

Bluebell kids club
Eltisley.

Bluebell kids club is set in Newton primary school, in a small picturesque village.

We are a small and friendly club, open 7.30am-6pm with a variety of sessions available throughout the year.

We are closed bank holidays and over Christmas.

We cater for children of 4-11 years of age.

Aims and objectives.

The ethos of bluebell kids club is to be providing a fun and stimulating environment for children to socialise and to participate in a wide range of activities where they feel confident, safe and happy.

Meals/snacks

Drinks and snacks available at club, we offer water, milk or fresh orange juice, light snacks are available, tea time children can make their own sandwiches with a choice of healthy fillings, we have found that this works well as they use their own independence skills.

During holidays we ask each child to bring in their own pack lunch, please can you put a name on, and if the weather is hot an ice pack.

Activities.

Bluebell kids club provides a variety of activities, cooking, outdoor physical sports, roller skating, cheerleading sessions, Art and crafts, drama, music and dance, video games, etc. Themed weeks will be planned during holidays to show all of the fun filled activities we have on offer, we will let children make their own choices.

Outings.

Bluebell will provide children with the opportunity to go on outings to a variety of venues such as swimming, cinema, bowling and other exciting venues of interest. We will gain your written permission and fully inform you before these take place. Their will be an additional cost for outings.

Clothes.

Please send your child in sensible clothing and shoes as they can get messy and do a lot of running around, as we aim to encourage the children to explore their natural environment.

Location

We are located just off the A428, with various other routes A1, A14 and A1198.

Our team.

All of bluebells team have a high level of enthusiasm to play their key role with in the club, to encourage safe active play, promoting learning and group activities.

All staff is CRB checked and are qualified to a level 2 or 3, or are training towards this, always a first aider available.

Staff ratio at the club will comply with Ofsted which is 1-8 for under 8's and 1-10 for over 8's.

Opening times and charges.

One of registration fee:

Child £5

Family £10

Term time:

After school.

Monday to Friday: 3.20pm-6pm.

Session 1 3.20pm-5pm £6

Session 2 3.20pm-6pm £8

A reduction for siblings attending the full session of £1.

Breakfast club.

Monday to Friday: 7.30am - 8.50am.

£3.60p including breakfast.

Holiday club.

Monday to Friday: 7.30am – 6pm

Session 1 full day £23.00

Session 2 7.30 – 1pm £12.00

Additional hours £2.80p

Bookings/admission

For before and after school, a registration form must be completed if you require regular place within the club, you must specify your requirements, and a new form will be sent out each term for you to amend or add to.

Holiday club will take bookings in advance for children on a first come basis, registration also applies.

We will ask for allergies, emergency contacts and special dietary needs.

When places are limited children will be admitted in the following order of preference:

- Siblings
- Children who attend the greatest number of sessions per week.
- Chronological order of first application.

New bookings a deposit is required and this is a one of and is non refundable.

We accept casual bookings if there is space,

Dropping off.

Parents are to sign their child in and out of the club.

Collecting children.

Children need to be collected from the club by 6pm, if you wish your child to be collected by someone else that is not stated on the registration form, we will use a password system and written consent will be required and identification will be asked for. We will not allow any child to leave with anyone who is unknown to them.

If a child has not been collected by 6.15pm and staffs have not been notified e.g.: stuck in traffic, we will call emergency numbers on your registration form, in the unlikely event that the child has not been collected by 7pm and staff have been unable to locate any emergency contacts, the local authorities will be called for advice, we will then contact police.
Parents will be responsible for any additional costs incurred because of late collection.

Additional charges.

For outings, late pick up of £2.50 every 5 min's. This is to cover staffing costs.

Fees and charging policy.

You will be billed monthly in advance, payment to be made by the 7th of each month, by cheque, cash or bacs payments, we accept voucher payments.
Full fees are payable for non-attendance.
Any session booked must be paid for. Fees are payable for cancellations and non-attendance including illness, holidays.
Casual bookings must be paid when they pick up.

Absences/illness.

Please inform the club if your child is going to be absent from school to avoid confusion when collecting your child from school. If your child becomes ill please keep them at home for 48hrs. This is for the well being of the other children and staff.

If a child becomes unwell with in the club we will ring you to collect.

Termination/change of childcare place.

Four weeks notice is required when terminating or changing your Childs place at the club. Notice must be given in writing.

Policies and procedures.

These are all on file along with main policies stated in this pack.

Accidents.

In the event of an accident at kids club, it will be logged in an accident sheet, for you to sign, an incident sheet will be sent home to you for minor incidents.
Head injuries we will contact you by phone to notify you as to the seriousness of injury.
If the injury was to be of a serious nature we would ask you to collect.

Sunscreen.

Can you either cream your child up before you attend or you can bring in cream for your child to apply themselves.

Photographs

We take photos of children participating in activities for our information packs and to show Ofsted what we do.
Permission slips in pack.

Discipline/behaviour.

We at bluebell concentrate on good behaviour, we always praise the children, and we recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. Our aims are to develop a sense of caring and respect for one another. Develop a range of social skills and help them learn what constitutes acceptable behaviour.

Dealing with negative behaviour:

Bluebell manager and staff will manage behaviour according to clear, consistent and positive strategies,

Rising from any concerns or suggestions.

We praise rather than concentrating on negativity.

Rewards are given for good.

Parents are informed at end of each session about their time with us.

Equal opportunities

Everyone shall be treated fairly with regards to his/her gender, age, abilities, ethnic origin, faiths, cultures and social backgrounds.

Staff shall treat all children with equality and understanding.

We accept all children.

No smoking policy.

We prohibit smoking in the school building or on the school grounds.

No smoking in the presence of children on outings.

Parents as partners.

To continually improve quality of the club and meet your needs we welcome any suggestions or if you have any special skills you are welcome to come along and share these.

We will inform you regularly of events/changes by letter, we will always welcome, inform and listen to you at all times.

We will always give time to talk to you about any concerns, anything that is important to you, however you choose to contact us phone, email or face to face, manager and staff have good social and listening skills.

We ask that you keep us informed of any change of address or contact details.

Complaints

If any parent should have cause for complaint they should in the first instance take it up with management.

Complaints should be put in writing.

If the issue remains unsolved this must be addressed by the manager.

The manager will then investigate the complaint and report back to the parent within 3 days.

If the matter cannot be resolved to their satisfaction then they have the right to raise matters with the EYFSA OR OFSTED.

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