

Coundon Kidz Club Ltd

Welcome Booklet

2022-2023



**Kidz Club**

Welcome to Coundon Kidz Club Ltd, this booklet will tell you a little bit about us and what we do. We are a GOOD Ofsted registered Childcare facility based at Coundon Primary school, providing good quality childcare, for children aged 2 to 11 years old, all year round.

We operate a Before and After school club, morning and afternoon care sessions plus a lunch time club for nursery aged children, funded sessions for 2 -3 year olds and a holiday club that operates for 8 weeks a year for children aged 3 -11 years. Children must be attending Coundon Primary School (including nursery) to access our holiday club.

Coundon Kidz Club Ltd is registered under the Early Years Foundation stage and is committed to promoting the learning and development of those children in partnership with parents, carers and the school.

The Club telephone no is 02476600537 during club hours or on 07958382319.  
Our email address is [coundonkidzclub@yahoo.co.uk](mailto:coundonkidzclub@yahoo.co.uk)

## Staff and Qualifications

### **Owner and club co-coordinator- Liza Jones (Contact no. 07950948221)**

Btec Certificate in Childcare and Education  
Btec Advanced Diploma in Management Development for Early Years  
Cache Level 3 moving into out of school.  
Foundation degree in Early Years  
BA Honours degree in Early Years  
Early Years Professional Status  
Qualified Teacher Status  
Pediatric First Aid

### **Manager- Samantha Taggart**

NNEB in Childcare and Education  
NVQ Level 4 in Children's care, learning and development.  
Pediatric First Aid

Sam is the club manager and has overall responsibility for all our clubs. Sam is also our Safeguarding Lead Level 3 and the officer in charge of Health and Safety and Risk assessment. Sam is trained in all these fields.

### **Deputy Manager - Samantha Waterman**

NVQ Level 2 and 3 in Early Years and childcare  
Cache Level 3 in Play work  
Pediatric First Aid

Samantha (sammi) is our deputy manager and deputy Safeguarding Lead Level 3. Sammi is also our Special Educational Needs and Disabilities Officer. Sammi receives regular training in this field.

### **Deputy manager -Tracy Mulhern**

NVQ level 3 in children's care, learning and development.  
NVQ level 3 in Play work.  
Pediatric First Aid

Tracy is our deputy manager and deputy safeguarding lead level 3 and the officer in charge of Inclusion.

Tracy is the room leader for Caterpillar Room (2-3 year olds).

### **Early years key person- Baljit Bening**

NNEB in Childcare and Education  
NVQ Level 2 in Play work  
Pediatric First

Baljit is our Behaviour Management Officer and room leader for little kidz club.  
Baljit is a keyworker in wraparound.

### **Early years key person - Charlotte Atkins**

VQ Level 2 and 3 in Childcare and Education.  
NVQ Level 2 in Play work.  
Pediatric First Aid

Charlotte is our EYFS out of school leader  
Charlotte is a key worker in wraparound

**Early years key person- Jill Green**

Nvq level 3 in childcare and education  
Pediatric first aid  
Jill is our key person in the pm wraparound

**Play Worker - Theo Carr**

NVQ Level 2 in Childcare and Education.  
NVQ Level 2 and Level 3 in Play work.  
Pediatric First Aid  
Theo is our First Aid and Fire officer and room leader for years 1-6 before and after school

**Play worker- Michelle Crane**

Btec National Diploma in Early Years and NVQ 4 in Children's Learning and Development.  
Pediatric First Aid  
Michelle is our play worker after school

**Early years key person- Kayleigh Garner**

NVQ level 4 in early years  
Pediatric First Aid  
Kayleigh is a key person in Caterpillar room.

**Play worker- Sam Roberts**

Cache level 3 diploma in children and young people's workforce.  
Sam is currently attending university 3 days a week and works in our before and after school club.

**Play worker-Sarah Swann**

Sarah works in our before and after school club.

**Play worker-Charlotte Pritchard**

Level 3 in early years childcare  
Charlotte works in our caterpillar room

**Play worker- Jessica Taggart**

Level 3 in early years childcare  
She will be working in our before and after school club

**Cleaner/year 5/6-Julie Piff**

Level 2 in early years childcare  
Julie is our onsite cleaner  
Julie works before and after school in with years 5 & 6

We endeavour to have all our staff trained up to a minimum level 3 in childcare and education and in First Aid and Food Hygiene at all times.

## Opening Times and Fees (2022/23)

We charge an Annual Registration Fee of £5.00 per child that runs from September 2022 to September 2023 this fee is required with your registration forms.

If your child is accessing our funded caterpillar room then the registration fee is not required as we claim government funding the term after your child is 3 or 2 year old funding if you meet the criteria. You will need to complete a parent funding agreement form every term. This is extra to your admission form.

### Term Time

#### **Before School**

7.45 – 9.00 am **£4.50** per session including breakfast

#### **After School**

3.15 – 4.15 pm **£5.50** per session including snacks

3.15 - 5.45 pm **£7.50** per session including snacks

### Nursery children

#### **Before nursery**

7.45 – 9 am **£4.50** per session including breakfast

#### **AM**

9-12.30 am **£18.00** per session including snacks – Those in receipt of 30hours Funding are only required to pay £3.00 per session for lunch time (lunch is not included)

#### **Lunch**

12.00 am - 12.30 pm **£3.00** per session

#### **PM**

11.30 – 3.00 pm **£18.00** per session including snacks – Those in receipt of 30hours Funding are only required to pay £3.00 per session for lunch time (lunch is not included)

#### **After nursery**

3.30-4.30 pm **£5.50** per session including snacks

3.30-5.45 pm **£7.50** per session including snacks

### Caterpillar Room funded children

Our sessions run 9 am -12 noon or 12noon -3.00pm

15 hours will be funded by the government for all 3 year olds from the term after their 3<sup>rd</sup> birthday.

Any additional hours requested are payable at a fee of £15 per session. 30 hours funding will be available to eligible parents.

2 year old funding is also available please follow this link to check eligibility.

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

### Holiday club

8.00am-5.30pm **£25.00** per day

8.00am-1.00pm **£15.00** or 12.30-5.30pm **£15.00**

### **Important information about opening times and fees**

It is important that parents and carers collect their children on time **5.45pm**. term time and **5.30 pm**

for holiday club.

If you are going to be late collecting please telephone the club so that arrangements can be made for the school to be kept open and staff to remain with the child. We can also then reassure the child of the reason for the lateness.

**There is a £5.00 per 5 minute penalty for all late collections. The first penalty will be applied at 5.55pm. Persistent late collections may jeopardise your child's place at the club.**

Weekly payments must be paid at the beginning of each week (Monday) by cash or cheque to **Coundon Kidz Club Ltd** and handed into the office in the family centre. All payments must be signed for. Payments can also be made by monthly standing order at the beginning of each month or by salary sacrifice vouchers tax free via your employer. Please ensure if you are usually paid at the end of each month you make payments to us at the beginning of each month.

Holiday club fees must be submitted on booking. (post dated cheques will be accepted and will not be cashed until the start of the holiday).

**All booked places must be paid for even if your child does not attend. Fees must be kept up to date. Failure to keep up to date will result in your child's place being withdrawn and a possible late payment fee being added to your account.**

Parents are encouraged to look into claiming back their childcare fees through the children's tax credits from the Inland Revenue.

**It is extremely important that you notify the club if your child is not going to be attending this is particularly important after school as we must implement our lost child procedure if your child is not there when the club goes to collect them. Will except notification in writing, by email, by phone or by text message from the parents' mobile only.**

## Our Clubs

### **Before and after school club for children in Nursery and Reception (foundation Stage)**

Our youngest children (Little Kidz) have their own room attached to the canteen. We follow the EYFS for this club, working in partnership with the school nursery and reception class. We use the planning from nursery and Reception to enhance the children's learning through their play. Further information for parents about the EYFS can be found on [www.gov.uk/early-years-foundation-stage](http://www.gov.uk/early-years-foundation-stage). We make Observations of the children's learning at the club and share these with the teachers and have a book that records what the children have been doing. We also plan play activities based on our observations and discussions with the children about their likes and interests. We are a play based setting and value play as essential to a child's learning and development.

### **Before and after school club for children in years 1,2,3,4,**

Big Kidz are based in the school canteen. We use this area and also have access to secure facilities in the George Miles family centre and garden area. We have lots of space to provide a variety of both planned and free play opportunities, crafts and cooking. We also have opportunities for the children to do reading and spellings after snack if requested.

### **Before and after school club for children in years 5 & 6**

This club is based in the training room with access to the playground and computer room. The children have lots of opportunities for planned and free play activities.

### **Wrap-around (nursery children)**

Our wrap around sessions give working parents with Nursery aged children access to full time childcare at Coundon primary school. Kidz Club is the perfect environment for your child to enjoy a fee paying play session before or after attending the school nursery. Your child can enjoy a variety of organised play activities in and outdoor. We work closely with the school nursery to provide consistent care and education for your child under the Early Years Foundation Stage. We use Nurseries planning to plan our own play based activities that will enhance the learning they have been doing in Nursery. To assess the children's development we now use the Tapestry online assessment tool. Children will need to bring a packed lunch with an **Ice pack**.

### **Lunch Club**

Our lunch club provides an extension to the schools nursery sessions by inviting children to come to lunch and play with us either before or after their school nursery session.

### **Funded sessions (2 – 3year olds )**

Our funded sessions provide care for those children who are not yet ready to access the school nursery or are awaiting a September intake. They have their own room in the George Miles Centre providing a safe and secure area for a variety of activities both inside and outside. We follow the Early Years Foundation Stage making observations of the children's learning and recording them in children's individual learning journals and on the Tapestry online assessment tool. We plan a variety of both free play and adult led, age appropriate, activities that will help prepare the children for Nursery the following September.

## Parent information: guidance for children's learning

We have some useful websites listed below that you can access to help your children with their learning and development. We use these sites in planning for your children's learning.

- <https://hungrylittleminds.campaign.gov.uk>
- <https://www.earlymovers.org.uk>
- <https://foundationyears.org.uk/wp-content/uploads/2021/09/What-to>.
- <https://www.coventry.gov.uk/children-families/ready-steady-grow>
- <https://birthto5matters.org.uk/parents-as-partners>

## Holiday Club

Our holiday club is open for 8 weeks of school holidays. We provide breakfast and afternoon snack and ask you to provide a packed lunch. **All grapes, sausages, cherry tomatoes should be cut into quarters to avoid choking.**

We do lots of fun activities including themed days, dressing up, face painting, arts and craft, walks and trips out. We are a play based setting offering children a wide variety of play activities that will promote their wellbeing. We ask you to dress the children in old clothes as activities can be messy. Children should wear sun protection during the summer holidays and warm clothes during the winter as we like to get outside as much as possible. We ensure we display our timetable each holiday so you can see the activities provided. Children are encouraged to contribute to the timetable and are consulted during each holiday club in order for us to plan for the next. Payment for holiday club places is required on booking.

## Holiday Club Dates for 2022/23

October half term Monday 24<sup>th</sup> October – Friday 28<sup>th</sup> October 2022

Closed Christmas

February half term Monday 20<sup>th</sup> February – Friday 24<sup>th</sup> February 2023

Easter Monday 3<sup>rd</sup> April – Thursday 6<sup>th</sup> April and Tuesday 11<sup>th</sup> April – Friday 14<sup>th</sup> April 2023

May/June Half Term Tuesday 30<sup>th</sup> May- Wednesday 2<sup>nd</sup> June 2023

Summer 31<sup>st</sup> July – 25<sup>th</sup> August 2023

## General Information

### Admissions

Kidz Club is open to all children attending Coundon Primary School during Term Time during the school holidays. Before your child attends you will be asked to call in, have a look around the club and meet the staff with your child. You will then be asked to complete an admissions form and emergency medical treatment form ensuring we have all your child's details including any medical or dietary needs and pay the annual registration fee of £5.00.

Please ensure you are open and honest about any support your child will need while at the club as we want to ensure we meet each child's needs as best as we can.

You are advised to take this opportunity to look through the clubs policies and procedures, which are always on display on the parent's registration desk. Parents and carers of those children in reception and Nursery are also asked to stay with their children while we go through the induction process to ensure your child settles nicely in to the club.

Our before and after school sessions are very busy and we do operate a waiting list.

### Safeguarding Children

At Coundon Kidz Club we know that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm, therefore the staff will act quickly and responsibly in cases where abuse is suspected. All staff are trained in recognizing signs and symptoms of abuse and the procedures to follow. We will share information with the school in all matters that concern a child's protection and will report to or seek advice from Social Care when needed.

We ensure our Safeguarding policy and procedures are in line with the local Safeguarding board guidance and procedures and the government guidance.

[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2).

We are committed to supporting our families that may be having difficulties and all managers have received training in the Common Assessment Framework which enables us to work together with other agencies and engage support for our families.

The use of mobile phones is not permitted in the George Miles centre and we ask parents and carers not to use them when entering the club.

Our Full Safeguarding children's policy is displayed on all our welcome boards.

### Data protection and confidentiality

At Coundon Kidz Club Ltd we use the information you give to us within the club with your permission. We follow all GDPR regulations and will ask your permission before holding or sharing any of your information. All information is kept securely within the centre and is kept locked at all times. There is certain information that is needed to be kept by us for a period of time after your child leaves us. Please see our data protection and GDPR policy.

### Special educational needs and disabilities

At Coundon Kidz Club Ltd we recognize that some children have special educational needs and /or physical disabilities, that require particular support and assistance and we understand the importance of early assessment and intervention to ensure children's individual needs are being met. We will assess the individual needs of each child prior to them starting at the club in consultation with the parents. We will make reasonable adjustments to ensure children can access

the service and are made to feel welcome.

Where one to one support is required we will assist parents in accessing funding required to provide additional care where it is available.

In Kidz club we have our own SEND coordinator Samantha Waterman and are supported by the school SEND coordinator and local authority SEND coordinator.

Kidz club will always work in partnership with the parents, carers and school to ensure every child is supported to ensure their individual needs are being met.

### **Behaviour**

At Coundon Kidz Club Ltd we actively promote positive behaviour with praise and rewards. We operate different reward schemes, according to the age of the child, that encourages positive behaviour. All incidences of negative behaviour will be recorded and reported to the parents so strategies to prevent further incidents can be discussed. If your child receives 3 incident forms in the same term you will be asked to come in and discuss this with the staff and the exclusion policy may be implemented as a last resort. The children are encouraged to set their own Kidz Club rules annually which are reviewed each term and displayed. Our rewards include 'Star of the week' and 'Kidz Club Ambassador's' If you have any comments or concerns about your child's behaviour, please talk to our Behaviour officer Baljit Benning.

### **Parental Involvement**

At Kidz Club we value the input and opinions of all parents and carers and strive to provide a service that suits all. We have a comments and complaints forms located on the front desk at all times and any comment or complaint will always be acknowledged and acted upon. We also send you an annual evaluation sheets so we can gain feedback on our service, identify areas that may be in need of improvement and help us meet your needs but these are displayed all year round for you to use and make comment. We produce a termly newsletter to keep you informed of club goings on and any events you may wish to attend. Parents and carers are always welcome to come and join our activities.

For those children in the Foundation Stage we collect evidence in a portfolio for the children in wraparound and contribute evidence of your child's learning at the club to the learning Journey books that are kept with the nursery and reception class teachers.

We use the online Tapestry learning log, which you will receive your own personal log in to see what your children have been doing whilst in Kidz club and can contribute children's learning at home.

### **Activities**

Kidz Club has an ideal environment for our club with a kitchen area, quiet area, tables and floor space for all kinds of activities. We have a computer room, T V, play station, tabletop games, drawing, cars, construction, books, home corner, as well as daily planned activities such as art, craft or cooking. We also have access to the large sports hall for team games, sports and dancing and access to the secure playground with play equipment for outdoor games. The children are actively involved in the planning of activities through consultation. We also encourage the children to bring in their ideas from home for our different themes and celebrations of each other's cultural festivals.

You may wish to bring in an old shirt for art and craft or old shoes or trainers for outdoor activities.

Activities for the Foundation stage Children are planned along side the learning the children are doing in the classrooms or from observing the children at play and planning to promote their

learning and development through things they enjoy and are showing interest in.

### Snacks and refreshments

All our breakfasts and snacks are selected and prepared to meet the dietary needs of all the children at the club. We display our dietary information for parents and carers should your child have any allergies. We Endeavour to make our breakfasts and snacks healthy, nutritious and varied and actively promote healthy eating. We provided breakfast from 8.00 until 8.20 am and snacks during the morning wrap-around and evening sessions. All children must wash their hands before eating and can bring in a tooth brush to clean their teeth after breakfast.

#### Example snack menu

<b>Breakfast 7.45-8.20am</b>	<b>Wraparound snack</b>	<b>Afternoon snack 3.30pm</b>
Cereals	Fruit	Spaghetti/beans on toast
Toast	Yoghurt	Sandwiches
Crumpets	Dried Fruit	Crackers
Fruit	Bread sticks	Pasta
Yoghurt	Milk	Pancakes
Milk	Water	yogurts
Water		Milk
Juice		Water

An allergen chart is available to see on our parents notice board. This gives advice on allergens found in the food we provide.

**All children bringing a packed lunch should have an ice pack in them to ensure they are kept cool and fresh. Lunch boxes should not contain fizzy drinks or sweets. All grapes, sausages, cherry tomatoes should be cut into quarters to avoid choking.**

### Our Policies and Procedures

Our policies and procedures are always displayed in the George Miles Family Centre, they are regularly updated and reviewed and copies are available on request

We strongly recommend parents have a read through them. They are as follows:-

- Quality commitment statement
- Settling in
- Arrivals and departures
- Care, learning and play
- Involving and consulting children
- Physical environment
- Equipment
- Health and safety
- Risk assessment

Site security  
Fire safety  
Visits and outings  
Health, illness and emergency  
Hygiene  
Infectious and communicable diseases  
Smoking, drugs and alcohol  
Food and Drink  
Equal opportunities  
Dealing with racial harassment  
Special needs  
Behaviour management  
Bullying  
Suspensions and exclusions  
Partnership with parents  
Uncollected children  
Missing children  
Complaints procedure – displayed on all notice boards  
Safeguarding Children – displayed on all notice boards  
Documentation, information, and confidentiality  
Admission and fees – displayed on all notice boards and given to parents on registration  
Data protection – a copy given to parents on registration.

### **Complaints Procedure**

Any complaint you may have can be made either to the club manager, Samantha Taggart on 07958382319, the club owner Liza Jones on 07950948221 or complaints can be made directly to **Ofsted** on **0300 123 1231**.

Our complaints procedure is displayed on our parents notice board