



**Southwell After School**  
**Club CIC**

**Parent/Carers Information**  
**Pack**

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## 1. INTRODUCTION

The Southwell After School Club was set up in response to a growing demand from working parents for secure and stimulating childcare at an affordable price. The Club is run by qualified Play workers and managed by a Community Interest Company who decide on the policies for the Club. Our aim is to provide affordable, stimulating and secure after school care for children. As places are limited preference is given to children of working parents, although children who wish to attend after schools activities are welcome if places are available. Once registered these children are guaranteed a place even if children of working parents are waiting to join.

The Club Supervisors all hold a level 3 qualification in playwork and all other staff hold as a minimum, a Play worker qualification. The Clubs are run using two adjoining rooms to best suit the needs of the older and younger children. All of the clubs facilities are OFSTED inspected. The infants and young juniors use the Ramsay room in the portacabin at Lowes Wong Junior school, while the older juniors, meet in the Music Room in the portacabin. The exact cut off between the two clubs may vary from year to year, and also spaces available at the time.

## 2. BOOKING POLICY

Places at the Club are limited by the size of the rooms and the ratio of children to play workers (8:1). It is important to reserve a place for your children in advance of when you would like them to start. If the Club is full, a waiting list will be drawn up and you will be notified of the next available space.

Bookings should be made in advance, in writing or on a booking form (available from the Manager/supervisor) for the year.

**We ask for one months notice when you want your children to leave the Club.**

**ALL BOOKED SESSIONS WILL BE CHARGED FOR.**

If your child cannot attend please let the Manager/supervisor play worker for your Club know before **12.00 noon** or at the start of the Club 3.25-3.30pm. Please do not send notes with other children or through the school as experience has shown that they are not always delivered.

## 3. REGISTRATION

We need some basic information about your children to ensure we provide them with an appropriate service. Please complete a registration form and return it to the Manager/supervisor.

We are required to keep this information by the Children's Act 1989

## 4. CLUB OPENING HOURS

Breakfast Club:      Location:      Trebeck Building, Junior School  
Hours:                    Monday to Friday      07.30 - 08.50am

Infant Club:            Location:      Trebeck Building, Junior School  
Hours:                    Monday to Friday      3.30 - 6.00pm prompt

Junior Club:            Location:      Trebeck Building, Junior School  
Hours:                    Monday to Friday      3.25 - 6.00pm prompt

**Please be aware that if your child is not attending the club for any reason, you must let the supervisor know as soon as possible.**

The hours we can open are regulated by our insurance policy and children are not insured after 6.00pm. Parents will be charged £15.00 for each 15 minutes (or part thereof) if collecting their child after 6.00pm. Any parent who persistently fails to collect their child on time may incur further charges and will be asked to leave the Club.

**Note: Please see our policy on "Uncollected Children" for further information.**

## 5. PRICING POLICY

We aim to offer a cost effective child care facility. We try to obtain grants from a wide range of sources to subsidise the cost of after school care, but as grants become increasingly difficult to obtain we may have to increase the rates from time to time. We continue to be a non profit making organisation and only charge enough to cover our costs. Prices are kept under constant review.

Breakfast Club (per child)	£5.00 (inc breakfast)
After School Club (per child)	Drink and small snack provided
Per session	£10.50
Surcharge for late collection	£15.00 for each 15 minutes (or part thereof)

## 6. CLUB STRUCTURE

The club is managed by a community interest company (not for profit), which oversees the effective running and management of the Club.

Help of any kind is always appreciated and indeed is essential if the Club is to run efficiently.

Current Directors of the Community Interest Company can be found on page 11.

## 7. ACTIVITIES

We aim to provide a wide range of activities/themes to suit the range of ages and abilities, Activities include:

Art and Craft: Painting, collage, modelling, clay and music

Games: Board games, co-operative games and quiet games

Sport: Indoor and outdoor activities including tennis, football and a parachute

Construction: Lego, KNEX and other building blocks

Books: A range of books for quiet reading and stories

Television: Occasionally DVD's are shown during term time/holiday periods and the children are encouraged to bring any DVD's which reflect the theme for the session.

Culture: Themes will reflect all cultures where possible to increase the children's awareness of the wider world and environment.

We are always on the lookout for new toys and have a limited budget to make purchases. We can provide a more stimulating environment if parents are willing to donate outgrown toys or books. All contributions are gratefully received.

## 8. BEHAVIOUR POLICY AND RULES

We aim to have as few rules as possible but some are necessary for the good of the majority.

We ask for you to discuss the following rules with your child before joining the club. All children are to abide by the rules below:

1. Attend the collection point promptly at the end of school
2. Behave sensibly whilst travelling to the Clubs premises
3. Listen to playworker instructions at all times
4. Help and show respect to other children, staff, premises and equipment
5. Never leave the Club unless with parents or named collector
6. Stay within the agreed play areas
7. Run and play physical games within agreed areas
8. Never bully, bite, kick, spit, fight or use inappropriate language
9. Never discriminate against others or behave in a way which may harm or upset others
10. Always wash hands before eating and after using the toilet.

The rules have been drawn up to encourage happy and safe play. If your child's behaviour gives cause for concern you will be told, verbally in the first instance. If the behaviour persists a warning letter will be sent to you informing you of the continuing problem. If the problem persists we reserve the right to exclude the child, for the safety of the rest of the children.

The play workers abide by the same rules so that the children can learn by example; they do not smack, or shout (except in extreme emergencies).

**There is a no smoking policy within the Club.**

## 9. PLAYWORKERS' CONDUCT

Most of the play workers hold a childcare qualification. They are expected to follow their training and these basic rules:

1. Welcome the children each day and jointly decide on the activities for the session
2. Actively encourage the children in their chosen activity
3. Mediate in disputes
4. Show sympathy and understanding of the children's needs

### **In the event of a dispute:**

1. Inform the supervisor in the first instance
2. Complete an Incident Report Form
- 3 Try and resolve the dispute, or come to happy medium

### **In the event of an accident play workers should:**

1. Inform the supervisor and first aider on duty
2. Treat minor injuries only if parents /guardians have completed a First Aid Consent Form, otherwise cover the wound with a clean dressing only.
3. Fill in the accident report form

### **Play workers should not:**

1. Physically punish or humiliate any child
2. Lose their temper or shout
3. Label or show favouritism towards any child
4. Use nicknames without permission.

## 10. HEALTH AND SAFETY

We aim to provide a safe environment for all children. Our Health and safety policy is available on request. The Equipment is regularly checked and maintained. We undertake daily assessments of risk and full risk assessments where all considered risks to health and safety of the children are reviewed and appropriate preventative action agreed. An Accident book and incident book are kept in which we record all accidents/incidents, however minor they may appear, the parent/carer will be asked to sign the book each time an entry is made for your child. Fire drills are held termly to ensure all children are aware of the procedure, and details logged in the fire drill

logbook. Please make yourself familiar with the fire exits, both front and rear door exits.

There is a first aid box, which is regularly checked and restocked, there is also a first aid box carried when on outings or during outside play. There is a playworker trained in first aid present at each session.

### **Infectious Diseases**

Please do not send your child to the Club if you know that they are suffering from infectious disease or sickness and diarrhoea.

Play workers have been trained to maintain a high standard of hygiene and will endeavour to encourage similar standards in your children.

### **Food**

The Club provides a small snack and drink for each session but you may provide additional food if you wish.

The Club has limited refrigerator space and you should consider this when deciding on the type of food you send. You may like to put a cooler block from the freezer in with the food. Please try not to send sugary, sweet snack and drinks especially in the summer months.

Please let us know if your child has any known food allergies on his/hers registration form, so that we are aware of this.

### **First Aid Form**

We are unable to apply basic first aid such as treating minor wounds without your consent. Please complete, sign and return the First Aid Consent Form if you are happy for us to apply plasters and clean grazes without contacting you first. Without your consent we are only allowed to cover a wound.

### **Administering Medication Form**

We are unable to administer any medication to your child without your consent. Please complete, sign and return the Administering Medication Form if you require us to administer any medication prescribed for your child. We are unable to administer any over the counter medications.

## **11. SAFEGUARDING CHILDREN**

We work within the legal framework, and within the area Safeguarding Children guidelines.

We notify the registration authority, OFSTED, of any incident or accident and any changes in our arrangements, which affect the well being of the children.

We have a procedure for contacting the local authority on Safeguarding Children issues. If a report is to be made to the authorities, we act within the area Safeguarding Children guidance in deciding whether we must inform the child's parents at the same time.

We acknowledge that abuse of children can take different forms, physical, emotional, sexual, and neglect. When children are suffering from such abuse, this may be demonstrated through changes in their behaviour or in their play. When such changes occur the club will investigate. Investigation will be carried out with sensitivity, play workers will take care not to influence the outcome either through the way they speak to children or by asking questions. Where a child shows any symptoms of "failure to thrive" or neglect, we make appropriate referrals.

Any concerns regarding child abuse, please contact, Nottinghamshire County Council Children's Social Care.

Newark and Sherwood	01636 682700
Emergency Duty Team	0300 456 4546

## **12. CONTINGENCY ARRANGEMENTS**

If a member of staff is taken ill during a session and has to be taken to doctor, hospital, home the manager/supervisor and other members of staff will be telephoned the attend the situation. Other vetted persons from Nottinghamshire County Council (playworker bank will also be contacted).

Should this occur and other vetted persons are not available, numbers of incoming children will be managed to allow ratios to be achieved, and if necessary parents/carers, or emergency contacts, will be contacted by telephone to collect children and take them home.



## 13. EQUAL OPPORTUNITIES

We aim to welcome all children and parents regardless of race, gender, ability, religion or culture.

### We aim to provide:

1. Positive images of different races, religions and cultures
2. Positive roles in play and care
3. Facilities for all abilities
4. A wide range of play opportunities for girls and boys

### We aim to challenge:

1. Racist or sexist comments
2. Bullying or name calling
3. Staff are recruited within an equal opportunity framework

## 14. MAKING A COMPLAINT

If you have any cause for concern we need to know so that we can investigate and sort out the problem. Please use the following procedure if you have a complaint:

1. Speak informally to the supervisor to sort out the problem.
2. If you cannot agree a solution, or the problem persists, complete a complaints form and this will be forwarded to the Directors
3. The Manager or Director will respond within 10 days. The response may include a protocol for overcoming the problem or a list of conditions for keeping the situation under control.
4. If you are still not happy with the outcome you have the right to complain directly to OFSTED (Office for Standards in Education).

## 15. COMPLAINTS FORM

Your Name	
Address	
Telephone No	
Nature of Complaint (dates and specific details)	
Complaint received by	
Date	
Immediate response	
Does this solve the problem?	Yes - Sign here
NO	The complaint will be followed up by the Manager/supervisor or a director and a reply given within 10 working days
Response to complaint and any ongoing actions	

If the complaint is of a serious nature you may contact OFSTED  
 Piccadilly Gate, Store Street, Manchester. M1 2WD. 0300 123 1231

## 16. DISCLAIMER

This information provided in this pack was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this document or in any particular part of it before publication of the next issue. We will endeavour to keep parents/carers aware of any changes through our newsletters, notice boards or our website.

A full copy of our Policies and Procedures is available on request

We hope that your child enjoys their time at the club. If you have any queries or if we can be of any help, please do not hesitate to contact us on 07709 066646 or Managing Directors Sarah and Frazer Cross on 07801 950014 or 07800 556987 [sjcross.asc@googlemail.com](mailto:sjcross.asc@googlemail.com)

Board of directors;            Sarah Cross (Director)  
   Frazer Cross (Director)

## 17. Where to find us

### Southwell Afterschool Club

Lowes Wong Junior School  
Queen St  
Southwell  
Notts.  
NG25 0AA

### Contact Us:

Bookings Tel 07801 950 014  
Enquiries Tel 07709 066 646  
Accounts Tel 07800 556 987  
Email [sjcross.asc@googlemail.com](mailto:sjcross.asc@googlemail.com)  
Web [www.southwellafterschoolclub.com](http://www.southwellafterschoolclub.com)

