



# Little Saints' Club

## Parents' Handbook

Little Saints' Club  
All Saints' C of E Primary School  
Easby Drive  
Ilkley  
LS29 9BE

✉ [littlesaints@allsaintsilkley.bradford.sch.uk](mailto:littlesaints@allsaintsilkley.bradford.sch.uk)  
☎ 01943 607852 (Office hours 8.30am-4.00pm)  
07599 784501  
(Out of Office hours/during club opening hours only)

Headteacher: Mrs M Robinson  
Play Leaders: Ms M Horsman & Mr S Cannar  
Administrator: Miss C Craven



### Opening Hours:

Monday – Friday Term Time Only

### Sessions:

|                    |             |
|--------------------|-------------|
| Morning            | 7.30-8.50am |
| Afternoon Option 1 | 3.20-5.00pm |
| Afternoon Option 2 | 3.20-6.00pm |



## **About the Little Saint's Club**

The Little Saints' Club is registered with Ofsted, and is based at All Saints' Primary School, Ilkley. The club is available to all children who attend All Saints' Primary School and is open from 7.30am for Breakfast Club and until 6pm for After School Club. The club is only open during term time.

### **Aims**

At the Little Saints' Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### **What we offer**

Children at our club enjoy a wide range of activities, both indoors and out. 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.

For outdoor play we have equipment such as footballs, bats and balls, hoola hoops and soft Frisbees, as well as den building activities, scooters, chalk art and the ever popular bubble blowing!

We also have different indoor craft activities each week, from scrap model making and fabric art to bracelet making and clay crafting.

### **What we provide**

All children who attend the breakfast club have breakfast provided, with a choice of fruit, cereals and toast, along with fruit juice or milk, and activities and games are provided for the remainder of the morning before the school day begins. We meet individual dietary requirements and parental preferences wherever possible.

Children can bring their own snacks from home to the afternoon sessions. We do not provide snacks or meals to children attending these sessions. Fresh drinking water is available at all times.

### **Staffing**

Our Club is staffed by the Manager and Play Leaders Ms Horsman and Mr Cannar and a team of experienced play workers.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, 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 manager via the school office.

### **Policies and procedures**

The Club has clearly defined policies and procedures. Key points of the main policies are included in the 'Club Policies and Procedures Overview' section of this Handbook. Copies of the full Terms & Conditions are kept at the Club and are provided to parents with children attending the club. These must be signed by all parents who register their children with the club before they can attend.

## **Club Policies and Procedures Overview**

### **Registering with the Little Saints' Club**

You can register with the club at any time, even if you do not wish to book a place at the club. This allows you to make casual bookings on an ad-hoc basis subject to places being available. In order to attend the club you must complete both the Registration Form and Terms & Conditions document for your child, prior to their first visit. These are valid for the duration of your child's time at the school.

Please let the school office know if you need to make any changes to your registration details, for example, change of address, telephone number or contacts.

We will always keep you informed of any changes to the club rules and terms and conditions.

### **Booking sessions at the Little Saints' Club**

Subject to availability, permanent places can be booked at any time, and you can request a start date no less than 24 hours, and no more than 1 month in advance. Places are allocated using our allocation criteria (please refer to the terms and conditions attached).

You are not required to renew your booking at the start of each term – your booking will always be carried forward unless you request a change to your booking or wish to cancel. This also applies to the Autumn term – we will always assume that you wish to continue with your booking for the new academic year unless you give notice or make changes to the contrary.

If your child is due to leave school (e.g. a year 6 child leaving at the end of the summer term) their registration with the club will automatically end on their last day at school. You are not required to give notice in this case.

### **Booking Confirmations and Making a Payment**

When you request a permanent booking at the LSC you will receive a letter confirming the sessions that you have requested, the start date, and either an invoice for the upcoming half term, or an indication of when you will receive your invoice. You are not required to pay for your place at the time of the booking unless you wish to do so.

Invoices for permanent bookings are sent out in the first week of each half term. These are only for the permanent bookings requested. (Additional and casual bookings are billed separately – see point below).

Additional and casual hours are logged on a register throughout each half term and are invoiced either at the end of half term or at the beginning of the following half term. These sessions are clearly marked as such so should be easily identifiable on the invoice.

### **Making and amending additional and casual bookings**

Changes to existing (permanent) bookings can be made subject to availability. Changes resulting in a reduction of hours or a change to the days of attendance will require 1 months' notice, unless an agreement is made with the club manager. No notice is required for an increase to current hours and places will be allocated as per our criteria (as above).

To request additional sessions, or to book a casual session/s you should call the school office and a member of the LSC team will deal with the request at their earliest convenience. Places are subject to availability and must be booked at least 24 hours in advance and no more than one week in advance.

### **Giving Notice**

One calendar month notice must be given to cancel a session at the LSC. If you wish to cancel during a holiday period please send an email to [littlesaints@allsaintsilkeley.bradford.sch.uk](mailto:littlesaints@allsaintsilkeley.bradford.sch.uk). The place will be cancelled from the date that your email is received and confirmation will be sent to you that your request has been received at the beginning of the following term. If you do cancel your child's session/s you will still be able to use the club on an ad-hoc basis (subject to availability of places) for the duration of your child's place at All Saints'.

## **Payment of fees**

The fees per session are as follows:

|                                  |                                 |
|----------------------------------|---------------------------------|
| Morning Session (7.30-8.50am)    | £5.00 (this includes breakfast) |
| Afternoon Option 1 (3.20-5.00pm) | £6.25                           |
| Afternoon Option 2 (3.20-6.00pm) | £10.00                          |

Fees are payable half-termly in advance. You can pay for your child's sessions at the LSC using any of the following methods: By card via ParentPay, by cash or cheque (Made payable to All Saints C of E Primary School), or by childcare vouchers (please contact the office for more details).

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), or attending extra-curricular sport activities.

We do not charge for bank holidays and professional training days, or for sessions missed due to organised school visits (e.g. Residential visits).

Please ensure that fees are paid promptly. Non-payment for any half term may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to Charlotte Craven.

## **Temporary changes**

Please remember to notify school if your child will not be attending the Club for any reason. If your child doesn't attend a booked session and school is not aware, we will have to treat them as a 'missing child' unless you have notified us of their absence.

## **Arrivals and departures**

Children in Reception & Key Stage 1, and new starters, will be escorted to the Hall for their afternoon sessions at the LSC by a member of staff. Older children will usually be expected to make their own way to the Hall. A register is taken when children arrive in our care, and Parents must sign out their child/children each day when they are collected.

We expect that children will normally be collected by the person/s 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. Children will not be released into the care of a person unknown to us without Parents' authorisation.

If you are delayed in collecting your child for any reason please contact the school office during office hours (8.30am-4pm) or on the LSC mobile number – 07599 784501 - out of office hours, to let us know. If you collect your child after 6pm a late payment fee of £3.75 per 15 minutes will be charged. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred. If your child has not been collected by 6.30pm, and the club has been unable to contact you (or the adult responsible for collecting your child) the club will follow the schools Uncollected Children Policy and contact Social Care.

## **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 Policy**.

## **Equal opportunities**

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

- 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 and 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.

For more details on equal opportunities and special needs, see our **Equal Opportunities and SEN Policies**.

## **GENERAL INFORMATION**

### **Behaviour (children)**

Children and staff have created rules for acceptable behaviour whilst at the Club. We have a clear **Behaviour Policy**, a copy of which is available to all parents and carers and can be found on the school website.

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 LSC immediately. 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 our premises.

### **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the LSC we will contact you and ask you to make arrangements for them to be collected.

Please inform the school of any infectious illness your child contracts. If your child has had sickness or diarrhea, please do not send him or her to the Club for 48 hours after the last bout of illness.

## **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times and the LSC 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.

## **Medication**

Please let the Manager 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. See our **Administering Medication Policy** for more details.

## **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, 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.

## **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, 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.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

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Easby Drive  
Ilkley  
LS29 9BE



## BOOKING FORM

The Little Saints' Club operates every week day, term time only, as follows:

7.30am – 8.50am                      3.20pm – 6.00pm

The Costs for each session are:

|                 |        |
|-----------------|--------|
| 7.30am – 8.50am | £5.00  |
| 3.20pm – 5.00pm | £6.25  |
| 3.20pm – 6.00pm | £10.00 |

Payment must be made each half term, in advance. We cannot secure your booking until payment has been made.

If your child has specific needs, please contact the school for more information.

If you plan to use child care vouchers, you will need to provide full details of the voucher provider in the relevant box below.

I wish my child/children .....

Class/Classes .....

to attend the Little Saints' Club on the following days, (please tick and state times required):

AM

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

PM Option 1 (3.20pm – 5.00pm)

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

PM Option 2 (3.20pm – 6.00pm)

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

I intend to use child care vouchers (please provide details below):

.....

Start Date .....

Signed ..... (Parent/Carer)

Name .....

Date .....



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## REGISTRATION FORM

Child's Full Name ..... DOB .....

Child's Doctor .....

Doctor's Phone Number .....

### PARENT/CARERS DETAILS

Name/s .....

Address .....

.....

.....

Main Contact Number .....

2<sup>nd</sup> Telephone Number .....

### ALTERNATIVE EMERGENCY CONTACTS

Name ..... Tel .....

Name ..... Tel .....

Does your child have any dietary requirements or medical needs? Please specify in the space below:

.....

.....

.....

Is there anything your child dislikes or is afraid of?

.....

.....

What are your child's favourite play activities?

.....

.....





## CONTRACT – Terms and Conditions

Child's Full Name .....

Parent/Carer's Name .....

1. I consent for my child to attend the Little Saints' Club (LSC). I understand that the LSC follows the schools policies and procedures, and that there are expectations and obligations relating both to the LSC and to myself and my child, and I agree to abide by them.
2. I agree to adhere to the Admissions Policy.
3. I understand that LSC is a play setting and that whilst my child is there, the LSC is legally responsible for him/her.
4. Once my child arrives at the LSC he/she will be in our care until collected and signed out by an authorised person.
5. My child will be provided with breakfast in the morning session and is able to bring a snack and drink for the afternoon session if they wish.
6. I will notify the LSC before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the LSC. I understand that I will be charged for the booked session.
7. I will pay the fees due for my child to attend the LSC on a half termly basis and will pay promptly, in advance, for all sessions booked whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the manager.
8. If I withdraw my child from the LSC I understand that I must give one calendar months' notice and if I wish to reinstate my child after this, he/she will only be given a space if it is available.
9. It is my responsibility to keep the LSC manager informed of any alterations to the information regarding my child.
10. I accept that my child may take part in messy activities and will have access to outdoor play. I understand that I can provide my child with appropriate clothing to accommodate for this.
11. LSC closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the LSC as soon as possible.
12. If I do not collect my child by 6.00pm I will pay a charge of £3.75 per quarter of an hour to cover the costs of the two staff who are legally required to supervise my child.
13. If I do not collect my child by 6.30pm, and the club has been unable to contact me or any of my emergency contacts, I understand that the LSC will follow the schools Uncollected Children Policy and contact Social Care.
14. Whilst the LSC tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage of my child's property.
15. If there are any accidents or incidents at the LSC involving my child, I will be informed.

16. If my child has an accident at the LSC, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from the LSC will sign any consent forms necessary for treatment on my behalf.
17. Information held by the LSC regarding my child will be treated as confidential. However, in some circumstances, for example, if there are child protection concerns, I understand that the LSC has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.
18. I understand that aggressive and abusive behaviour towards staff will not be tolerated.
19. I understand that the LSC reserve the right to withdraw an offer of a place if your child shows unacceptable behaviour resulting in distress or disruption to adults or children at the LSC.
20. Where payments are not made in advance and arrears are accumulating, I understand that the LSC reserve the right to cancel your child's booking and take action to recover payments owed.

**ADMISSIONS POLICY**

All Saints' Out of School club, Little Saints' is open to all children who are attending All Saints' C of E Primary School, and to children of the play workers, subject to availability. In the event of more requests than spaces available, the following criteria will be applied to allocation of places.

Priority will be given to children as follows:

- Children of Play Workers attending All Saints' C of E Primary School;
- A child requiring full sessions;
- Siblings of school age;
- A child requiring part time regular sessions (prioritised by the highest number of sessions);
- Casual sessions where there is availability of places.

Casual sessions are available subject to numbers attending at any given time but must be booked at least 24 hours in advance and no more than one week in advance as we will be unable to guarantee that a place will be available. All users, including casual, must have completed a Registration Form and Terms & Conditions Contract for each child prior to attendance.

Date .....

Name .....

Signed ..... (Parent/Carer)

# PARENT COPY

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Date .....

Name .....

Signed ..... (Parent/Carer)