

Notes



WASPS Out School Club

*A warm and safe
environment where
children aged 3 to 13
learn, grow and have
fun!*

TERMS AND CONDITIONS BOOKLET

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**WASPS Out of School Club is based at Standon and Puckeridge Community Centre, Station Road, Puckeridge, Hertfordshire SG11 1TF.
Telephone 07904391133.**

Our Mission Statement

We aim to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely. We help children to develop responsibility for themselves and their actions and to become competent, independent and co-operative individuals. Playwork is about children learning through play and having fun at the same time.

Our Club aims:

- * Encourage children to have a positive attitude and respect for both themselves and other people.
- * A programme of activities that is interesting, educational, stimulating and fun and that put the needs and safety of children first.
- * Activities that promote each child's social, physical, moral and intellectual development.
- * Access to a variety of facilities and equipment under safe and supervised conditions.
- * A staff team that is experienced, well trained and properly supported.
- * Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- * An environment free from bullying and discrimination in any form.
- * Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children by listening and responding to their views and concerns.
- * Offer inclusive services that are accessible to all children in the community.

Opening Hours:

Breakfast Club

Monday to Friday (Term time only) 07.45am to 08.50am.
(We leave the hall at 08.30am to take children to school for registration at 08.50am). If parents need children to be dropped off at 7.30am this can be arranged.

After School Club

Monday to Friday (Term time only) 3.15pm to 6.15pm. We also collect children from SPINS Nursery at 2.15pm.

Holiday Play Scheme

Monday to Friday through some of the School holidays. Opening times are 8am to 6pm. Please ask for dates.

Arrivals and Departures

On arrival, a member of staff will immediately record the child's attendance in the

Fees for Breakfast Club

07.45 to 08.50am (including walk to school)	£7.50
07.45 to 08.50am (occasional basis)	£9.00
07.30 to 07.45am (early drop off)	£2.00
Walk back to SPINS Nursery at 08.50am	£1 extra

Fees for After School Club

3.15 to 5.15pm	£13.00
3.15 to 5.15pm (occasional basis)	£15.00
3.15 to 6.15pm	£17.50
3.15 to 6.15pm (occasional basis)	£19.00
Collection from SPINS Nursery at 2.15pm	£4.50
Collection/Take to clubs on site after normal school hours	£1 extra
Collection of children by car from St Thomas of Canterbury And Jenyns School	£2 extra
Late collection of a child after £6.15pm/6pm Play Scheme	£15
Failure to notify club of child absences daily	£2 extra
There is a 10% discount for 2nd child if you have 3 or more attending.	

Fees for Holiday Play Scheme

8am to 1pm	£12.50
1pm to 6pm	£12.50
8am to 6pm	£24
If more than 1 child per family attending the amount will reduce by £1 per child per session.	

Please note all fees are per child per day except late collection fee which is per 15 minutes or part thereof. Further details can be found in our Admission and Fees Policy.

For parents who do not collect their child by 5.15pm as stated on their signed contract, please note that you will be charged for the next hour on an occasional basis unless you have informed us 1 week in advance you will be late on that day. Eg. Current contract 3.15pm-5.15pm you will pay £13.00—parent collects at 5.20pm—you will be charged an extra £6 so total to pay for that day will be £19.00.

Fees are due on the 1st of the month in advance, for all sessions booked. Invoices will be handed out or posted on the first day of the month allowing 1 month to pay the following months fees. Late payment of invoices will incur a penalty of £1 per day. The Proprietor has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the club being suspended or terminated.

On their first day they will be introduced to staff and children at the Club and if needed a 'buddy' will be assigned who will be supervised by a member of staff. The child will also be assigned a key worker who will be the child and parent/carers first point of contact. The key worker will assist the child in settling in.

Partnership with Parents

We believe that children benefit most from our Club when parents/carers and staff work together. It is our intention to support parents/carers as their children's first and most important educators and to involve them in their children's education. We also aim to support parents in their own continuing education and personal development.

- * We ensure that information about WASPS is accessible to all parents in written and spoken form.
- * We describe our Club and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations, carers and child minders.
- * We ensure that all parents/carers are aware of our policies and procedures and are able to view these if they wish to.
- * We encourage parents/carers to play an active part in the Club by welcoming them in and by maintaining that we are approachable at all times.
- * We ensure that parents are aware that we hold records regarding their children and that they are able to view them if they wish to.

Notice Period

The Proprietor will exclude from WASPS on 24 hours notice:

- * Any child who is ill and therefore unfit to attend the Club. Please do not send your child to the Club who is ill and therefore unfit to attend. We would be grateful if you could notify us of any illness concerning your child as soon as possible. For incubation periods concerning named illnesses, please refer to the our Infectious Illness Policy.
- * Any child who persistently bullies or behaves aggressively towards any other child or member of staff.
- * Any child who is unable to accept discipline from the Manager and staff such that, that child's behaviour affects the pleasure or safety of other children or the smooth running of the Club. Please refer to the Suspensions and Exclusions Policy.
- * Parents who consistently pay their invoices late or are in arrears of more than 1 month.
- * Four week's notice in writing is required if you wish to withdraw your child from the Club.

daily register, including time of registration.

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the Child Record of Information Form and should also know the password as given by the parent on this form. Only adults (aged 16 and over) and with suitable identification will be authorised to collect children.

If for any reason you are going to be late to collect your child then please try to inform us by telephoning 07904391133 so that we can reassure your child that you are on your way to prevent them from becoming worried. Please note that parents who fail to collect their children by 6.15pm will be charged £15 per 15 minutes or part thereof. If a parent does not inform us that they are going to be late please be aware that after 30 minutes our Uncollected Child Policy comes into force and we will contact Social Services for advice.

Discipline and Behaviour

We aim to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. When children behave in unacceptable ways, we help them to see what was wrong and how to cope more appropriately. We never send children out of the room by themselves as punishment. We never use or threaten physical punishment such as smacking or shaking.

We believe that children flourish best when they know how they are expected to behave and should be free to play and learn without the fear of being hurt or unfairly restricted by anyone else. We work in partnership with parents and regularly inform them about their children's behaviour. We work to address recurring unacceptable behaviour, using objective observation records to help us understand the cause to decide how to respond.

Sickness

Parents/carers are required to keep their children at home if they are unwell and to inform us of the nature of the illness. Any infectious disease that a qualified medical person considers notifiable will be notified to Ofsted. Any child who feels ill or in distress will be comforted and the illness assessed. If a child's illness may be contagious, we will be aware of their environmental and personal hygiene and they will be isolated from the other children if necessary. Parents/carers will be informed by telephone and will be required to collect their child immediately. Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during a session, children should be encouraged to take personal responsibility where appropriate. If staff are required to administer medicine then an Administering Medicine Form needs to be completed at the start of the session.

Safeguarding Children

We aim to provide a safe environment free from abuse and fear, for all children in our care. Adults are to be aware at all times of children's needs to be independent, and encouraged to make their own choices about how to express their feelings enabling them to become self confident and aware of their rights and needs to be safe and in charge of what happens to their bodies.

We adhere to appropriate ratios as set out by Ofsted and do not allow a member of staff to be in isolation with children. WASPS Safeguarding (Child Protection) Children Policy complies with all relevant legislation and other guidance from the Area Safeguarding Children Committees. Staff are made aware how to protect themselves and to not allow themselves to be in a vulnerable situation. All staff attends Safeguarding Children training and have formal interviews, two references and enhanced Disclosure and Barring Service (DBS) checks to verify their suitability before commencement of employment.

Special Needs/Disabilities

- * We identify the specific needs of children with special educational needs (SEN/disabilities) and meet those needs through a range of strategies.
- * We work in partnership with parents and other agencies in meeting individual children's needs.
- * We monitor and review our practice and provision and, if necessary make adjustments.
- * We ensure that our environment is suitable for children with disabilities.
- * We ensure that children with SEN/disabilities are involved at all stages of the graduated response, taking into account their levels of ability.
- * We ensure the privacy of children with SEN/disabilities when intimate care is being provided.

Care, Learning and Play

The programme of activities and the atmosphere at our Club aims to encourage confidence, independence and enjoyment. Our work has, at its core, the aim of enabling children develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

WASPS will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of children. Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over their Club.

Complaints and Compliments

WASPS believes that children, parents and staff are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our Club and will give prompt and serious attention to any concerns you may have regarding the running of the Club. We anticipate

that most of the concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, please put your concern in writing and send to the Proprietor. If this still cannot be resolved then please follow procedures in the Complaints and Compliments Policy to contact Ofsted.

Confidentiality

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality out of school care. We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children. We will follow these procedures:

- * Parents have ready access to the records relating to their own children only.
- * Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- * Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with people on a 'need to know' basis.
- * Personal information about children, families and staff are kept securely in a lockable file whilst remaining as accessible as possible.
- * Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Equality and Diversity

We aim to provide a secure environment in which all children can flourish and in which all contributions are valued. We include and value the contribution of all families to our understanding of equality and diversity. We provide positive non-stereotyping information about different ethnic groups and people with disabilities. We always aim to improve our knowledge and understanding of issues of equality and diversity to ensure that all children are included in activities at our Club.

Settling In

All children are unique and the amount of time that a child takes to settle into our Club can vary. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment. The Club strongly encourages parents/carers to visit the premises with their child during the week before they are due to start. Children will be informed about the Club's routines and the programme of activities. They will be shown around and have rules and procedure explained to them and they will be encouraged to ask questions. They will be told about the fire evacuation procedure and location of fire exits.