

Carlyle Infant & Nursery School

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Early Birds and Night Owls Club Prospectus and Contract

April 2018

Welcome to the Early Birds and Night Owls Club

After consultation with our parents and carers, these clubs have been set up for the care of children from all year groups at Carlyle Infant and Nursery School. We will consider in-year admissions on an individual basis depending on space availability.

The clubs are managed by Mrs Laura Besenzi, Headteacher who reports to the Governing Board each term.

Our Aim

Our aim is to provide a safe, fun and friendly environment for all children, supervised by experienced professional staff, to facilitate before and after school care. Our Values and Vision follow the same as the School - "Flying High".

Our Commitment

We are committed to working with all stakeholders to ensure child safety, protection and well being. We agree to upkeep confidentiality at all times and we agree to respect and acknowledge all children's needs in accordance with equality.

Allocation and Timings

Spaces are limited per club and the timings of the clubs are as follow:

Before School Club drop off times are from 7am.

After School Club runs from 3.15pm, and collection is between this time up to 6.00pm.

Activities and Play

Both club's offer a wide range of indoor and outdoor activity and play for the children to choose from. We believe that children choose their own learning, and this helps them to learn and develop as individuals, the adult supervision allows them to enhance various opportunities for creative play.

Indoor Games and Activities include a range of board games, computer activity, crafts, reading and role play. Outdoor games and activities are held on the play area.

Food provision during the Clubs

During the Early Birds Club, breakfast will be provided to each child and this will consist of items such as toast, cereal and fruit. Please provide a water bottle for your child as you would throughout the school day. Water is available at all times to top your child's bottle up.

During the Night Owls Club, a drink and snack will be provided and this will consist of items such as a sandwich and fruit. Please provide a water bottle for your child as above.

Emergency Contact Details

It is essential that we have an up-to-date telephone number and mobile number to contact you and your alternative emergency contact during the day in the event of your child's illness or accident. **Please keep us notified of any changes to contact details, names, numbers etc.**

All information will remain confidential.

Medical Consent Forms

Should your child require medication to be administered whilst at the clubs, you will be required to complete a medical consent form. These are available from the School Office. Please note that we are only able to administer medication on your behalf that has been prescribed by the Doctor. Please refer to the “Administering Medication” Policy.

Booking a Place

To book a place for your child, a fully completed registration form will be required BEFORE attendance; these are available on our website or from the school office. Please be assured that any information given to the school will remain confidential.

Places are limited and therefore bookings are essential. Bookings are taken each half term and payment is required up front. Occasional bookings are permitted only if space is available.

Policies

School policies are adopted by the Early Birds and Night Owls Clubs, and these include but are not limited to; Safeguarding, Behaviour and Health & Safety.

We expect children and their parents to show consideration for their peers, the building, the equipment and the staff. The behaviour policy for the school is followed, along with the commitment of a signed home school agreement.

All policies are displayed on our website, or are available in the School Office. Please ask for a copy of a policy should this be required.

Absence / Cancellations

If your child should be absent for any reason, please telephone the School on 01332 760369 and select the relevant option to record their absence. Please clearly state their name, which class they are in and ensure that when you leave the message, you advise that they are booked into the Early Birds and / or Night Owls Clubs as well.

Please provide as much notice as possible should you wish to cancel a session. Unfortunately, any sessions not attended will not be subject to a payment refund.

Should you wish to cancel your booking, 4 weeks written notice is required, and you will still be subject to payment for the cancellation period.

Accidents or Injuries

Should your child be injured or involved in an accident whilst attending a club, first aid treatment will be administered. The details will be recorded in an accident book and you / the collecting adult will be informed. There is a designated first aid trained person during each session, however, we do aim for all staff to be first aid trained.

Should your child require emergency treatment, the staff will try to contact you immediately. However, they may need to act "in loco parentis" should they have to respond quickly.

If an ambulance is required, a member of staff will accompany your child with their registration details should the parent / carer not be contactable.

Illness

Please do not send your child to the clubs if they are obviously unwell, or if you have reasonable doubts. Children suffering from diarrhoea or sickness should not return until 48 hours after their last bout, this is as per the LA guidelines.

Information can be obtained from the School Office regarding exclusion periods for infectious illnesses should you require this.

If your child becomes unwell during the club, a member of staff will contact you and ask you to come and collect them.

Collection and Safety Arrangements

As part of the commitment of the School, it is essential that our children / young people are appropriately safeguarded. Our Safeguarding policy is available on our website or via the School Office .

When dropping your child off, please ensure that you hand them over to a member of the club staff at the doorway and sign them in. Please do not send them into school unattended.

When collecting your child, please press the designated “Early Birds and Night Owls” buzzer and you will be met by a member of the club staff at the gates. You will be required to sign your child out.

Please notify us of any named person(s) authorised to collect your child. If an unknown or non-named person arrives to collect your child, we will not release them without your permission. If you are likely to send someone unknown to us, we *may* require a password from you to release your child.

Emergency Procedure for Uncollected Children from the Night Owls Club

If your child has not been collected within 30 minutes of the club closing and we have not heard from you or been able to make contact with you, the Senior member of staff will contact the Social Services Out of Hours Duty Officer. Should you be late to collect (after 6pm), a charge of £1 per minute will be required to cover the costs of the staff, building, admin and onsite costs to remain open. Each situation will be reviewed by the Senior Leadership Team and a letter issued to make payment where applicable.

Fees

Early Birds Club is £5.00 per session.

Night Owls Club is £10.00 per session.

This is irrespective of the session length.

We currently accept the following childcare vouchers:

- Eden Red
- Computershare Vouchers
- Fideliti
- RG Childcare
- Care 4
- Sodexo

Fees are made payable, with the completed booking form prior to the half term commencing, either by Cash or Cheque. Cheques are to be made payable to “Derby City Council”.

Complaints Policy

A copy of the complaints policy is available on our website, or via the School Office.

CARLYLE INFANT AND NURSERY SCHOOL RESERVE THE RIGHT TO MAKE CHANGES TO THIS CONTRACT AND WILL ALWAYS INFORM OF ANY AMENDMENTS IN ADVANCE