



A D V E N T U R E C L U B
QUALITY OUT-OF-SCHOOL CARE

Parents' Handbook

Holy Rood Catholic Primary School

TABLE OF CONTENTS

1	ABOUT THE CLUB	3
1.1	Aims	3
1.2	What we offer	3
1.3	What we provide	3
1.4	Staffing	3
1.5	Organisation	4
1.6	Policies and procedures	4
2	TERMS AND CONDITIONS	4
2.1	Admissions	4
2.2	Payment of Fees	4
2.3	Withdrawing your child	5
2.4	Temporary changes to your child's attendance	5
2.5	Induction	6
2.6	Arrivals and departures	6
2.7	Child protection	6
2.8	Equal opportunities	6
2.9	Special needs	7
3	GENERAL INFORMATION	7
3.1	Behaviour (Children)	7
3.2	Behaviour (Adults)	7
3.3	Illness	8
3.4	Accident and first aid	8
3.5	Medication	8
3.6	Complaints procedure	8
4	PLEDGE TO PARENTS	8
5	CONTACT DETAILS	9
5.1	Correspondence	9
5.2	Club mobile Number	9
5.3	Email address	9
5.4	Local authority Childhood Support Service	9
5.5	Ofsted	9

1 ABOUT THE CLUB

Adventure Club started in 2004 following the owners' childcare difficulties when their oldest child was at Holy Rood School. They were both full time working and commuting parents. The club is therefore run with an understanding of not just children's needs, but that of parents too.

Adventure Club is registered with Ofsted and runs breakfast, afterschool and holiday clubs. The breakfast Club is open from 7.30am and the afterschool club from 3.00pm until 6.00pm weekdays, during term time.

1.1 Aims

At Adventure Club we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

1.2 What we offer

Adventure Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, Xbox, craft, board games, construction, computer games, table football, snooker, table tennis, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library. Themes such as Friendship, Caring, Cultural Week, British Values and Easter are used to raise awareness and to support children's learning and development.

1.3 Meals

We provide healthy cooked meals, as well as fresh fruit and vegetables (Please request for sample menu). We promote independence, by encouraging the children to serve themselves, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We all sit together during meal times and encourage children to choose where to sit.

1.4 Staffing

Club Staff

Adventure Club is staffed by a Manager, Deputy Manager, Senior Playworker, EYFS Coordinator and Playworkers. We aim to provide a smooth transition between school and club.

All of our staff have significant experience of working with children and undertake professional development training. All staff members go through robust recruitment procedures, are DBS checked and have designated roles.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the manager (contact details are at the back of this Handbook).

We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

1.5 Organisation

Adventure Club is run as a private business, employing its own staff. We enjoy a close working relationship with Holy Rood Catholic Primary School in order to ensure continuity of care, and to maintain good communication links.

1.6 Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

2 TERMS AND CONDITIONS

2.1 Admission

Adventure Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration and booking forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

2.2 Payment of fees

The current fees are as follows:

Club Type	Fees
Breakfast Club (From 7.00am)	£5.50
Sibling Rate/Full Week Rate (From 7.00am)	£5.00
Breakfast Club (From 7.30am)	£5.00
Breakfast Club Sibling Rate/Full Week rate	£4.75
After-school Club	£11.00
Sibling Rate/Full Week rate	£10.75
Up to 4.30pm (Afterschool Club)	£8.00
Adhoc Booking (Afterschool Club)	£11.00

Fees are payable in advance by direct bank transfer, cash or childcare vouchers. The details for payment by bank transfer are as follows:

Account Name - Little Hands Adventure Club
Sort Code - 60 00 08
Account Number - 45303657

We are registered with the following voucher schemes as follows:

Voucher Company	Reference Number Where Applicable
All Save Ltd	
Apple Childcare	CA00005941
Busy Bees	Adventure Club and Little Hands Pre-School
Care-4	04974631
Childcare Account	001421
Computershare (Formerly Busy Bees)	0007929621
Edenred (Formerly Accor)	P20078130
Faircare	
Fidelity	ADV008C
Kiddi Vouchers	
MidCounties (Imagine Co-operative Childcare)	85009759
My Family Care Vouchers	
NW Brown	
RG Childcare	
Saycare Pass (Formerly Sodhexo Pass)	137143
You at Work	5898

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

2.3 Withdrawing your child

You must give us one half term's notice of withdrawing your child.

2.4 Temporary changes to your child's attendance

If you need to make changes to the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible, however we require at least 5 days' notice ahead of any anticipated change.

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school

does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by [giving at least 5 working days' notice](#). In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

2.5 Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions. See our **Child Induction Policy** for more details.

2.6 Arrivals and departures

Our staff collect children from their classrooms and escort them to the Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

See our **Arrivals and Departures Policy** for more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5 per 15 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 7.00pm [30 minutes after the club closes] and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

2.7 Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We are also committed to protecting children from female genital mutilation. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

2.7a Parents' Use of Mobile Phones

Parents are requested not to use their mobile phones while at the club.

2.8 Equal opportunities

Adventure Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

2.9 Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

3 GENERAL INFORMATION

3.1 Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In

exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

3.2 Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Adventure Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

3.3 Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send them to the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

3.4 Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

3.5 Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

3.6 Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

4 PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

5 CONTACT INFORMATION

5.1 Correspondence

Adventure Club
3 Rosebriar Walk
Watford WD24 5LJ

5.2 Club mobile numbers

☎ 07525 001 964
☎ 07885 540 062

5.3 Email address

info@adventureclubwatford.co.uk

5.4 Local Authority Childhood Support Service

Out of School Club - Early Years
Herts for Learning Ltd
Postal Point SROB215
Robertson House
Six Hills Way
Stevenage SG1 2FQ

☎ **07741 500 385**

5.5 Ofsted

Piccadilly Gate
Store Street
Manchester M1 2WD

☎ 0300 123 1231