Foxes Club
Before & After School Club for children 3 to 11 years

Guidelines to Parents / Carers

May 2011
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 from 7.45am until the start of school, and 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 half term to ensure a place. We no longer give any reduction if your child attends a school club.

If for any reason school clubs are cancelled your child/children will have a place at Foxes Club. If you have any problems please come and see me or make an appointment.

Yours sincerely

Jackie D’Arcy
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 cooperative 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 7.45 to 8.55am and 3.30 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 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**

<table>
<thead>
<tr>
<th>Time</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td>7.45am - 8.55am</td>
<td>£4.00</td>
</tr>
<tr>
<td>3.30pm - 5.00pm</td>
<td>£5.00</td>
</tr>
<tr>
<td>5.00pm - 6.00pm</td>
<td>£3.00</td>
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</tbody>
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If all three sessions are booked and paid for in advance the charge per day is £10.00

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.

Children arriving and leaving the playground are asked to inform a member of staff.

Activities include: Art and Craft, Imaginative play, Construction, Tabletop games, Pool, 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 points / stickers 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. The member of staff dealing with the accident signs this form. A letter ‘A’ is entered in the register by the child’s name to highlight that there has been an accident. The parent or carer is shown the form and asked to countersign it when collecting their child and to raise any concerns or queries about the accident.
5. Children arriving in the morning are welcome to have breakfast. This consists of cereals, dried and fresh fruit, yoghurt or toast. Water or milk is offered. 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 brought from the refrigerator and 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 7.45am until 8.30am. In line with the school’s healthy eating policy, we offer toast, cereal, yoghurts, milk or water, fresh and dried fruit.

**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.

**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).**

**Collection:** When you arrive to collect your child you must come to the Children’s Centre and sign your child out. This will be countersigned by a member of Foxes staff.  **NB.** Children will only be allowed to leave with a named person.

**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.
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 is more than 15 minutes late collecting 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 0845 113 5000
Education Social Welfare 0121 464 8022
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 during Foxes Club hours on 0121 351 5267, or alternatively leave a message during school hours by phoning 0121 351 6441 (school office).
Parents’ Comments

My daughter really enjoys her time in Foxes club. The Play Workers are always polite, friendly and happy. The new addition of the dance games highlights exercise and fun for all ages.
Zoe Chilvers

Both my children absolutely love coming to Foxes, even before I started back at work my daughter was desperate to come after hearing how wonderful it was from her friends. I feel it is a real privilege to have a place like Foxes where my children are so happy to come — it takes all the pressure off being a working mum — Thank you very much.
Sally Deakin

My son loves coming to Foxes. He loves the variety and the staff are very kind. The children get involved in lots of activities, my son loves the arts and crafts especially.
Sarah Perks

My daughter thoroughly enjoys her time at Foxes. She enjoys all the activities and often brings craft work home to show mum & dad or to continue at home. Staff are friendly and very helpful to all the children and parents. Keep up the great work.
Karen Parker

My son loves, loves coming to Foxes! He asks everyday to go and has never wanted to be collected! The staff, facilities and activities are fantastic and my son always comes home happy! Foxes are always able to help with the odd additional session also — Thank You!
Stephanie Anker

Foxes offer a brilliant service. I had worried how I was going to manage work and the school runs. Foxes have offered a brilliant service and my son loves coming. He always looks forward to coming both before and after school. Brilliant!
Helen Rote