

## **Bovington Academy – Kid's Club Policy**

### **Introduction**

Kid's Club is run by Bovington Academy and exists to provide high quality wrap-around childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8 am – 8.45am and from 3.15pm – 5.30pm term time and current costs for each session can be obtained from the Academy Office staff. A copy of this policy is provided to all parents of children attending Kid's Club and is also available on the Academy website.

*All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.*

### **Admissions**

- Only children attending Bovington Academy are eligible to attend the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our Academy website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Staffing:**

The Principal will have ultimate oversight and responsibility for the club. In the absence of the Principal this will go to the next most senior member of staff. This will include matters relating to safeguarding, safety and behaviour.

- Administration and financial matters relating to payments will be run by the Academy office.
- Club Supervisor - This person will be responsible for taking the registers and planning and organizing the provision.
- Club Play Leaders\*- These people will be responsible for supervising, working alongside, playing and supporting the children.
- Bank staff- Additional staff will be recruited to cover sessions should a Play Leader be absent.

\*A suitably qualified member of staff will take responsibility for food prep.

### **Kid's Breakfast Club - £4 a session**

#### **Arrival and Departure**

Parents/Carers are required to bring their child *directly to the club*. You should enter the club via the Library/EYFS entrance.

Children will be escorted onto the relevant playgrounds at 8.30am by the Kids Club staff.

### Morning session: Daily Routine

- 8 am – 8.45am parents bring their children to Breakfast Club situated in the Hall/ Library and children's kitchen area where a range of activities are set out.
- 8.00 – 8.15 am Breakfast is served. Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast in the children's kitchen.
- 8.15am Choice of Wake and Shake active session in the hall/ outside or quiet activities & games in the library.
- 8.30am Active time on the playground
- 8.45 Preparation for registration
- 9.00 Start of the day

\*if your child arrives after 8.30am they need to be booked in at the main Academy Office. No breakfast will be served after 8:30am.

### Afternoon Kid's Club

**Session 1: £4      Session 1 & 2: £5.50**

Collection of Children

Kids Club children will go to the hall.

The club staff will take a register of all contracted children and will liaise with the class teacher/Academy Office to determine any reason why a child is not accounted for.

### Afternoon session

**Session 1: 3.15- 4.15    £4**

3.15pm – 3.30pm Arrival and register

3.30pm – 4.00pm Active Time: Outside activities, Dancing, Apparatus, Games, Construction, Computers etc.

4.00pm – 4.15pm Inside for snack (fruit/biscuit)

**Session 2: 3.15 – 5.30    £6.50**

5.00pm – Eat

Children can choose from a range of play and planned activities both indoors and outdoors (weather and season permitting).

Reading, Coding, Story, Games, Imaginative play opportunities, Hall activities.

5.30pm Club closes

### Departure

When a child is collected at the end of or during a session, *they must be signed out by a parent/carer or named collector* and the time recorded.

The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Parents must inform club staff if their child is going to be absent from club.

### Policy information.

The Kid's Club is - extended provision run by Bovington Academy. The Academy will undertake to ensure that all legal responsibilities are met (e.g. staffing contracts, health & safety, safeguarding and child protection, reasonable adjustments, insurance & governance). This will be achieved in the main by adjusting existing policies and procedures to cover this extended provision or where necessary rewriting and/ or developing new policy.

The club will continue to embody and develop the ethos and values of the Academy. There will be a focus on developing children's social and collaborative skills, fostering a love of reading and learning and developing wellbeing and independence through being active and embracing challenge and reinforcing a growth mindset of resilience.

## **Safeguarding and behaviour.**

Whilst at the club the children will be encompassed by the Academy safeguarding and behaviour policy and expectations. All staff will be employed and vetted by the Academy as employees of Bovington Academy. This will ensure that they have the correct clearances, qualifications and competences to work with children in this capacity.

## **Behaviour**

Children are expected to:

- Use socially acceptable behaviour – no biting, no hitting
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour
- Informing parents about individual achievements.
- Awards given out during Friday's 'Sense of Accomplishment' assembly assembly for exceptional achievements.

## **Dealing with inappropriate behaviour:**

Challenging behaviour will be addressed in a calm, firm and positive manner.

In the first instance, if necessary, the child will be temporarily removed from the activity.

Staff will explain why the behaviour displayed is deemed inappropriate.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

The Principal will be informed of significant incidences and if after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **First Aid**

All accidents will be recorded in the Academy accident book, accurately reported to the parents/carer upon collection and signed by a member of Kids Club staff.

Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during club sessions will be contacted immediately. If a child is sent home during Academy hours, the club will be informed of their absence.

## **Missing children**

The Academy site is a safe and secure place and during Kids Club sessions the usual perimeter security will operate to protect the security to and from the Academy.

In the extremely unlikely event that a child goes missing, the following procedure will be undertaken:

- Senior Academy staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### **Uncollected children**

If a child has not been collected by 4.15pm then **a fee of £3 per 15 minutes will be applied.** If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed. A charge will be levied for late collection. **A fee will be applied for late collection at the cost of £3 per 15 mins.** This charge will be made directly to the contracted parent

### **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule.

Fees are to be paid in advance, and payment is due for all booked sessions. If your child is unable to attend their booked session refunds are not available. The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the Academy Office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. All fees are payable via the online payment system (SIMS PAY).

### **Procedures for payment of fees**

A receipt will be issued when payment of fees is made via the online payment system. If payment is not received by the due date this may result in a parent losing their childcare place.

Parents should keep their receipts as proof of payment.

### **Complaints**

Should there be an aspect of the provision that a parent/ carer is not satisfied with or that has concerns these should be raised verbally in the first instance with the club Coordinator. If this does not resolve matters then an appointment can be made with the Principal to discuss concerns. If, following these actions there still remains outstanding then they can be put in writing to the Local Advisory Board who will follow the Academy complaints procedures.

***Policy updated: September 2019***

***Date of review: September 2020***