

# EARLY BLOOMERS AFTER SCHOOL CLUB



Early Bloomers

## Parent Handbook

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Affordable-safe-stimulating  
After school club

## EARLY BLOOMERS AFTER SCHOOL CLUB

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## **THE CLUB**

Early Bloomers After School Club is registered with Ofsted (Registration No EY539899) and is based in Harris Academy Primary School. The club is open from 7:30-8:45am and 3:20-6:00 pm with an extended session ending at 6:30pm during term time.

We are based in the school hall.

### **Aims**

Early Bloomers After School Club aims to provide a safe, secure and relaxed environment offering a range of activities to reflect the interests of the children in our care.

### **What we offer**

Our Club follows the Play-work 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, craft, board games, construction, computer games, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library.

### **We provide**

We provide healthy snacks, including fresh fruit and vegetables. We promote independence by encouraging the children to self-service and clear away after themselves. We use fresh ingredients and follow statutory nutritional 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's learning delivered in a friendly setting.

### **Staffing**

Our Club is staffed by managers Tal Kaur & Patricia Harris and qualified play workers. In addition, we have volunteer staff from time to time. Our aim is to provide a smooth transition between school and club.

Our staffs have significant experience of working with children and undertake professional development training. All staff members are enhanced DBS checked. 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.

Staffs also have designated roles:

Tal Kaur            1: Special Education Needs Co-ordinator

Tal Kaur            2: Equalities and Inclusion Co-ordinator, Health and Safety Officer

Tal Kaur            3: Fire Safety Officer, First Aid Co-ordinator, EYFS Key Person

Patricia Harris/Gaylene Magee/Sussana Ahmed/Sharon Johnson            4: First aider

Patricia Harris            5: EYFS Key Person, Child Protection Officer

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).

### **Organisation**

Early Bloomers After School Club is run as a private business, employing four and more staff. We enjoy a close working relationship with Harris Academy Primary East Dulwich in order to ensure continuity of care, and to maintain good communication links.

## **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 online for you to consult at all times.

# TERMS AND CONDITIONS

## Admission

Our Club aims to be accessible to children and families attending Harris Primary Academy. Admission to the club are 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 **Admission and Fees Policy** for more details.

We require a completed set of registration 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 confirm by email that you would like to keep your place for the new academic Year. The club will write to you in June of every year.

## Payment of fees

The current fees are **£5** per child per morning session 07:30-08:45am, **£11** per child 3:20-**6:00pm**, & **£16.00** per child 3:20-**6:30pm**. Fees are payable in advance by bank transfer.

To help with the cost of childcare, the Club encourages parents to visit the government's website

**Tax-Free Childcare** on <https://www.gov.uk/tax-free-childcare>

The Club accepts childcare vouchers. We accept vouchers from the following schemes: kiddie vouchers, Computershare vouchers, Edenred, Care 4 vouchers and many more.

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, professional training days and for the early start on the last day of each half term.

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.

There is a charge of £1 for every minute you are late collecting, which can be paid in cash at pick up time

## Late payment charge

Repeated late fee submission without reasonable reason will incur a charge of £15 to cover administrative costs.

Court action may be taken to recover unpaid fee.

## Changes to days and cancelling your place

You must give us four week's term time notice in writing of changes in attendance or cancellation of placement. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible. Notice will only be accepted during term time only. First day will begin the day after the notice is given.

## Temporary changes

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 does not 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. In cases of illness or emergency when notice cannot be given, please call as soon as you can on the club phone or leave a message. Contact details can be found at the end of this Handbook.

### **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 mealtimes, collection, children's meetings), and introducing your child to 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.

### **Arrivals and departures**

After Breakfast club, children will be safely delivered to their classrooms.

In the afternoon, Harris Primary staff will deliver children from their classes escorting them to the Club. A register is taken when children arrive in our care, and you must sign your child in/out each day on drop off (AM) and collection (PM).

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 and the later session at 6:30pm. If you are delayed for any reason, please contact the Club. A late payment fee of £1 per minute will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.30pm [30 minutes after your club closes or 7pm if due to be collected at 6:30pm] 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.

### **Child protection and safeguarding**

Early Bloomers After School Club is 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 comply with local and national child protection procedures and ensure that all staff is appropriately trained. There are signs restricting no photography and no activated mobile phones.

For more details see our **Safeguarding Policy**.

### **Equal opportunities**

Our 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

## **Special educational needs and disabilities**

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**.

## **GENERAL INFORMATION**

### **Health & Safety (Hygiene practices)**

The Club takes the children's health & safety very seriously. Risks and hazards are rigorously assessed daily and routinely to reduce or eliminate any danger to our children, staff members and visitors.

In light of the Covid-19 pandemic, we have developed systems in place for children, staff and parents to strictly adhere to and reduce the incidence of transmission; reviewed and increased the level of cleanliness of our premises by employing an assistant cleaner to sanitise the environment before, during and after the operation of the Club; created "bubble groups"; rigorous drop off and collection procedures.

Please, for more details on the Club's Covid-19 Protective Measures access the link on our website <http://www.earlybloomers.co.uk/EarlyBloomers/>

### **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.

In addition to the rules of acceptable behaviour, the Club will promote rules for Covid-19 prevention to which all children will have to comply with:

Hand washing, "Catch it, Bin it, Kill it" approach, social distancing and by remaining within their allocated "bubble group".

Children will be guided and reminded of following these rules, as well as the impact of not following them discussed. The persistent infringement of these rules will lead to the sanctions in line with our behaviour policy.

The Club's **Behaviour Management Policy is reviewed annually**.

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 needs not responded to. 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.

## **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. Our 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.

## **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 arrange 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 him or her to the Club for 48 hours after the illness has ceased.

If your child displays signs of Covid-19: fever, cough, sore throat and loss of taste and smell, you must inform us, and the exclusion time applies. Children must stay at home and you should follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Please, see also our **Illness and Accidents Policy** for more details.

## **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times. The Club is fully insured.

The staffs 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**.

## **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.

## **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to 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.

If you wish, you can contact OFSTED directly calling 0300 123 1231

A full copy of our **Complaints Policy** is available at the club for you to consult at all times. This policy can also be found under documents section.

## **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.

## **Contact Information**

### **Ofsted Registration No: EY539899**

Early Bloomers After School Club  
Harris Primary Academy  
173 Lordship Lane  
Dulwich London  
SE22 8HR

**Club number: 07763 297 128** (Please leave a voice message if there is no reply)

### **Correspondence Address:**

Early Bloomers after School Club  
Harris Primary Academy  
173 Lordship Lane  
Dulwich London  
SE22 8HR

Tel (Director): 07742 213 056

Tel (club): 07763 297 128

Your School: 0203 772 4573

Club Director & Manager:

Tal Kaur

Club Manager:

Patricia Harris

## **Early Years and Childcare Services**

Southwark Council  
PO BOX 64529  
London SE1P 5LX  
Tel: 020 7525 5031

## **Ofsted**

Piccadilly Gate  
Store Street  
Manchester M1 2WD  
Tel: 0300 123 1231