

# **BLACKROD PRIMARY SCHOOL**



**All Stars**

**Before and After School Club**

**Parents' Handbook**

## **ABOUT THE CLUB**

'All Stars' is open as follows:

### **Term Time**

#### **Breakfast Club**

7:30 am. until start of the school day.

7.15am Early Bird Session

#### **After School Club**

15:25 pm. until 18:00 pm.

You can download our last inspection report here:

[OFSTED Report](#)

Our Childcare Setting 'All Stars' is located in a designated area on the Ground floor of Blackrod Primary School. It has access to the School Hall, ICT suite, and a Kitchen Area, a cosy corner which is bright and colourful and the children have made it 'their own'.

The setting also has a dedicated space with various games and planned activities.

Our Setting has a homely feel where children can relax and play with friends. Any themes the children are covering at school can be continued in All Stars, suggestions for activities are welcomed.

All Stars is a safe place for your child to attend and holds strict vetting procedures for suitable staff.

We follow all School's **Health and Safety Policies and Procedures**.

A strong relationship with the School staff is already in place and regular meetings will instil a good working ethos for extended services.

Please remember, All Stars is open to all children.

### **Aims and objectives**

'All Stars' aims to:

- Offer an inclusive service, accessible to all children in the community
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment
- Encourage children to take responsibility for themselves and their actions
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination

- Provide a wide range of resources and equipment which can be used under safe and supervised conditions
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- Work in partnership with parents to provide high quality play and care
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them continuous support and CPD.
- Comply with the Children’s Act 1989, the Childcare Act 2006, and all other relevant legislation

**We offer:**

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, craft, board games, construction, computer games, physical play and reading. Outdoor play is also encouraged with access to outdoor resources. Eg Forest area. The Computer Suite is also accessible by All Stars following **School’s Online Safety Policy**.

**We provide:**

The food we provide in All Stars is not intended as a substitute for a main evening meal. We provide healthy snacks, including homemade produce, fresh fruit and vegetables. Please see School’s Healthy Snack Policy. We promote independence, by encouraging the children to prepare their own snacks, 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.

**Staffing**

All Stars is staffed by Childcare Lead Miss Parker, Deputy Mr Hardcastle and Playleaders - Mrs Hill, Mrs Worthington, Mrs Mahoney, Mrs Cooke. Our aim is 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 are DBS checked. We maintain a safe staff/child ratio in line with statutory requirements.

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 Childcare Lead (contact details are at the back of this Handbook).

## Policies and procedures

The setting adopts School Policy where applicable. Access to these is through our website.

Attached to the handbook are a number of forms required by the setting.

## TERMS AND CONDITIONS

### Admission

Our setting aims to be accessible to children and families from all areas of our local community. Admission is organised by the Childcare Lead and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis.

We require a completed set of registration forms for your child before they can attend. (**Appendix 1**) 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 online registration.(ParentApp)

### Payment of fees

The current fees are:

Breakfast Club **£5.50** per session (£5.00 per session for more than one child attending full time)

After School Club **£9.50** per session (£8.50 per session for more than one child attending full time)

Fees are payable in **advance** through the Parentpay system. We accept vouchers from a variety of schemes. Please ask at the school office for information.

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 during term time (regardless of the amount of notice given).

We do not charge for official holidays, professional training days or school related activities.

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

### Changes to days and cancelling your place

- **Permanent places:**

Once booked, if a child does not attend for any reason, charges will be made for the place. If you wish to cancel the place four weeks notice via email to [allstars@blackrod.bolton.sch.uk](mailto:allstars@blackrod.bolton.sch.uk) is required. Any cancellations will be treated as a permanent arrangement and re-application will be needed for any future sessions (we cannot reserve places.)

- **Temporary booking**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be informed otherwise a charge will be made. If it becomes apparent that a pattern is emerging within a calendar month eg every Monday you will be contacted and this will become a permanent arrangement and charges made.

- **Shift workers – eg nurses, doctors, police...**

Parents with **regular** shift patterns will be accommodated as long as the staff are aware of the pattern in advance.

- **Changes to days and termination.**

You must give us **four** weeks notice of termination, or of changes in attendance. Once a session is cancelled this will become a permanent arrangement and the session will be offered to anyone on the waiting list.

Please **email** all changes, occasional bookings and shift patterns to: ***allstars@blackrod.bolton.sch.uk***

We try to accommodate such changes wherever possible.

### **Temporary changes**

Please remember that **we need to know** if your child will not be attending the setting for any reason. 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 let the staff know by emailing ***allstars@blackrod.bolton.sch.uk*** by **THURSDAY** at the latest. In cases of illness or emergency when notice cannot be given, please email or leave a message on the childcare phone as soon as you can. 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 snack times, collection etc), 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.

### **Arrivals and departures**

EYFS / KS1 -A member of our staff will collect the children from their classrooms and escort them the setting.

KS2 Children make their way to the setting independantly.

A register is taken when the children arrive in our care. They are signed out by a member of staff on collection. If they attend Breakfast Club all children are signed in by the staff. If a child is on the register and does not arrive for registration we follow the School Missing Child Policy.

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.

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 £6.00 per 15 minutes is charged after 6.00pm. **If this becomes a regular occurrence your child's place could be withdrawn.**

If your child remains uncollected after 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 School Policy **Non Collection of Children** and contact the Social Services team.

## **Child protection**

All Stars adopt School Child Protection and Safeguarding Policies

## **Equal opportunities**

All Stars adopt School Equality Policy

## **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.

# **GENERAL INFORMATION**

## **Behaviour (children) School Policy**

All Stars 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

School Code of Conduct applies to our All Stars setting. 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 withdraw children exhibiting inappropriate behaviour from our setting.

## **Behaviour (adults)**

School Parental Code of Conduct applies to our All Stars setting. 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.

## **Illness**

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

## **Accidents and First Aid – School Policies**

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 in the setting. If your child has an accident whilst in our care, you will be informed when you collect your child.

## **Medication – School Administering Medication Policy**

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.

## **Mobile Phones – School Policy**

Our setting operates a no Mobile Phone zone.

## **Complaints procedure – School Policy**

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

A full copy of our **Complaints Policy** is available on the website or by request.

## **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 during Parent popins.
- 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**

All Stars  
Blackrod Primary School  
Manchester Road  
Blackrod  
Bolton  
BL6 5SY

**Club phone number: 01204 333493 - Please leave a clear message (text or voice) with your *childs name*.** All messages are accessed by the staff before club session starts.

### **Correspondence Address:**

**As Above**

Tel: School: 01204 333488

## **All Stars Staff**

Manager: Miss Parker

Deputy: Mr Hardcastle

Playleaders:

Mrs Mahoney

Mrs Worthington

Mrs Hill

Mrs Cooke

Ofsted: Piccadilly Gate, Store Street, Manchester M1 2WD

Tel: 0300 123 1231

**BLACKROD PRIMARY SCHOOL  
BEFORE AND AFTER SCHOOL CLUB AGREEMENT**

**‘Our aim is to provide a safe, stimulating and caring environment with fun and varied activities for all the children in our care.’**

**PARENTS EXPECT THE CHILDCARE STAFF TO:**

- Ensure a safe environment for their child.
- Provide a wide range of stimulating activities
- Provide light healthy snacks and drinks.
- Feedback about their child’s progress and achievements.
- Be approachable, welcoming and open to suggestions and comments.
- Be supportive of parents.
- Contact the parents in the event of any medical attention required by their child and if contact is not made get the necessary assistance immediately eg taking them to hospital.
- Reserve the right to exclude a child deemed necessary in the event of illness, threat of infection or disruptive behaviour.
- Follow OFSTED guidelines for high quality childcare.

Signed \_\_\_\_\_ Childcare Manager. Date: \_\_\_\_\_

**CHILDCARE STAFF EXPECT PARENTS TO:**

- Ensure their child attends on their allocated days.
- Pay the weekly fees within the week of attendance or in advance as follows:
  1. After School Club: £9.50 per session (£8.50 for families with more than one child attending full time).
  2. Breakfast Club: £5.50 per session (£5.00 for families with more than one child attending full time).
- Notify staff of any absence as soon as possible (A full charge is made for any absence unless it is a school activity) by emailing [allstars@blackrod.bolton.sch.uk](mailto:allstars@blackrod.bolton.sch.uk) or phoning **01204 333493** and leaving a message.
- Notify staff if a different person is collecting them at the end of the session.
- Collect children **promptly** (our After School Club hours are 3.30pm – 6.00pm) or incur a charge of £6.00 for every 15 minutes after 6.00pm.
- Notify staff by providing four weeks written notice or pay in lieu of before withdrawing their child from the childcare group.
- Support our behaviour policy.
- Liaise with staff regarding any medical or other problems we should be aware of.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

Name \_\_\_\_\_

**Blackrod Primary School Childcare 'All Stars'**

**Data Collection Sheet**

Please complete with full details and return to Childcare

Child's Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Reg Group:	
Proof of DoB		Office use only	
Address:			
Post Code:			
Telephone:			

**Please give details of all persons who have responsibility indicating if this is \* parental/\*legal and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.**

Priority	Name/Relationship	Responsibility		Home Address /Phone	Work Address Phone/Email	**Disability (Optional)
		*Parental	*Legal			
1	MOTHER			Tel: Mobile:	Tel: Email: :	
2	FATHER			Tel: Mobile:	Tel: Email: :	
3				Tel: Mobile	Tel: Email:	

**\*\* Please indicate any disability which might impact upon the child or family members access to or relationship with Childcare eg mobility, sensory impairment.**

<b>Dietary Needs</b>	
Dietary Preferences	
<b>Medical Practice:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Medical Condition(s)/ Medical Note(s) (Allergies, Asthma, Epilepsy, Diabetes etc)</b>	

<b>Ethnicity Origin</b>			
<b>White</b>	<b>Asian or Asian British</b>	<b>Mixed</b>	<b>Black or Black British</b>
British <input type="checkbox"/>	Indian <input type="checkbox"/>	White & Black Carrib <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White& Black African <input type="checkbox"/>	African <input type="checkbox"/>
Trav Irish Herit <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other Black background <input type="checkbox"/>
Gypsy/Roma <input type="checkbox"/>	Other Asian: <input type="checkbox"/>	Any Other Mixed <input type="checkbox"/>	
Other White <input type="checkbox"/>	Kashmiri <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Chinese <input type="checkbox"/>	Any other ethnic background <input type="checkbox"/>		
I do not wish ethnic background to be recorded <input type="checkbox"/>			
The information on ethnic background was provided by : Parent <input type="checkbox"/> Child <input type="checkbox"/>			
<b>Home Language:</b>		<b>Religion:</b>	
<b>Data Protection Act 1998:</b> The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.			
<b>Signature:</b>			<b>Date:</b>

