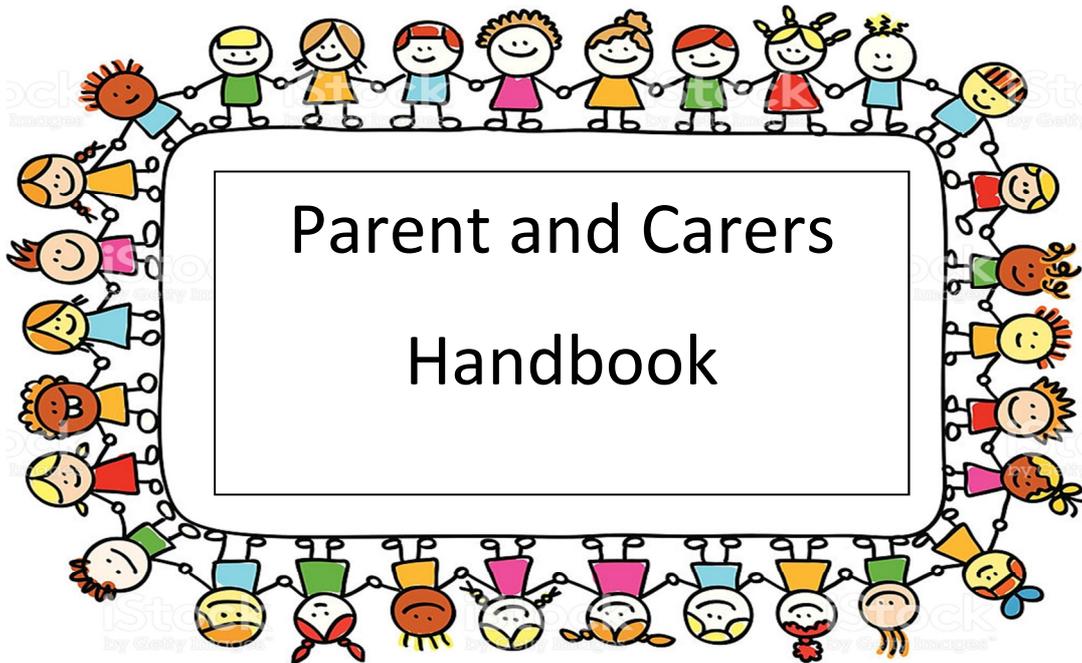


# Kingfisher Club



Thorndown Primary School Breakfast, After School and Holiday Club



Kingfisher Club is governed by Thorndown Primary School and aims to provide care and play for children before, after school and during the holidays, in friendly and secure environment.

Kingfisher club is located in the Infant building and can be accessed by the double white doors.

Kingfisher Club is also subject to Ofsted requirements for Early Years Foundation Stage (EYFS). Observations and information sharing with the school help the development of all Early Years children. We encourage play, which in turn aids development in all children of all ages.

## **Opening Times**

Breakfast Club: From 7.30am – handover to Primary School staff at 8.50am

After School Club: Collected from the school staff at 3.15pm to 6.00pm

Clubs will run during term time and training days. Holiday Club dates will be advised.

## **Joining and using the club**

The club has a membership fee of £10 per child. A Registration Form, which can be obtained from the Manager or School Office, must be completed for each child (this is a legal requirement). If any of the details change on the form during the year you should make the Manager aware. Please contact us if you would like to visit the club before registering.

### **After you have joined and registered you can book to use the club by**

- **Telephoning the club mobile: 07597 271439**
- **Email: [kingfisherclub@thorndown.cambs.sch.uk](mailto:kingfisherclub@thorndown.cambs.sch.uk)**

Bookings for the club are completed on an annual basis, or when registering, and payment will be required 1 month in advance. If your child is ill and unable to go to school please let us know. Charges will still apply as the place has been booked and is not available to another child. Please note, that if a medical appointment occurs during a booked session, the fees are still payable.

It is **vital** that we know who is coming to use the club each day so **cancelling a place that is no longer needed is essential.**

**If a place is no longer required the 4 weeks notice is to be given.**

All children must be registered to use the club.

**The club has a mobile phone for emergency use during club hours and messages can be left outside these hours. Only named person/s on the registration form can collect your child/ren if you are unable to do so.**

## Breakfast Club

Breakfast club doors will be opened at 7.30 am every morning. Children should be accompanied into the club where a parent/carer must sign each child in every morning.

Breakfast is available until 8.25am – please let staff know if your child will need breakfast when you book. If children are late for breakfast then bread, fruit, raisins, and cereal will be on offer. We ensure that children have eaten before they attend school.

Children are handed over to their class teacher at 8.50am

**Fees: All booked places are payable**

**£5.00 per session**

**In case of illness please notify the club as soon as possible**

**Tel: 07597 271439**

**Email: [kingfisherclub@thorndown.cambs.sch.uk](mailto:kingfisherclub@thorndown.cambs.sch.uk)**

## After School Club

Children will be collected directly after school by Kingfisher Club staff at 3.15pm. They will also collect from any extra-curricula activities arranged on the school premises. Please advise staff if your child/ren attends an extra-curricula club and the time that they will need collecting.

**Fees: All places booked are payable.**

**£9.00 per session**

**All children must be collected by 6pm.** Late collection threatens our registration and will be charged for at a penalty rate of £5 per 15 minutes, or part thereof. Persistent offenders will be advised in writing by the Primary School and also charged a penalty fee of £15 per occurrence.



## **Activity Sessions**

### **Kids club cooking sessions**

Our Kids Club Cooking sessions are all about creating delicious fun for everyone! Cooking and food are an important of our everyday life, and our cooking session offers a great way for kids to get involved in the kitchen and learn basic skills that will last a lifetime.

Our cookery sessions offer the opportunity for children to learn and practise practical food skills. Through the cookery club, we encourage the children:

- Enjoy cooking;
- Enjoy eating the food they make;
- Learn basic food skills;
- Apply food hygiene and healthy eating messages.

With a balance of sweet and savoury recipes from delicious orange chocolate truffles to ciabatta pizza faces we focus on making cooking an exciting and delightful way for children to learn food is fun! Teaching children about cooking, kitchen safety and nutrition too.



### **Kids Art & Craft**

Children love art, craft and messy time but don't always have the opportunity to explore and experiment with the freedom they desire. Adults can be afraid of the mess whereas children are not!

Taking part in our Kids Art & Craft activities encourages children to:

- Freely explore a wide variety of materials and techniques
- Learn, through creativity and experimentation,
- Feel good about themselves and their abilities
- Learn that it is process and not the product that is the way to having fun!
- Learn about the world around them with seasonal themes
- Developing small motor skills and hand/eye co-ordination
- Take part in a unique learning experience

Activities available every week, are designed to fit in with our themes, and include:

- Painting – watercolours, finger painting and stencilling
- Drawing, colouring and cutting skills
- Collage crafts
- Seasonal card and gift making, and more.

## **Staffing**

We need emergency helpers for when staff are ill or need time off, and always welcome both voluntary help and paid emergency help, for Breakfast Club and After School Club. Please speak to the manager if you would be able to help occasionally.

## **Billing**

Parents will be advised monthly of payments due, by Schoolcomms messaging system.

Payments are to made either on the Gateway (as for trips & lunches) or by childcare vouchers. The school have registered to accept childcare vouchers with the following companies:

### **Busy bees**

<b>Fideliti</b>	<b>THO076C</b>
<b>Kiddicare</b>	<b>N108834</b>
<b>NW Brown</b>	
<b>Sodexo / Allsave</b>	<b>876641</b>
<b>Edenred</b>	<b>P21180834</b>
<b>Computer share</b>	<b>0025499581</b>
<b>Government Voucher Scheme</b>	

**If your voucher scheme is not listed then please speak to the school office**

The club is happy to supply information about childcare aid via Child Tax Credit (and replacement schemes) or to accept childcare vouchers. Low income and single parent families should get in touch to see if any special arrangements can be made for payment.  
**Ofsted URN 136814.**

**If a place is no longer required then 4 weeks notice is to be given**

## **Kingfisher Club and the School**

If your child is in Reception or KS1 and you book for use during the week, please let your child's class teacher know that your child will be coming to the club. It is vital that the school know where children are going after school, so please remember to cancel bookings if you no longer need them.

Parking on site is available before 8.30am and after 3.30pm

## **Club policies**

The club has a complete range of childcare policies which are available to all parents to read

The club has a strict no smoking policy.

## **Admissions**

Club membership is open to families with children up to and including the ages of 12 years. Our present registration and staffing for Breakfast Club and Afterschool club allows us to take 28 children for the Breakfast Club and 46 for After School Club. A waiting list for sessions is kept. Priority for places will be given to siblings of children already attending. In certain circumstances membership may be withdrawn by the management.

## **Equal opportunities**

The club is committed to equal opportunities and welcomes staff, volunteers and members irrespective of ethnic or cultural background, gender or physical or mental ability. Discriminatory behaviour or language by staff, volunteers or current Equal Opportunities legislation, namely:

Equality Act 2010, Children's Act 2004, Every Child Matters, Special Education Needs code of Practice 2001, Sex Discrimination Act 1975, Disability Discrimination Act 1996, Human Rights Act 1998 and the Race Relations (Amendment) Act 2000.

## **Behaviour and Discipline**

The club's policies are available in full from the Manager or School Office. The club follows the policies agreed by Thorndown Primary School Governors

The club encourages conduct that is co-operative, positive and responsible, and like the school, will not tolerate bullying or racial harassment. Unacceptable behaviour, such as disregard for request for reasonable behaviour, disruption of group activities and disregard

for others property, abusive behaviour or language to children or adults will be dealt with by club staff. A behaviour book is kept as a record of episodes of unacceptable behaviour.

Persistent unacceptable behaviour will be treated first with verbal warning then a written warning to Parents/guardians. If no improvement is seen in a two week period the offender may be excluded from the club either temporarily or permanently, on decision of the school.

The school is responsible for the club policies and therefore requests that, wherever possible, parents contact the school in the first instance with any issues with the club. Where this is not practical, issues may be discussed with staff but should be discussed away from the children so as not to cause disruption or distress.

### **Sickness and Medicines**

The Club will follow the school policy of medicine administration.

If a child becomes ill after attending the club, please let us know. If a child has a medical condition, detailed information **must** be supplied in case we need to pass this on to emergency services.

- Children can administer their own inhalers provided they are labelled with the child's full name.
- The club staff will only give medicine prescribed by the child's GP clearly labelled with the child's name, in the original container which will be kept out of reach of children.
- Parents should complete a form of authorisation clearly stating when and how the medicine/inhaler should be administered.
- Some training can be provided by the health professional if technical/medical knowledge is required for the administration of prescription medicines.

## **Health and Safety**

Registration of the club is based on the safety of the premises and first aid being available. Staff will inform the Primary school of any hazards in the premises. Children attending are expected to have adequate standards of personal hygiene unless staff have been informed otherwise.

The mobile phone ensures that emergency help can be summoned. The staff maintain standards of safety and hygiene and use medical tracker to log any first aid incidents – an email or text will be sent from medical tracker to inform parents of any incident.

Please inform us by phone in an emergency or in writing, ahead of time, if your child is to be collected by someone different, as staff will not release children to individuals not known to them.

## **Complaints Procedures**

If you have any concerns about your child or the Kids Club, talk to the Manager immediately. You can contact either by telephone during the working hours, text or email. If you have a complaint that you feel is still unsolved after consulting the club, you can contact the Head Teacher Miss Godbold.