



## Breakfast and After School Club Prospectus

### Our Mission Statement

By providing high quality care that puts the needs and wellbeing of the children first, Superkids offers an inclusive service where children can play, learn and develop freely in a happy, warm and stimulating environment.

Superkids is an Ofsted registered Out of School Club based inside St Marys Catholic Primary School, for children aged between 4 and 11 years old. The Club provides a Breakfast, After School club and holiday Playscheme. Children enjoy a varied activity programme in the small hall, studio and outside area each day. Our daily program has a variety of activities for all children, from sports, team activities and group challenges, educational games, home corner and role play, dress up, construction, book corner, homework, quiet area, imaginary play and lots of creative and sensory opportunities. We will be promoting the cultures of our children and staff with themed activities and foods. We plan to introduce gardening, cooking, ICT activities and off-site trips to Beckenham Place Park during the fine weather. In addition to this the children can use the secure playground for supervised outdoor activities such as scooters, relay races, skipping, Hola hoops, basketball, rounders and football.

Superkids provides a warm and safe environment where children are happy and receive stimulation levelled at their age and development. Children are supervised at all times by qualified and experienced staff.

### **Opening times and Admissions**

Superkids are open from 07.30am to 9.00am for the Breakfast Club and 3.15pm to 6.00pm for the After-School Club, Monday to Friday throughout the school term, excluding bank holidays. These opening times are reviewed annually. Admissions will be based on a first come first served basis. We welcome parents who wish to view the club. An appointment can be made by contacting Jo on 07732 305 454.

### **Partnership with Parents**

Your needs are very important too. In order to make you feel welcome and part of Superkids you are informed of club activities and information on our parent noticeboard. Superkids also issues periodic newsletters and welcomes your feedback and comments on all aspects of the Club. We are always happy to receive your suggestions and ideas. We will issue an annual survey to obtain your feedback on the club so that we can improve the service we offer you and your child. Our policies and procedures are always available for you to view.

Each child is allocated a member of staff as their keyperson who will observe and record their progress, developments and achievements and will assist them to overcome any challenges. Their keyperson will record this and discuss progress with you at intervals or more frequently if the need arises. Superkids will also offer you the opportunity to attend a termly open evening to discuss your child's progress. You can request to see your child's records at any time. A list of keyperson groups can be found on the parent noticeboard.

## Partnership with Children

Children are involved in Superkids decision making as much as possible. They are heavily involved in creating the activity programme and weekly menu for the Club and producing a list of Club rules for behaviour and dealing with bullying. Children are encouraged to share their ideas and to make suggestions on improving the Club. The child's keyperson will always make time to listen to and talk with your child.

## Food and Nutrition

Superkids After School club will provide a nutritious snack for children, for example: chicken or ham wraps, noodles, ravioli, crackers with cheese, sandwiches / rolls, toasties, soups, couscous with fruit and vegetables with fresh water daily and treats in moderation. Snacks will vary each day to ensure your child is offered and can experience a wider range of foods. Foods from different cultures will feature on the snack menu, especially around the time of festivals and as a means of raising awareness of different cultures. Children's independence is encouraged by "self-serving and sharing" at snack time.

Children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. Please notify us if your child has any special dietary requirements or allergies and we will accommodate their dietary needs. The cost of snacks is included in the club's fees.

## Breakfast Club

The Breakfast Club opens at 7.30am each morning in the small hall, enabling parents to drop-off their children on the way to work or college. The club provides a breakfast of wholegrain and multigrain cereals, toast, fruit and yoghurt with juice or milk for the children before escorting them to class. Children should arrive before 8.30am to enable sufficient time for breakfast and a timely arrival to their classroom.

## Fees from February 2019

<b>Breakfast Club sessions:</b> <b>Weekly: £27.50 (5 sessions per week)</b> <b>Daily: £5.50 (rate per session)</b>	<b>After School Club sessions:</b> <b>Weekly: £60.00 (5 sessions per week)</b> <b>Daily: £12.00 (rate per session)</b>
<b>Holiday Playscheme:</b> <b>Daily: 7:30am to 6pm</b> £22 per day if booked and paid 48hrs before first playscheme date £24 per day if booked or paid after this date (Some trips may have an admission fee)	

**Superkids accept a wide range of childcare voucher scheme. Please e-mail or call Jo Murray if you wish to arrange this. Two weeks deposit is required with your Registration form. Deposits will be refunded when your child leaves the Out of school club if the required notice of four weeks in writing/e-mail is given.**

Fees are payable monthly in advance on the first day of each month. A fee of £10 may be applied to payments received after the 20<sup>th</sup> of the month. Payment can be made by online banking, childcare vouchers, or cheques (made payable to *Superkids Club Ltd*). Please note that payments cannot be accepted in the playground. Regrettably, Superkids cannot accept cash payments.

Late collection of your child will result in a late collection charge of £1.00 per minute for children who are not collected by 6.00pm. This fee is to act as a deterrent. Recurrent collections after 6.00pm may result in the withdrawal of your child's place at Superkids.

There will be no discount for absence, sickness or personal holidays taken during term time or on booked days at the Playscheme. Admission charges for any pre-booked activities on that day will also remain payable.

Fees will be reviewed annually and parents will be informed a month in advance of any changes. Please provide four weeks written notice should you wish to withdraw your child from the club. You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained from Inland Revenue (HMRC).

## **Holiday Playscheme**

Superkids operate a Playscheme during Easter, summer and half-term holidays. We are closed during the Christmas period. Playscheme offers a varied programme of activities and outdoor trips. Breakfast and afternoon snacks with drinks provided, however children are required to bring their own packed lunch. Payment is required in advance to secure your booking for Playscheme. Some activities have an admission charge which is pre-booked/paid in advance. This remains payable if your child does not attend on the day. Refunds cannot be given for absence, sickness and cancellations cannot be accepted once Playscheme commences. Superkids are not able to remain at the club with individual children on offsite trip activities. We have other Playscheme sites in Beckenham, St James Church Hall, BR3 4HF, Catford, Salvation Army Hall SE6 2HE and in Blackheath, John Ball Primary School, SE3 0TP.

## **Collection and Absence**

Children can only be collected by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection. We must also have permission in writing from the parent/guardian. The person collecting the child may be asked for identification or a password. If your child is going to be absent from Superkids, please notify us by midday. There will be no discount for absence, sickness or personal holidays taken during term time or on booked days at the Playscheme. Any pre-booked activities on that day will also remain payable.

## **Accidents, Incidents and Sickness**

Any accidents or incidents involving your child will be recorded in our accident / incident register. You will be asked to sign the written account informing you of the treatment administered or action taken. You will be given a copy for your own records.

To reduce the spread of illness and infection we request that you do not to bring your child to Superkids if he/she is unwell. Should your child become unwell whilst at Superkids a member of staff will contact you. You will be requested to collect your child only if necessary.

Superkids will administer prescribed medicines at the discretion of the Manager. All medicines must be clearly labelled and parents must complete a *Medication Form* stating that you are giving permission for Superkids to administer a specific dosage. Please note that children taking antibiotics should not attend Superkids club for at least the first 48 hours in case of allergic reaction. Please see our policy folder for more details.

## **Equal Opportunities & Inclusion**

Superkids operates an equal opportunities policy where we work towards eliminating discrimination based on gender, race, culture, religion, disability, age, marital status and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices, by respecting each other's diversity, languages, cultures, beliefs and principles. Should we identify a child with any additional needs we will offer support to the child and work closely with parents and other relevant agencies.

Superkids is committed to taking proactive steps to ensure that we provide a safe and caring environment that is free from discrimination, ensuring equality of opportunity and supporting children who are disabled or non-disabled or with additional needs. Superkids believes that children with disabilities or additional needs have a right to play, learn and be able to develop to their full potential alongside other children and as such will have access to the same facilities, activities and play opportunities as their peers with reasonable adjustments where necessary.

## **Staff**

All staff are suitably qualified and experienced with Police checks (DBS). Staff participate in an ongoing training programme ensuring that best practices are implemented at all times. The club is staffed at a ratio of 1 adult to 10 children. Superkids is OFSTED registered and inspected to ensure that the quality of care is maintained to a high standard. Members of staff are required to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner and staff will dress appropriately for working with children and with regard of health and safety issues.

**Contacting Us When You Have a Concern:**

Superkids aims to provide a high-quality service. However, when things do not go to plan the Club wants to correct the error. If a parent/carer has a complaint about the Club's activity, or the conduct of an individual member of staff, parents/carers are encouraged to speak directly to the Manager who will fully investigate the matter. Written complaints will be investigated and responded to within 28 days. The response will include recommendations to rectify the complaint and amendments to the Club's policies or procedures emerging from the investigation. Any complaints received by Superkids will be recorded in detail in a complaints file.

A parent/carer can, at any time, submit a complaint to Ofsted about any aspect of a registered childcare provision. Ofsted will consider and investigate all complaints received. Ofsted can be contacted on Tel: 0300 123 4666 or in writing to Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

**Superkids Contact Details:****Club Manager: Matt: 07787 734 432****Director / Registered Person: Jo Murray 07732 305 454****Or write to: Superkids, 20 Nyon Grove, London, SE6 4EU****Email: [superkids@btconnect.com](mailto:superkids@btconnect.com)****Website: [superkidsclub.co.uk](http://superkidsclub.co.uk)**

Registered no. 8218092

Registered office: 20 Nyon Grove, Catford, London, SE6 4EU