reason (e.g. snow) and the Club sessions cannot take place.

Please ensure that fees are paid promptly. The Committee will take action if fees are not paid, and this is set out in the **Admissions and Fees policy**. If you are having difficulty paying fees, please speak in confidence to the Playleader. If fee payments are to be split between carers, all fee payers must sign the parent contract to accept liability for outstanding payments. You must also tell the Club what the split will be.

Changes to days and cancelling your place

If you need to change the days that your child attends, please contact the Playleader. We try to accommodate such changes, but please note that this may not be 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 school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn’t attend a booked session, we will have to treat them as a ‘missing child’ unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Playleader know by **THURSDAY** at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), and introducing your child the staff and other children.

Arrivals and departures

Our staff collect children from Foundation Stage 2 and Key Stage One from their classrooms and escort them to the Club. Key Stage Two children make their own way to the Club from their classrooms. A register is taken when children arrive in our care, and you must sign your child in or out each day when you drop them off or collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation and their use of a password that you have chosen and given to us on the registration form.

The club finishes at 6pm. If you are delayed for any reason, please telephone the Club to let us know. A late payment fee of £15 per 15 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred. Please note that the gate to the school premises automatically locks at 6pm. If you arrive after this time, please ring the Club mobile phone number.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will contact the Local Authority's Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which 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 and child protection policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We support the Catholic ethos of St Paul's school.
- 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.

Our staff training programme includes specific elements relating to children with special needs.

MEETING THE REQUIREMENTS OF THE EARLY YEARS REGISTER

Our Club is registered on both the Ofsted Early Years Register and the Childcare Register. Registration on the Early Years Register requires us to meet all the additional relevant requirements of the *Statutory Framework of the Early Years Foundation Stage*. Further information about this is set out below.

Safeguarding and welfare requirements

Whilst we do not have to meet the standard EYFS requirements with regards to staff qualifications or minimum staff ratios, we meet the requirements of our insurance providers, specifically

- We operate at a ratio of 1:8 for children under the age of eight and 1:30 for children aged eight and over
- Our Playleader has a relevant Level 3 qualification and a member of staff with a Level 3 qualification is present at every session

Learning and development goals

Although there is no longer a statutory requirement for out of school clubs to deliver the EYFS learning and development goals, we have regard for these through our resource provision and activity planning in order to meet the inspection criteria for Early Years settings. We are aware of our duty to ensure that children develop skills that enable them to learn effectively and be ready for school.

Key person

The key person is responsible for ensuring that the care is tailored to meet the child's individual needs and for fostering good relationships with the child's parents. Accordingly:

- All EYFS children are allocated a named key person
- Parents are given information about their key person so that they know the name of and understand the role of their child's key person

Planning

We provide appropriate resources and plan activities for our EYFS children, to reflect their individual interests and stage of development. We record observations for EYFS children and discuss progress with the FS2 teachers on a regular basis.

Partnership with parents and information sharing

We fulfil the requirements for creating and sustaining strong partnerships with parents and other EYFS providers, and sharing information, through the use of:

- Club Handbook
- Regular club newsletters
- One to one chats with parents
- Communication books
- Annual parent satisfaction surveys
- All About Me booklet
- Child registration form
- Regular meetings with the FS2 teachers.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are available at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is available to all parents and carers, both at the Club and electronically on the webpage.

The Club promotes an atmosphere 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 children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. 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 try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

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 who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from the premises.

Illness

We are unable to care for children who 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 Playleader 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. See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid 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. For full details see our **Illness and Accidents Policy**.

Medication

Please let the Playleader know if your child is taking prescribed medicine. If your child needs to take 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 your child's key person, the Playleader, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

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

A full copy of our **Complaints Policy** is available on request or can be found on the website.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

St Paul's Stars Breakfast & After School Club
St Paul's Catholic Primary School
City Road
Tilehurst
Reading
RG31 4SZ

☎ St Paul's Catholic Primary School : 0118 942 2003

Club Officers:

Chair: Sarah Armstrong-Stacey
Treasurer: Zanna Rojenkos
Secretary: Kieran Jennings

Club email address: st.paul.asc@gmail.com

Please note that this email is monitored weekly; if you need to contact the Committee urgently, please speak to the Playleader, Mrs Skeldon.

Club mobile number: 07789 046291 (Please leave a voice message if there is no answer.)

Ofsted Registration No: 110674

Early Years and Childcare Service

West Berkshire Council
Market Street, Newbury, RG14 5LD

☎ (01635) 42400

✉ info@westberks.gov.uk

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