

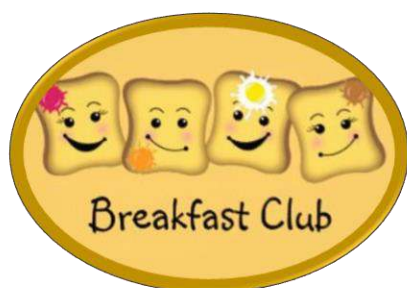
# KIDZ CLUB



[kidzclub@whitehouseprimary.co.uk](mailto:kidzclub@whitehouseprimary.co.uk)



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## Breakfast Club

7.30am - 8.30am (incl. breakfast)

£5.50

8.00am - 8.30am

£3.00

## After School Club

3.30pm - 4.00pm

£3.00

See bookings & payment info for this option

3.30pm - 5.00pm (incl. snack)

£6.00

3.30pm - 6.00pm (incl. snack)

£10.00

\* pick up from extra-curricular clubs  
available

**We are delighted to welcome you to our warm and friendly Wrap Around Care facilities 'Kidz Club'!**

**An extension of our school day, your children will be looked after by our caring staff with wonderful opportunities to enjoy, learn and relax in a 'home-from-home' welcoming environment.**



At Kidz Club we welcome all children and pride ourselves on providing a safe and stimulating environment for the children attending our clubs.

We achieve this by:

- having dedicated staff who ensure the needs of all children who attend the breakfast and after school club are met
- providing the children with a healthy breakfast before school and healthy snacks after school.
- our staff act as role models and interact with the children to help them develop mentally, physically and creatively
- ensuring parents are involved as much as possible in the club through consultation
- ensuring that as a club we strive to meet best practice benchmarks through staff training and continuous professional development
- working to our policies and procedures and ensuring that they are reviewed annually
- recruiting staff using safer recruitment practices

## **Meet the Team:**

When joining Kidz Club, you will be introduced to the adults who will care for your children so you are confident in knowing who you can speak to should you wish. Our friendly team will share with you how your child's time in the Wrap Around Care setting is going. Please don't ever hesitate to ask them any questions you may have.

When children first join the Breakfast/Afterschool clubs there is a period of induction. During this period a member of staff will outline the club's rules and





routines. Another child will usually be allocated to act as the new child's buddy for the first few sessions. Each child will also be given the opportunity to complete an 'All About Me' form' which will help the staff to get to know your child and cater activities around their likes and dislikes.

When children first attend, they may be tired after a long day at school and this is accommodated within the club session. There is always an area where children can have quiet time and relax or sleep if necessary and it is quite normal for this to happen in the first few weeks.

### **Getting to Kidz Club - Breakfast Club:**

- Early Birds Breakfast Club is open from 7:30am. Unfortunately, we are unable to accept children before this time.
- To access Breakfast Club, please use the main reception entrance. Please ring the Kidz Club Bell and a member of the Kidz Club team will be with you as soon as possible and register your child.

### **Getting to Kidz Club - After School Club:**

- Children who are in Foundation Class and Year 1 will be collected from their classroom by a member of the Kidz Club team.
- Children in Years Two to Year Five will make their way from their classroom at 3.30pm and will then be quickly registered and allowed some free time to relax after a busy day of learning.
- Please do ensure that if your child won't be attending until later due to an alternative after school club (e.g. sport, dance etc) that you inform us and we can arrange collection after the club session finishes.

### **Collecting your Children from Kidz Club:**

- Kidz Club After School Club will close promptly at 6.00pm and as such we do appreciate all children being collected by this time.
- Please use the main reception entrance and ring the Kidz Club bell. A member of the team will come and meet you and escort you to Kidz Club
- When you collect your child, you will be asked to sign him/her out and mark the time of collection. This is essential as the register will be used as a checklist in case of a fire.
- Only nominated adults will be allowed to collect children from Kidz Club, where this may change, please inform of us the name and telephone number of the person

collecting along with a unique password for collection and we will require the adult to give your child's password code for collection.

- If for any reason you are delayed, please do telephone us so that we are aware you are going to be a few minutes late. We will of course do our best to support you in these circumstances.
- At the end of an evening session, if a responsible adult fails to arrive to collect a child and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a "left child" (if there is no contact with responsible person within half an hour, Social Services will be contacted).

### **Booking & Payment:**

- When booking your child in for the first time, a Registration Form, available from the School Office or downloaded from the school website, must be completed before booking your child into our Wrap Around Care.
- Please make sure you inform us in writing of any changes to your contact details in addition to the School Office. Similarly, we must be informed of changes to medical/dietary needs. It is important we can get in touch with you and as such we appreciate your efforts with this.
- Booking is available up to an entire term, allowing you to select the days you will require. Bookings and payments need to be made by Wednesday for the following week, to ensure a place for your child and adequate staffing levels.
- These sessions will be booked and paid for using our payment system, ParentPay. Please download the ParentPay App and register with us to support you with this.
- If you require the 3:30pm to 4:00pm session, please email [kidzclub@whitehouseprimary.co.uk](mailto:kidzclub@whitehouseprimary.co.uk) to make this booking for your child.
- One off Emergency bookings can be accommodated, subject to availability. Please contact our school reception on 01908 533288 or email [kidzclub@whitehouseprimary.co.uk](mailto:kidzclub@whitehouseprimary.co.uk) Please note that a £2 administration fee will be applied per session booked.
- Childcare Vouchers can be used to pay for sessions, please ensure these are transferred in advance to allow time for your account to be credited with the funds.

## Cancellations:

- Due to staffing costs and the impact on administration, all sessions booked will need to be paid for, even if for any reason your child does not attend.
- If your child is not able to attend a booked session, please give us at least 24hours notice, in order to make our Kidz Club staff aware. Unfortunately, we will be unable to credit or refund these sessions.

## Late Fees:

- **Late fee charges** - late pick-ups will incur late fees to cover staff overtime costs. The fee will be charged at a rate of £10.00 per 15minute slot. (For example 6:15pm – 6:30pm – 6:45pm)

\*Please also note that any late pickups for bookings made for the first half a session will result in a full session charge.

## Activities:

Kidz Club will provide enriching, homely activities, to allow the children time to have fun and relax after a hard day of learning!

Activities may include:

- ✓ Baking
- ✓ Fun toys
- ✓ Art and Craft
- ✓ Sport
- ✓ Support with home learning
- ✓ Games
- ✓ And much more!



## Food:

You care that your child has a healthy, balanced diet and so do we. Healthy choices for our breakfasts and evening 'snacks' will vary and include seasonal and themed foods with a healthy twist. These include:

- ✓ Toast, Crumpets, Bagels
- ✓ Yogurts
- ✓ Fresh fruit
- ✓ Veggie sticks
- ✓ Cereals
- ✓ Water, squash & juice



When you register with our Wrap Around Care facilities, you will be asked to inform us of any allergies your child has. As with all personal information, please do ensure you keep this information up to date.

We will always aim to meet the needs of special dietary requirements within our capabilities.

### **Behaviour:**

Whitehouse Primary School's system for supporting positive behaviour applies in our wrap around care facilities. This will allow children the reassurance and familiarity they enjoy in school hours. For more information, please see the Behaviour Policy on the Policy page of the School website.

I sincerely look forward to seeing your children enjoy their wrap around care provision and welcome any feedback you may have! Similarly, if you have any queries, please do ask!

Best Wishes

*Linda Kelly*

Linda Kelly

Head of School

