

Big Kidz

out of school club

It's the kidz place to be



It's the Kids Place to be!

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Big Kidz Out Of School Club.



Lickey End & Blackwell

Our premises are based in Lickey End First School. We have access to the field and school playing area and the school hall, which we use on a daily basis and in all weathers, where the children can play under supervision. The staff and children within the club work hard making the room welcoming and bright, displaying photos and the children's work and crafts.

At Big Kidz the staff are both qualified and experienced and strong links with the school.

Strong leadership and good teamwork create a friendly and calm environment where both staff and children feel secure and confident to progress through the play activities provided.

Being based in the school the children are taken to (if attending a breakfast session) and collected from their classroom ready for after school club. Once taken to the community room where we are based a register is taken.

Government Frameworks

As an out of school club registered with Ofsted we work towards the frameworks of:

- Early Years Foundation Stage Curriculum
- Every Child Matters

Staff complete detailed plans of activities using the children's suggestions and ideas. Every child has a key worker and a personal file, which is built on their likes, dislikes where the staff contentiously add ideas and activities to the individual child's preference.

Big Kidz Out Of School Club is registered with Worcestershire County Council and regulated by O.F.S.T.E.D.

It is a requirement that our policies and procedures which govern the way we run our club are set out by us in writing. These policies form an 'open document' and everyone is welcome to look at them, comment and make suggestions for improvement at any time. A copy of our policies and procedures can be found by the parent station.

We Comply with:

- Environmental Health & Health and Safety Regulations.
- Fire Drills are carried out on a regular basis

Thank you for requesting our prospectus. Having read it please come and visit our club. We will be more than happy to show you around. Should you like what you see why not take advantage free trial session?

Hours of opening & Cost:

Monday – Friday

Breakfast Club – 7.30 – 9.00 am £5.00

After School Club

Session 1 – 3.00 – 4.00 pm £5.00

Session 2 – 3.00 – 5.00 pm £7.00

Session 3 – 3.00 – 6.00 pm £9.00

Please note that collections from Blackwell your sessions are till:

4:15pm

5:15pm

6.00pm at the same rates as above.

One off sessions are charged at an additional 20p per session. Shift workers can reserve a space by paying a retainer fee of £5.00 each week where by £2.50 will be deducted from your bill.

We also collect from school activities finishing later than normal school day.

Collecting From Blackwell

We offer after school club only. The children are collected and transported to the Lickey End site where they can participate in fun filled activities. A requirement of one contracted Session a week is required.

Holiday Club

We operate most school holidays and provide a variety of fun filled activities and trips catering for every child's needs.

Sessions & Cost

All sessions snack and drinks are available. We ask that you provide your child with a cooled packed lunch.

8.30-1.00 = £13.50 – Breakfast Provided
1.00-6.00 = £13.50 – Tea time Snack Provided
9.00-3.00 = £17.00
8.30–6.00 = £21.00

You can also ask about our pick and mix session where you can choose any 5 hours for £15.00.

If you would like big kidz to provide a packed lunch an additional £2.00 each session is required.

Teacher Educational Days (Ted)

We also offer care during Ted days.

Costs:

7.30-6.00 = £21.00
9.00-3.00 = £17.00
Any 5 hours for £15.00

How Do We Share Information with Parents?

We do this by:

- Parent notice board
- Talking to parents informally on a daily basis
- Arranging mutually convenient times for more in depth cats
- Displaying an outline of planned activities for the week.
- Displaying the children's work
- Photograph in the club and on the website
- Regular news letters
- Parent questionnaire done annually to find out what we are doing well and where improvements can be made.

Staffing:

Photographs of the staff are displayed in the club with their qualifications and status.

Staff ratio is 1 Adult : 8 Children

Criminal Record Bureau Checks:

All Staff have been checked and hold CRB Enhanced Disclosures. All bank staff undergo CRB checks. However until this arrives complete, they are not allowed to be in sole charge of a child or children without supervision.

- Students and volunteers are not counted in staff ratio
- There are at least 2 staff on duty at all times
- Visitors to the club must sign the visitor's book.
- A member of staff is trained in first aid and remains on the premises at all times.

Parents/ Children - Arrival & Collection:

On arrival you will be asked to sign your child in. if you are not collecting your child we **must be informed in advance**. We ask that you write who is collecting your child/ren in the comments column when signing them in. Also inform a staff member. If later you decide someone else is to collect **you must telephone us and let us know**. A password will be required if this person is not known to the setting staff.

Staff, collecting children from school:

Lickey End:

Taking to school:

A staff member will take the children to their class rooms at 8.55 am where they will then be handed over the teacher or teaching assistant.

Collecting from school:

All children stay in their classrooms with their teacher or teaching assistant until collected by a club staff member. A register is sent out to each class on a daily basis informing the teacher of who is attending the club that day. It is the parent's responsibility to inform the club if your child is not attending a session. Also should your child be attending an additional after school club activity you are required to inform us in writing details of finish times, collecting points and duration of weeks the club is running for.

Blackwell:

Collecting from school:

The children will be met in the school playground by a Big Kidz club staff member where a register will be taken. The children will be given high visible jacket to wear and they will walk in pairs in a line to the motor vehicle where they will be transported to the Lickey End Site where another register will be taken again to ensure all children are allocated and safely in the club.

Jewellery:

We ask that the children do not wear jewellery to the club to ensure their safety. Only stud earrings are acceptable.

Lost Property:

Any items of lost property will be placed in a box in the cloakroom. We ask that valuables are not brought into the setting as the club cannot accept responsibility for damage or loss.

Mobile Phones:

It is the clubs policy that children are unable to use mobile phones while attending the setting. We ask that do not bring them to the club. Any mobile phones brought to the club shall be taken from the children and locked in a secure safety tin until the child/ren are collected to go home. This is to ensure the safety of all children.

Accidents:

A qualified first aider will treat any accidents. This will then be entered into the accident file for you to sign on collecting your child. In a case of serious accidents or illness the staff will do their best to contact parents immediately. If however they or named contacts on your registration form are unavailable a senior member staff will assume responsibility. In the best interest of your child a doctor of ambulance will be called. For more information please see our accidents policy and procedure.

Suitable Clothing – (holiday club & Ted Days)

Please do not send your child/ren in their best clothes, as it is the clubs aim to encourage the children to be adventurous with their play. This may lead to them returning home a little messy. Where appropriate we do provide protective clothing such as aprons for painting but it does not always keep their clothes entirely clean.

Should your child need special clothing such as wellies you will be informed prior to the activity-taking place so you can supply your own.

We use paint and glue from reputable educational suppliers, however it does sometimes stain clothing.

Sensible shoes are essential. During the summer months we ask that you provide sun cream and a sun hat in your child's bag. They will then be encouraged to put these on before going outside. The sun cream must be named to ensure that children are applying their own cream. (this also applies for after school club)

Sickness:

The club operates a **48 Hour Rule**. If your child has been ill (sick/upset tummy) we ask for a clear 48 hours after the last incident before returning to the club. This helps us to minimise the risk of cross infection to both staff and other children.

If your child becomes ill while at the club we will endeavour to contact the persons named on your child registration form. Please ensure that these contact details are kept up to date at all times.

Medication:

The club follows a strict medication policy and procedure to ensure that safety of children at all times.

- Only medication prescribed by a GP can be administered.
- Parents must give prior written consent with clear instructions. (Forms provided)
- No medications are to be left in the children's bags.

Healthy Eating:

We do encourage the children to eat healthily, and we provide a variety of snacks and drinks. We ask that you provide us with information regarding allergies etc on your registration form.

Breakfast – Toast & a variety of cereal

Lunch – Own packed lunch, see our leaflet regarding healthy options for packed lunches.

Tea Time Snack – Wraps, toast, beans, spaghetti, pasta, crumpets, pita pockets filled with a variety of fillings.

Snacks – Fruit, vegetables and biscuits these help to give the children energy throughout the day.

A variety of drinks are available throughout the sessions for the children to help themselves to.

In the table below are suggestions of what could be used to provide a healthy packed lunch.

Carbohydrates – slow releasing energy	Dairy – for healthy bones & teeth	Vegetables – Provides minerals, fibre & Antioxidants	Protein – for growth & repair	Fruit – Provides vitamins, minerals & Antioxidants
Wholemeal bread	Cheddar Cubes	Carrots	Chicken	Apple
Hot cross buns	Cheese Dips	Celery	Sausages	Pear
Malt loaf	Custard pots	Cucumber	Tuna	Banana
Nann Bread	Yoghurt	Lettice	Salmon	Tinned Fruit (not in syrup)
Bagels	Milkshakes	Potato Salad	Grilled bacon	Dried Fruit
Pitta Breads (wholemeal)	Fruit Mousse	Tomatoes	Hard boiled eggs	Oranges
Pasta Salad	Frommage Frais	Peppers	Bean salad	Kiwi
Potato Salad	Rice Pudding	Broccoli (raw)	Quiche	Pineapple slices
Couscous Salad	Mixed Cheeses	Cauliflower (raw)	Ham	Melon
Seeded Bread		Mixed salad leaves	Turkey	Pure fruit juice
				Fruit Smoothie

Useful Website on healthy Eating

www.foodstandards.gov.uk
www.nutrition.org.uk
www.dole5aday.com

Trial/visiting Session (Break fast and After School only)

Once your placement has been booked you will be given a choice of sessions to choose from where your child/ren can come and visit the setting. Here they will get a taster of some of the things they will be able to take part in when they begin their placement at the club. They will be introduced to the staff and be designated with a buddy to help and play with should they need one.

Compliments & Complaints:

At Big Kidz Out Of School Club we are always happy to listen to your suggestions and it is very nice to hear from you things you think we do well. We try our best to create a high quality setting where the children can be safe and happy at all times. Should you feel there is a need of concern we hope that you would share this with staff or management. It is our commitment to you that through discussion we could solve any problems you may have. Should you feel the need to take the matter further detailed information of how to do this can be found in our policies and procedures.

Policies & Procedures:

The clubs policies and procedures can be found on the signing in and out table for all to see and read. These documents are not to be removed from the setting but feel free to ask for a quiet area to read and discuss them with a staff member.

Accidents:

Any accidents (bumps, grazes etc) will be treated and entered onto an accident form, which you will be required to sign on collecting your child. In case of a serious accident or illness staff will endeavour to contact parents immediately. However if they or named contacts on your registration form are unavailable a senior member of staff will assume responsibility. In the best interest of your child a doctor or ambulance will be called. If you would like more information regarding this please ask take a look at the policies and procedures. A form will also be left in your child's bag informing you of the accident encase it is not possible for the form to be signed that day.

Fees:

We ask that to secure your place you pay a £20.00 holding fee, this is non refundable but will be deducted of your first invoice.

You will be invoice on the 1st of every month and all bills have to be paid by 15th of each month. Late payment can result in a £10.00 charge.

- Extra sessions are billed on a monthly basis.
- Represented cheques will incur bank charges at the current rate.
- Late collection after 10 minutes you will be charged for the extra session/s.
- Should you be late collecting your child after 6pm there is a fee of £10.00 every 15 minutes, for staff to stay to maintain the staff to child ratio
- On all contracted day you will have 3 days holiday where you will not have to pay for your childs place. It is the parent/guardians responsibility to book theses. These dates run from September till July.
- Ted Days Payment is due in advance. No refund is given should you decide that you no longer need the place.

In the unlikely event of the club should have to close outside our control, fees invoiced will not be reimbursed for the period in which such occurs.

The club is closed on all bank holidays, this you will not be invoiced for.

We reserve the right to increase rates as and when necessary, however 4 weeks notice will be given when doing so.

Notice or withdrawal or reduction in hours:

One calendar months notice of reduction in hours or withdrawal from the club is required in writing, or fees to be paid in lieu.

Should you require more information please pop in for a chat. We look forward to seeing you soon.



Making friends from community to community.