



## **Millbrook Primary School Kids Club**

Before and After School Wrap Around Provision

Parent Information 25/26



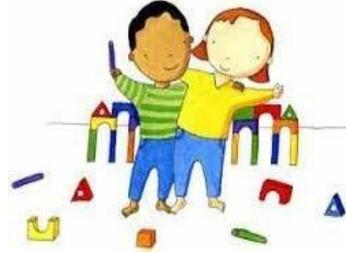
Nurturing kind and responsible individuals.

Fun and friendly  
Active explorers  
Creative crafts  
Time to talk  
Student led choice

Millbrook Kids Club is a breakfast and after school club that provides stimulating, child-initiated activities within a safe, friendly, inclusive environment. We work in harmony with the Millbrook values and ethos and encourage and demonstrate these qualities at all times.

Children can relax and spend time with other children on activities like board games, drawing, painting, construction and reading. We also make the most of the outdoor space, children have the opportunity to play outside daily and during bad weather, have use of the school hall.

We think of this as a home from home space which is less structured than the school day.



## Millbrook Kid Club

This pack is a guide to what the club offers. It should provide answers to most questions you may have as well as helping us get to know your child.

Before your child has their first session we need to receive the following forms from you:

- Registration Form
- Medical Form
- Photograph Permissions Form

These will be given to you upon initial registration and you will be added to the waiting list when the forms are returned to kids club.

### Getting Hold of Us

During school hours, messages can be left with the main school office on [01235 764822](tel:01235764822). The club has its own mobile phone which is on during after school hours of 3-6pm [07500095722](tel:07500095722)

This is mainly used for more urgent messages such as informing us about non-attendance, a different person picking up etc.

For less urgent enquires/notifications, please email us at [kidsclub@MBK.cambrianlt.org](mailto:kidsclub@MBK.cambrianlt.org)

We aim to check emails at least once a day but do allow 48 hrs if a reply is required - we are busy entertaining the children!

### Staffing

**Diana Steptoe - Club Manager, Safeguarding Lead, First Aider**

Kenna Creswell – Deputy manager, Play Worker, First aider

Tina Banham – Play Worker

Rhiannon Carter- Teaching assistant

Shelley Buchanan-Teaching assistant

Sabrina Craig-Teaching assistant

At times we may also have extra support staff from school to cover absences or for extra support needs.

Please do not hesitate to talk to us about any queries or for more information on any of the above items.

### **Entrance to Kids Club**

Is via the Caterpillar door. (in between the reception and nursery door) There is a sign on it. We are based just off the dining hall in the Kids Club activity room which the children see as their own space to relax and be creative in. We also make use of the outside space and school hall.

### **Timings**

Breakfast sessions run from 7.30am until the start of school and after school sessions run from 3.00 until 6.00pm. All children are dropped off and picked up from their classrooms.

Parental permission will be sought for year 6 children to walk to and from kids club.

### **Keeping You Informed**

We endeavour to keep you informed of everything happening in and around Kids Club and achieve this in the following ways;

- Face to face at pick up/drop off
- Email
- Family

Parent & child surveys will go out every year and all comments/feedback will be monitored and actioned where possible. We also have a "suggestions board" on our club welcome board where children can put suggestions for activities/changes they would like to see - we like the club to be child led where possible.

## **Millbrook Kids Club**

### **Food & Drink**

Breakfast is served from 7.30-8.15 and the children always have a choice of toast with various spreads, a selection of cereals, yoghurts, fruit and orange and apple juice.

The after-school session have "snack time" at approx. 4.15/4.30; this is not a large main meal but a substantial snack such as beans on toast, pasta, muffin pizza etc. There are also different types of fruit offered each day.

Children can choose between water and milk to drink. Water is available for the children to access at all times.

## **Early Years Children**

Nursery and Reception children are mainly cared for in the Nursery. A member of Kids club will collect the reception children and drop them at Nursery.

### **Medication**

Administration of medication is in line with the school's policy and club staff can only give medication to children that has been prescribed by a doctor, that needs to be taken 4 or more times a day and is in its original container printed with the child's name and dosage on the label and in date. If this is the case then a form can be obtained from the school office to request administration. All medicines must be handed to the office/club manager and locked away until needed.

During the summer months, we ask that children bring hats and sun cream to kids club as we take them outside as much as possible, all children will be reminded about looking after themselves in the heat and encouraged to keep covered up and drink plenty. Equally in the winter please send them with appropriate warm clothing.

### **Charges**

All charges are placed on the Family App. You can see your months Fee and we expect that this is cleared by the end of the month.

### **Club Prices (24/25)**

- Breakfast sessions are £7.60 per child
- After school sessions are £14.60 per child
- There will be a financial penalty for any child collected after the official closing time of 6pm.

### **Registration**

- All parents/carers must complete a registration form prior to a child being cared for.
- Any changes to the information contained on the registration forms must be notified in writing by the parent/carer as soon as possible.

### **Payment for Booked Sessions and Penalties**

- Payments are applied to Family at the beginning of the Month, you are expected to pay by the end of that Month.
- Payments can be made by Family or childcare vouchers (which the manager will apply)

- Failure to settle fees and/or penalties when due may result in placement being withdrawn and further action being taken to recover all outstanding debts.
- If you pay via voucher you must email [kidsclub@mbk.cambrianlt.org](mailto:kidsclub@mbk.cambrianlt.org) and also please copy in [CDulgheru@cambrianlt.org](mailto:CDulgheru@cambrianlt.org) with a screenshot of your payment or the date, amount, reference and voucher company.

### **Changes to booked sessions**

Please notify a member of club staff if your child is not attending a usual session Any child who is expected to be attending and does not will be treated seriously as a missing person incident - this takes staff away from supporting the children who are in club and may result in us informing the police if not accounted for by a certain time.

### **Cancellation of Booked Sessions**

Sessions which have been booked and paid for cannot be refunded unless:

- Unforeseen circumstances force club closure; floods, heating breakdown, unreasonable weather conditions, staff shortages or site security.
- One month's notice period has been given.

### **Booking Additional Sessions**

- All additional sessions requested are subject to availability.
- Parents should not consider a booking as accepted unless they have received confirmation from the club manager.

### **Ad-hoc Sessions**

For children who only need occasional childcare are:

- Subject to notice and availability.
- Bromcom will be accessed to allow the manager to review the child's details.
- Emergency contact/medical details will be provided/confirmed by the parent when the booking has been approved.

## **GENERAL INFORMATION**

### **School Closure in an Emergency**

Parents will be emailed should there be a reason to cancel Wraparound Care, i.e. heavy snow, and parents are encouraged to also check the school's website where a message will be posted on the home page.

### **Illness, Accidents and First Aid**

If a child becomes unwell whilst at Kids Club we may need to contact the parent/carer and ask them to plan for the child to be collected. Every precaution is taken to ensure the safety of the children at all times.

In the event of an accident requiring urgent medical attention, the parent/carer will be contacted immediately.

## **Medication**

If a child needs to take medication whilst at the club a Permission to Administer Medication Form must be at kids club Medicines stored in the School may be used in Kids club Care hours.

## **Policies**

Wraparound Care is run by the School and therefore adopts the School policies. These are available on our website or can be requested via the School Office.

## **Grounds for Exclusion**

Any child who has suffered from diarrhoea, sickness, high temperature must be kept away from school for a period of 48 hours after such condition has ceased.

- Other grounds for exclusion are persistent poor behaviour by the child (which includes but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, deliberate damage to property), or non-persistent incidents of a particularly serious nature which endanger children or staff or where a parent/carer is in breach of any of the terms and conditions

## **Reservation of Rights Millbrook Kids Club reserves the right to ;**

- Exclude a child or family from attending the club or refuse to accept registration at its sole discretion.
- Close the club on the grounds of staff shortage, unavailability of facilities or any other reason which the manager deems is necessary to safeguard the children. Reasonable notice will be given where possible.
  - Change these terms and conditions at any time and will give written notice of such changes to parents/carers. Waivers, Exclusions and Jurisdiction
- Millbrook Kids Club accepts no liability for the loss or damage (including consequential loss) to property brought to the club premises, caused by the actions of children or third parties or accidental damage caused by staff.
- Millbrook Kids Club accept no responsibility for injury caused from pre-existing medical conditions, which are not notified to the club.