



Little Saints' Club

Parents' Handbook

Little Saints' Club
All Saints' CE Primary School
Easby Drive
Ilkley
LS29 9BE

✉ littlesaints@allsaintsilkeley.bradford.sch.uk
☎ 01943 607852 (Office hours 8.00am-4.00pm)
07706 455041
(Out of Office hours/during club opening hours only)

Headteacher: Mrs M Robinson
Play Leaders: Miss H Milner & 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 (LSC) is registered with Ofsted, and is based at All Saints' CE Primary School (All Saints'), Ilkley. The club is available to all children who attend All Saints' and is open from 7.30am for Breakfast Club and until 6.00pm for After School Club. The club is only open during term time.

Aims

At the LSC 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. **NO NUTS PLEASE.** 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 Miss Milner 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.

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 available on our website. Acceptance of the Terms & Conditions must be given prior to any bookings being made and can be given by ticking the relevant consent option within a child's profile within Arbor.

Club Policies and Procedures Overview

Registering with the LSC

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 book sessions and attend the club, you must read the Club's Terms & Conditions and tick the relevant consent on Arbor in order for your child to be registered, prior to their first visit. This is valid for the duration of your child's time at the school.

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

Booking sessions at the LSC

Provided that your child is registered with LSC, bookings can be made via Arbor for a term at a time, subject to availability. Please note that there are two LSC on Arbor, one for breakfast and one for after school. Sessions are opened for booking at the end of the prior term and are kept open for the duration of the term. Bookings can be made on a daily/session basis. **Cancelling sessions at the LSC**

Cancellation of any bookings must be made via the school office either via email or telephone. Where we are given 24 hours' notice of a cancellation there will be no charge. Any cancellation with less than 24 hours' notice will be charged at the normal session rate. If you cancel via email, notice will be taken from the sent date/time of the message.

For clarity, if you wish to cancel a breakfast club session you must give notification by 7.30am the day prior to the booking. Similarly, if you wish to cancel an after school session you must give notification by 3.20pm the day prior to the booking.

Payment of fees

The fees per session are as follows:

Breakfast Club Interval Session 7.30-8.50am	£5.00 (this includes breakfast)
After School Club Interval Session 3.20-5.00pm	£6.25
After School Club Interval Session 3.20-6.00pm	£10.00

We request that fees are payable half-termly in advance. You can pay for your child's sessions at the LSC by card via Arbor or by childcare vouchers/Tax Free Childcare (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, or attending extra-curricular sport activities where notification of cancellation is not received as set out above

Please ensure that fees are paid promptly. Non-payment may result in you being unregistered with LSC. If you are having difficulty paying fees, please speak in confidence to Charlotte Craven.

Non-Attendance

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' (as per our 'missing child procedure') 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 be collected from a designated area and escorted to the Hall by a member of staff. A register is taken when children arrive in our care, and children are signed out each day when they are collected.

We expect that children will normally be collected by their parent/carer. If you need a different person to collect your child on a particular day, you must notify us in advance via the school office. Children will not be released into the care of a person unknown to us without parents/carers' authorisation.

If you are delayed in collecting your child for any reason please contact the school office during office hours (8.00am-4.00pm) or on the LSC mobile number – 07706 455041 - out of office hours, to let us know. If your child is booked in until 5.00pm and you are late collecting them, you will be charged up to 6.00pm. If you collect your child after 6.00pm a late payment fee of £10.00 per 15 minutes will be charged to cover any resulting costs incurred by school. 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.

Safeguarding

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 the school's statutory Safeguarding and Child Protection Policy (published on the website).

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 endeavor 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 Equality Information & Objectives and Special Educational Needs and Disabilities Policies.

General Information

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. We have a clear **Positive 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 the 'Supporting Pupils with Medical Needs' Policy - on the school website appendix on Administering Medication 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/carers

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:

- 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.



Terms & Conditions

CONTRACT – Terms & Conditions

By ticking the relevant consent on Arbor, I am agreeing to the following:

1. I consent for my child to attend the Little Saints' Club (LSC). I understand that the LSC follows the school's 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 (NO NUTS) and drink for the afternoon session if they wish.
6. I understand that it is my responsibility to book any sessions I require on a termly basis via Arbor.
7. If I wish to cancel any booked sessions I must do so by either telephone or email via the school office. If less than 24 hours' notice is given I understand that I will be charged in full for the session/s. If I cancel via email notice will be taken from the sent date/time of my message.
8. 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, or sufficient notice has been given as noted above.
9. 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 if insufficient notice is given.
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 £10.00 per 15 minutes to cover any resulting costs incurred by school.
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.
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 unregister my child if they show unacceptable behaviour resulting in distress or disruption to adults or children at the LSC.
20. Where payments are not made and arrears are accumulating, I understand that the LSC reserve the right to unregister my child 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' CE Primary School, and to children of the play workers, subject to availability. In the event of more requests than spaces available, places are allocated on a first come, first served basis.