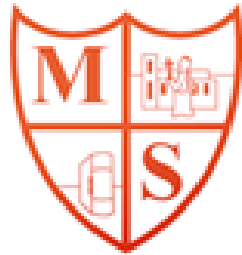


MONKHOUSE PRIMARY SCHOOL

Parent Handbook



Wallington Avenue

North Shields

Tyne and Wear

NE30 3SH

Telephone:- 0191 200 6350



Mission

Monkhouse Out of School Club strives to provide high quality care in a welcoming, stimulating, attractive, caring and secure environment for all children, parents, staff and visitors within the club.

Goals

- The club aims to provide a service to families with children attending the school
- The club aims to provide a child focussed and flexible service that is both affordable and accessible.
- The club aims to provide a stimulating environment for children to learn and develop.
- The childcare provided will be of a high quality to ensure a variety of play opportunities for all young children who attend the club.
- The provision will be made available to all children who attend the school.

Staff Members

There are two permanent members of staff:- the manager Michelle Egan and a Playworker Cheryl Noble. There may also be from time to time volunteers within the setting, they will not however be left unsupervised.

Terms and Conditions

Fees

Fees will be calculated on a session basis as per the charges set down below. All charges will be paid in advance directly to the School. Payment can be made by cash, cheques or voucher system. We have a number of voucher providers so please ask a member of staff for details.

Breakfast/ After School Sessions

Breakfast Club	7.30 - 8.45 a.m. - £5.00 with breakfast	8.15 - 8.45 a.m. - £2.00 without breakfast

After School Club	3.30 - 4.30 p.m. £5.00	3.30 - 5.30 p.m. £7.50	3.30 - 6.00 p.m. £9.00
Snack Provided			



Bookings

We use an electronic booking system to book a session in the Breakfast or After School Club. Parent/Carers will be given the code and instructions to access this system. Parents/Carers will be able to book sessions up to when the maximum numbers have been reached for an individual session. Should this session be full please contact the school office between 8 - 5 p.m. to discuss your child care need and we will try to accommodate within staffing ratios at our disposal. Sessions may be cancelled without charge with at least 48 hours notice. All sessions cancelled with less than 48 hours notice will be charged for the first hour.

Registration

Before a child's first session we request that a registration form be filled in with all the child's details. This will include the child's date of birth, likes and dislikes, medical conditions or any cultural requirements etc. it will also include details of parent/carers with all relevant contact details and any other person who will pick up.

Notice Period

We require 48 hour notice for any cancellation of sessions. If we do not receive this notice the first hour session fee will be charged. If a child is booked into the Club and is absent or sent home from school, this would still be chargeable as staff have been employed on the basis of child to adult ratios.

Security on Site

To ensure the safety of everyone using the site, the school car park must not be used by parents/carers accessing the Out of School Club. The school car park is only for staff, authorised visitors and registered disabled badge holders. Staff will challenge any parent using the car park. Parent/carers who continually ignore the car parking rule maybe asked not to use the Out of School provision.

Snacks

Children will be provided with a nutritious, healthy snack which meets their needs dependent upon religion and culture as well as any special dietary requirements. Milk and water will be available during snack times. Fresh drinking water will be available at all times.

During breakfast times there will be a choice of cereal with fresh milk, toast or fruit available. After school children will be provided with a light snack e.g. wraps, sandwiches, salads, dips etc. along with fresh fruit. Weekly menus will be displayed on the noticeboard.

What to Bring

Extra toys should not be necessary as the club is equipped to occupy the children. Please do not allow children to bring in toys, electronic games, consoles etc. along with mobile phones as the club cannot guarantee the safety of these items.

EYFS (Early Years Foundation Stage)

The Out of School Club will ensure the activities we provide will be suitable for individual children needs. Staff will regularly share pertinent information on Foundation Stage Children with Reception staff to support early years development.

Inclusion

We will take all reasonable steps to offer an inclusive club. Promoting equal opportunities within the club, with regard to race, religion, colour, sex, age, national origin, disability or sexual orientation. All books, jigsaws, stories and pictures will be selected to show people of all races and cultures and will avoid racial or sexist stereotyping. All family compositions will be considered and respected. All lifestyles will be depicted in a positive way and any discriminatory practice will be changed.

Additional Needs

We are aware that some children have additional educational needs and/or physical disabilities that require support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our service and are made to feel welcome and that our activities promote their welfare and development. Whenever possible, children with additional needs will have access to the same facilities, activities and play opportunities as their peers.

Safeguarding Children

Staff in the Out of School believe each and every child should feel safe and secure. All staff are committed to protecting children in our care. The Club complies with the Schools Safeguarding Policy.

Behaviour Policy

The Out of School staff recognise the importance of positive and effective behaviour management strategies in promoting the children's welfare, learning and enjoyment. In order to have consistency with the school policy, the OSC works alongside this policy.

Uncollected Children

We have the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave. At the end of each session we will ensure that all children have been collected by their parent/carer or designated adult in accordance with the arrivals and departure policies. There is a procedure in place for dealing with uncollected children whereby measures are taken to contact the parent, carer, designated

adult and emergency contacts. In extreme circumstances where none of the listed contacts are available, social services will be informed.

Missing Children

Staff are always extremely aware of the potential for children to go missing during sessions. Regular head counts are taken at times of greatest risks e.g. transition between sessions. There is a school policy in place to deal with missing children and the protocol to be followed.

Parent Partnership

Out of School staff recognise that parents/carers have a critical role to play in the child's development. This is seen as the basis for a partnership between the club and parents/carers. The staff are committed to working in partnership with parents/carers to provide high quality surroundings to ensure that children learn through play.

First Aid

At least one member of staff will hold a current first aid certificate that includes training on first aid for infants and children. The Club Co-ordinator must ensure that all volunteers, supply staff etc. are aware who is the first aider. The first aid box will comply with the Health and Safety (first aid) Regulations 1982. All issues regarding the first aid administration are governed by the school policy.

Medication

Medication will only be administered if prescribed by the child's doctor clearly stating the child's name, date of birth, name of medication and dosage to be given. Written consent and medication detail **MUST** be provided beforehand by the parent/carer on the appropriate medication forms. Medication not prescribed by the child's doctor will not be given. Written records will be kept of all medication administered.

Illness

Children who are ill or have an infectious disease should not attend the club. In the event of infectious disease please inform the club as soon as possible and a member of staff will be able to advise you of the exclusion period set down by environmental health.

Sun Safety

Whenever possible weather permitting the children will be encouraged to play in the outdoors. As you will appreciate some children may be allergic to certain products. All parents/carers are encouraged to bring in sun screen and sun hat for their children.

Fire Procedure

The Out of School Club complies with the school's fire safety procedures. There is a fire blanket in the kitchen area and a fire extinguisher. All fire extinguishers are checked annually by the school.

Complaints

The majority of complaints can be sorted out at an early stage by the Club Co-ordinator. Complaints should be addressed in the first instance to the Headteacher who will investigate the issue with the Play Co-ordinator, Michelle Egan.

The Out of School Club will be included in the School Ofsted Inspection.

In the event of an emergency parents/carers can contact the club on the following numbers:-

0191 200 6350 Main School Telephone.



Monkhouse Out of School Club

Registration/Information and Consent Form

Child's full name _____

Full address _____ Post Code _____

Date of birth _____ Ethnic origin _____

Parent/Carer 1 _____

Home Telephone _____ Mobile telephone _____

Place of work _____

Work telephone _____

Parental responsibility YES NO

Parent/Carer 2 _____

Home Telephone _____ Mobile telephone _____

Full address (if different from above) _____

Place of work _____

Work telephone _____

Parental responsibility YES NO

Class _____

Please tick all the sessions that you usually book into the club.

Breakfast Club	7.30 – 8.45 a.m. – £5.00 with breakfast	8.15 – 8.45 a.m. - £2.00 without breakfast
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

If you book the 8.15 a.m session children will not be registered until 8.15 a.m. Anyone being admitted before will be charged the full morning rate.



Please tick all of the sessions that you usually book into the Club:

After School Club	3.30 – 4.30 p.m. £5.00 With snack	3.30 – 5.30 p.m. £7.50	3.30 – 6.00 p.m. £9.00
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Child Care Voucher Agency :

Name :

Address :

E mail :

Telephone No.

Please provide a name and address of another person other than the parent who may pick the child up:

Name

Address

Telephone Number

Password

In an emergency who should be our first contact?

1st Contact name, address, tel. no.....

.....

2nd Name, address, tel. no.....

.....

Name and address of your child's doctor

.....

Name and address of your child's dentist

.....

Does your child have any special needs? E.g. physical, behavioural or emotional needs

.....

.....

Does your child have any special dietary requirements?

.....

Does your child have any special cultural requirements?

.....

Does your child have any medical conditions?

.....

Does your child have any allergies e.g. bee sting, juice, peanuts etc.?

.....

Does your child have any medication for managing these allergies e.g. medicine, epipen etc.

.....

A protocol will be drawn up and shared with school or if one is already in place with school
this will be shared with the Club Yes / No



PARENTAL CONSENT

I consent to the following for my child:-

Collection from class at the end of the school day YES / NO

Use of child's own sun block YES / NO

It is the policy of the club to encourage outdoor play whenever possible. If you wish, sun block should be applied at home and not the club. (This must be provided by the parents)

Use of Elastoplast's YES / NO

Celebrations e.g. birthday cake, sweets, juice as a treat
Tasting unusual foods for ethnic festivals etc YES / NO

Watching PG DVD/VIDEO ETC. these are generally fit for viewing but in the case of a child under 12 years parental/carer consent is required. YES / NO

I am satisfied with all details supplied and agree to my child/children taking part in activities that may include short visits to surrounding areas and know of no medical reason why she/he cannot.

School information regarding photographs etc. will be adhered to in the Out of School Club.

In the event of an accident or illness I do/do not consent to my child being taken to a doctor/hospital and the management will make every effort to contact me immediately.

In the event of an accident or emergency I do/do not consent to staff signing a written consent form required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health, wellbeing and safety.

All information that is entered onto this form will be strictly confidential. Please complete and return to a member of our staff.

Parent/carers signature

Dated

Manager checked and signed

Dated



MONKHOUSE OUT OF SCHOOL CLUB BOOKING POLICIES AND PROCEDURES

NOTICE PERIODS

We require 48 hour notice for any cancellation of sessions. If we do not receive this notice the full session fee will be charged. If a child is booked into the Club and is absent or sent home from school, this would still be chargeable as staff have been employed on the basis of child to adult ratios.

LATE PICK-UPS

Monkhouse Out of School Club will finish at 6.00pm and all children **MUST** be collected by this time. If a child/children are collected after this time you will incur a further charge of £5.00 per child for every 15 minutes.

LATE PAYMENT CHARGE

Payment reminders. Late payment reminders will be sent out after 21 days. 3 reminders will be sent over a 3 month period. If payment is not made within that time then it will be put into the hands of the Small Claims Courts.

RETURNED CHEQUES

All returned cheques will incur a £10.00 charge, this will cover all bank administration charges.

FAILURE TO PICK UP

If a child/children has not been collected by 6.00pm and no contact has been made with the club through parent/carer, then the emergency contact number on the registration form will be contacted. If, after 30 minutes the child is still not collected, Front Door (Social Services) will be contacted on 0191 643 7979.



MONKHOUSE OUT OF SCHOOL CLUB PARENT/CARER CONTRACT AGREEMENT

Monkhouse Out of School Club would like to welcome you and your child/children to the setting. In order to provide the best service possible to all our users we have drawn up the following conditions of use to ensure the smooth running of the club.

Please read this contract carefully before you sign it. Should you feel unsure about any clause, please do not hesitate to speak to a member of staff and your query will be clarified.

1. The club will operate before school starts 7:30am-8.45am and after school begins at 3:25-6pm.
2. Children must be collected promptly at the end of each session/day because of insurance conditions. Please note that if your child is not collected until after 6pm then extra charge will be made of £5.00 per child for every 15 minutes.
3. Payment of fees - Please call in to the school office or pay directly in to the school bank account, details of which will be given to you separately. If payment is late then this may incur extra charges or exclusion. If payment is delayed by 21 days then this will result in the child/children being excluded from the setting until the outstanding balance has been settled. If after 21 days payment is still not received then this will incur a charge of 10% weekly of the outstanding balance.
4. Payment reminders. Late payment reminders will be sent out after 21 days. 3 reminders will be sent over a 3 month period. If payment is not made within that time then it will be put into the hands of the Small Claims Courts.
5. Children are not allowed to leave the premises unless accompanied by staff or their parent/carer. If you wish for your child to leave unaccompanied then you must sign a disclaimer form.
6. All parents must sign their child/children in for the breakfast session and out at the end of the after school session.
7. For the child/children's own safety, the club **MUST** be informed in advance by the parent/carer if the child/children are to be collected by any other person than themselves, we would ask parents/carers to sign a form with the persons details.
8. Parents/carers must ensure that the club has up to date contact numbers for themselves and emergency contact details. The club should be informed immediately of any changes.
9. Parent/carer **WILL NOT** park on the school site when dropping off or collecting children from the Out of School Club. I/we understand any misuse of this rule will result in further consequences as laid out in the terms and conditions of the Out of School provision.

10. Children who are ill or who have an infectious disease should not attend the club. In the event of infectious diseases please inform the club at once and they will inform you of the exclusion period set down by environmental health.
11. Staff within the club will only administer prescribed medication; this must be clearly labelled with the child's name, date of birth, name of medication and dosage to be given. In this instance, parents must fill in and sign a medication form.
12. I will ensure my child does not bring any valuables or money into the club as they cannot accept responsibility for loss or damage.
13. If your child/children shows anti-social behaviour towards staff or other children within the club, then this will be dealt with in a positive manner. Should the behaviour persist then parents/carers will become involved.
14. The club follows the school Safeguarding Children Policy.
15. I agree that I have read and understood and abide by the Policies and Procedures of the club

Signature of Parent/Carer _____

Full name (block capitals) _____

Date _____

Policy and Procedures File

As part of our aim to work in partnership with parents and or/carers, you are invited to read the school's policies and procedures.

PRICE LIST

Breakfast/ After School Sessions

Breakfast Club	7.30 - 8.45 a.m. - £5.00 with breakfast	8.15 - 8.45 a.m. - £2.00 without breakfast
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After School Club	3.30 - 4.30 p.m. £5.00	3.30 - 5.30 p.m. £7.50	3.30 - 6.00 p.m. £9.00
Snack Provided			