

# King's Academy College Park

## Kid's Club

### Parent / Carer Information



Telephone: 02392 663645

(Opt 1 for Kid's Club admin and enquiries)

(Opt 3 for emergencies outside of school hours)

Email: [contact.cp@kingsacademies.uk](mailto:contact.cp@kingsacademies.uk)

URN 144506

## **Introduction**

Kid's Club is an out of school club which caters for children from the local community who attend King's Academy College Park. It is situated in the portacabin building in the back playground of King's Academy College Park (Juniors). The entrance is in Lyndhurst Road where street parking is available. Access to the club is gained through an intercom system.

Opening times are before and after school from 7.30 a.m. until 5.30 p.m. term time only.

## **Mission Statement**

The aim of the club is to provide good quality childcare with the emphasis on play. The club is passionate about play and the importance it has in children's lives and their future development.

## **Ofsted**

We are registered with Ofsted and work within the EYFS statutory framework to ensure that high standards of childcare are met. We have spaces for 35 children in the morning and 60 children in the afternoon.

## **Staff**

All of the staff have extensive experience in caring for children and training is updated on a regular basis. All staff are DBS checked at an enhanced level. As a minimum, our staff to child ratio is 1 adult to 10 children.

## **Booking and registering**

Registration is essential and you will need to complete a registration form before your child can attend. These can be requested from the school office. Booking is via 'ScoPay' online. Children must have their sessions booked to be able to attend.



Payments are made via ScoPay, through your Government childcare account or Childcare voucher provider. Accounts must have enough credit for the sessions you wish to book. Sessions are booked one month in advance.

## **Charges**

Before school session - £5                      After school session - £8

Bookings outside of the scheduled online booking times will incur an additional charge of £5 per session.

## Late collection

Late collection of any child after 5.30 p.m. will be charged at a rate to cover the additional staffing costs.

Late by: 15 minutes - £5 fee

30 minutes - £10 fee

45 minutes - £15 fee

## Non-attendance

Please inform us at your earliest convenience if your child will not be attending a booked session for any reason. We must receive this notification from a responsible adult and not from the child.

Payment will still be required for all booked sessions.

We will not charge for booked sessions where an Inset Day, polling day or 'snow day' occurs.

## Tax credits

Tax credits are available in certain circumstances. For further information regarding help with childcare costs, please call 0845 300 3900 or visit the internet at [www.inlandrevenue.gov.uk/tax-credits](http://www.inlandrevenue.gov.uk/tax-credits)

POLICIES and PROCEDURES are available for parents to read in the reception area of the club. Personal copies are available on request.

We welcome your suggestions to improve any area of our service.

## Breakfast club

Breakfast Club opens at 7.30 a.m. Children can enjoy a light breakfast of cereal and toast with their friends and be in plenty of time to start the school day. The last breakfast is served at 8.20 a.m.



It is the parent's responsibility to ensure that children arrive safely and are registered by the staff to Breakfast Club daily. Parents must provide written consent to the club, if they wish for older children (from Year 3 upwards only) to sign themselves in.

At the end of Breakfast Club, the children in Years 4, 5 and 6 are allowed in the playground unsupervised to go straight to class. When King's Academy College Park (Juniors) starts, the children allowed in the playground make their own way to their classrooms with their class and Class teacher who have lined up at the sound of the bell. All other children (e.g. Year 3 and King's Academy College Park (Infants)) are accompanied into school by staff.

## **Kid's Club**

King's Academy College Park Junior school children come to the club directly after school has finished. Children are free to play from a wide range of activities including; indoor and outdoor sports, dressing up, art and craft, board games, Lego and den making. A drink and a biscuit are provided after school but you may provide your child with an additional snack if you wish.



Children from King's Academy College Park Infant school are collected from the Year 2 corridor, after school has finished and are brought to the club through the adjoining gate.

## **Inclusion**

We value individuality and each child's uniqueness and do our best to accommodate any special needs and / or requirements.

## **Children's behaviour**

We expect all children to follow our Behaviour Code which is based on respect, kindness and co-operation. Our on-going relationship with parents/carers is vital and we will communicate information about any unacceptable behaviour. In extreme circumstances, parents/carers may be requested to withdraw their child from the club.

## **Quality assurance**

We aim to provide good quality childcare where children have an opportunity to enjoy the benefits of play in a secure environment, and where you as a parent or carer, are confident that your child's best interests are being cared for. We are keen to continuously improve our service for the children and parents who use our club and value your partnership with us. We value your support and welcome your questions.

## **Child safeguarding/protection**

As safeguarding is our first priority, we are obliged by law, to report any concerns that we may have about children's safety to the appropriate authorities. Our Child Protection Policy and Procedures are based on the booklet 'Keeping children safe in education'. Our Designated Safeguarding Lead is the Kids Club Manager who is qualified in this area. All staff receive regular updates on safeguarding tra

