



Colton Kids Club

Colton Primary School

School Lane

Colton

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Introduction

Colton kids club is an out of school club for children aged 3-11. The club is based in the cabin and the Early Years setting within the school grounds.

This handbook contains all the information that you will need to be aware of as a parent/ carer considering us for your childcare needs. However, please feel free to discuss your child's individual needs with the Play Leaders, who will be happy to explain our policies and procedures, fee structures, activity programmes and answer any general enquiries.

Opening Hours

The club offers care for up to 50 children aged 3-11 years, between the hours of 7:30am and 8:50am, and 3:15pm to 6pm each weekday during term time. The holiday scheme is open from 7:30am to 6pm in the school holidays, subject to demand.

Admissions

Colton Kids Club is open to all children including children with any special needs or disabilities.

If you would like to reserve a place at the club for your child, please contact the Kids Club Manager to find out if there are currently any places available.

The staff will inform you of how the setting operates and practitioners will chat with you to gain all the information they need in order to look after your child.

Colton Kids Club Fees

Morning Rates

7.30 am to 8.55 am £5.50 per session

7.55 am to 8.55 am £4.50 per session

After School Rates

3.15 pm to 5.00 pm £6.50 per session

3.15 pm to 6.00 pm £9.50 per session

Holiday Play Scheme Fees

Please note: Bookings are made on a first come first served basis using our online booking systems and need to be paid for in advance. We will open in the holidays if there is sufficient demand .

Fees

7.30 am to 6 pm £27

7.30 am to 1pm £16

1 pm to 6 pm £16

Activity Programme

At Colton Kids Club we offer the children a well planned range of safe, creative and positive play opportunities while also offering children the opportunity to define their play.

Activities include: modelling, drawing , painting, textiles, music, reading, computers, cooking, games, watching televisions, talking, celebrating special events, spending time with friends and many outdoor activities.

The development of the children's emotional, physical, social and intellectual capabilities are promoted effectively when they take part in a wide range of activities. Colton Kids Club staff meet children's needs through sensitive and appropriate interactions which promote self esteem. We plan first hand experiences which enable children to make choices when developing their knowledge, skills and understanding.

Children's care, learning and play are supported best where the staff are clear about the main purpose of the provision.

Colton Kids Club is a place for children to play and enjoy their free-time in safety and comfort.

We welcome any suggestions from children and parents regarding activities.

Conditions

1. Admissions

Registration forms must be completed and returned before your child can be considered for a place at Colton Kids Club. Places are allocated on a first come first served basis.

2. Days and Hours of Opening

Before school club children should not be left on the premises by parents until 7.30 am or 7.50am.

If children are dropped off early you will incur an early drop off fee of £15.

After school club children should be collected no later than the contracted hours, Colton Kids Club reserves the right to charge £15 for every 10 minutes parents are late collecting their child. Please contact the club if you are delayed.

3. Meals and Snacks

A healthy breakfast is provided for all children attending the breakfast club.

All children attending the after school club will be offered a choice of healthy snacks.

Please note that it is the responsibility of parents to inform us of any allergies or medical conditions that their child may have.

Holiday Scheme- Please note that we provide breakfast in the school holidays, as well as healthy snacks during the morning and afternoon.

Parents should provide their child with a packed lunch stored in a suitable container.

4. Fees

Before and after school fees are to be paid half termly in advance, parents will receive an invoice at the beginning of each half term.

Holiday scheme fees are to be paid in advance, in full at the time of booking. No credits or refunds will be given for unused sessions, i.e. if your child does not attend due to illness or weather conditions or changes in circumstances.

5. Sickness

Any child with a rash, sore throat, discharge from eyes or nose, diarrhoea or any contagious illness should be kept away from the setting. Please also be aware that any child showing symptoms of Covid should also stay at home and follow current Government advice. If a child becomes sick during their attendance we reserve the right to call for emergency assistance and if necessary, remove them to hospital. It is not our policy to administer medicines unless specifically requested by the child's parents/carer. To have medicines administered, it must be prescribed by the child's doctor and parents must obtain a form from a senior member of staff.

6. Arrival and Departure of Children

No child will be allowed to leave our care with anyone other than the person named on the registration forms. It is the parents' responsibility to make us aware of any other arrangements which are made for their child, i.e. if they are going to a friend's house for tea or your child is ill and not attending school.

Passwords provided on the child's registration pack will need to be communicated to staff in the instance that they are collected by any other person

7. Valuables

We can not be help responsible for the loss or damage to valuables. Please do not send chil-

8. Car Parking

For health and safety reasons, parents using the out of school service are not permitted to use the staff car park, nor park on or opposite the zig zag lines. When parking we may ask you to take into consideration our neighbours and park considerately. Parents are asked to use the pedestrian gate and follow the path. Parents must not cut through the staff car park for health and safety reasons.

9. Walks and outings

The majority of activities take place within the cabin and school grounds, but occasionally we may wish to take the children on outings. Children will be accompanied by the appropriate number of staff at all times. Before any outing parents will be asked to sign a form giving their consent along with information about the visit.

10. Cancellations

If you wish to withdraw your child from the breakfast or after school club, one months notice is required or payment in lieu of notice. In the event fees are outstanding for more than a month, Colton Kids Club reserves the right to cancel your place. If you are having difficulties, please speak to the Kids Club Manager.

We hope your children enjoy their time with us at Colton Kids Club.

If you or your child have any ideas, suggestions or complaints, please see a member of staff.

Thank you

Health & Safety

High standards of hygiene and the prevention of the spread of infection are essential to children's good health. Our staff have a good knowledge of our policies and arrangements for health and hygiene and are committed to following the procedures.

All our staff hold relevant Food Hygiene Qualifications and adopt a strict routine in order to meet standard requirements.

As a setting we have implemented enhanced cleaning in order to prevent spread of infection in the setting to help protect staff and children from Covid.

Medicines

Children who are ill should not attend Colton Kids Club. Medicines can only be administered

Accidents

All accidents or injuries will be recorded on an accident form. Parents will be asked to counter-sign the form once they have been informed of the injury and the treatment given when picking up their child.

Incidents

Incidents that do not result in injury but cause concern or pose a risk will be recorded on an incident form by the member of staff witnessing the incident. Where the incident is related to the behaviour of children, parents will be made aware of the incident and asked to sign

Staff

The staff: child ratio is 1:8 for children up to the age of 8, and 1:10 for children over the age of 8. in accordance with Ofsted standards. We are committed to staff development and actively promote staff training.

All staff have had references taken through the Disclosure Barring Service under the Children Act (1999).

The staff are as follows:

Amy Gibbon-Sissons- Kids Club Manager

Marie Minskip- Play Worker

Angela Beard - Play worker

Mary Hey- Play worker

Carole Smith- Play worker

Claire Walker- Play worker

Roxana Nistor- Play Worker