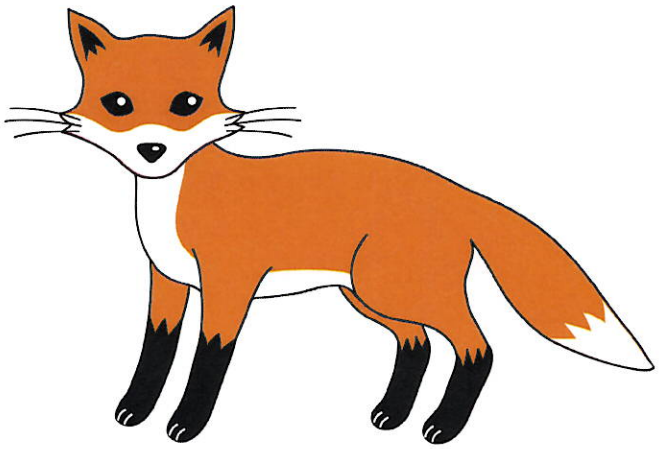
Foxes

Before and After School Club

Welcome booklet



DEANERY C E PRIMARY SCHOOL

Fox Hollies Road, Walmley, Sutton Coldfield, B76 2RD

Phone: 0121 351 5267

Email: foxes@deanery.bham.sch.uk

Gardening club projects

Summer 2018

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Welcome to Foxes

Dear parents and carers

My name is Jackie D'Arcy and I would like to 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 confirmed places once booked and agreed will require a half terms notice in writing.

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 pop in and see me.

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 meets 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.

Registering with Foxes

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.

The Club opening hours are 7.30am to 8.55am and 3.30pm to 6.00pm.

Parents are required to drop children off in the foyer, where a Foxes member of staff will welcome them and ensure they are signed in.

Upon collection, parents should press the intercom. Once a member of staff has identified you, your children will be dismissed to you in the foyer.

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 require notice in writing and a password is required.

Administration fee £10.00 per family per term (non-refundable)

We accept childcare vouchers as payment, please speak to Sophie in the office for further information.

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

NB. The fine for late collection is £30.00 per child per 15 minutes after 6.00pm.

We ask parents to honour these hours as if we are found to be in breach of the opening times the club will be accountable.

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, including painting, craft, gardening, computers, keep fit and wake up, shake up. All Foxes activities are in a Foxes club book and this is available for the children to view whenever they wish.

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.

Expectations at Foxes

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

Behaviour

We encourage good behaviour and respect between peers and staff.
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 unacceptable behaviour is persistent a meeting with the parent or carer is requested.

Our Routines

Morning: Parents must ring the intercom in the Foxes foyer and wait for a member of staff to let your child in. 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, crumpets, bagels and each day there is also a hot choice option available.

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 with an ice pack. Please ensure that your child's tea only contains healthy choices in line with school policy and does not contain any NUTS or EGGS as we have numerous children with severe allergies.

Please inform the Manager if you are taking your child home early and they are not attending Foxes Club. Green message forms are available in the lobby and can be put in the lobby post box by 9.30am or you may leave a telephone message.

An orange slip must be completed every half term if your child is attending any other after school activity when they are booked into Foxes – without this your child be taken directly to Foxes Club.

Collection: Upon arrival, please press the intercom. Once a member of staff has identified you, your children will then be dismissed to you in the foyer and signed out by Foxes staff. Please ensure you arrive 5 minutes before your session ends to collect your child. A register is then taken at 5.00pm, 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 reason, please telephone the Foxes Club (0121 351 5267) to inform us. You may leave a message if no one answers, this will be picked up by staff during the session.

Late Collection

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 take place: -

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 £30 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	**0845 113 5000**
Children's Services - Emergency Duty Team	**0121 303 1888**

Policies and Procedures

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

Safety and Guidelines

A ratio of 1 member of staff to every 9 children is ensured and a First Aider is on duty at all times.

At no time are children allowed into the kitchen area.

Children are encouraged to wash their hands before eating.

All accidents are recorded. Details of how the accident occurred and the action taken by the staff are entered on the appropriate form.

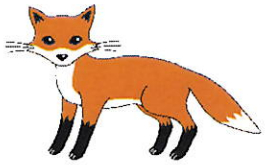
At 3.30pm your child will remain in school. All Children will be collected from their classroom and brought to Foxes Club by a member of the Foxes staff.

All children are registered and counted. Any missing children are investigated at this point.

Comments

Your comments are very welcome via the school website.

Foxes Club



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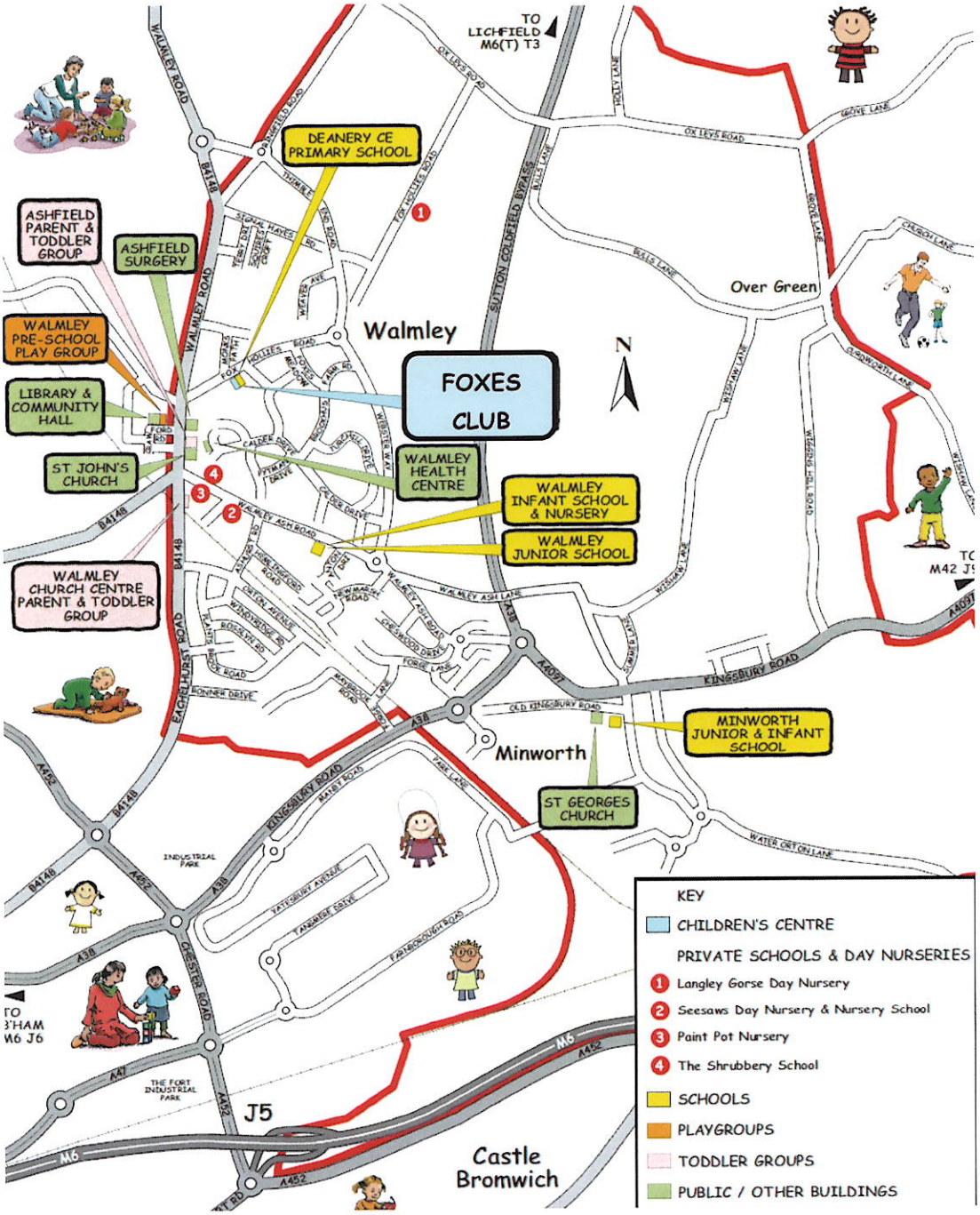

Contact Us

Access to Foxes is via the car park/entrance next to the zebra crossing on Fox Hollies Road.

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Phone: 0121 351 5267
Email: foxes@deanery.bham.sch.uk
Web: www.deanery.bham.sch.uk

"Staff are always so lovely and always happy to help! Nothing is too much. Thank you for all your hard work and looking after the children."

Parent feedback

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