



Ofsted Reg No: 110391

Parents' Handbook

Updated 12 June 2020

**Kids Kapers is open during term time only
Monday to Friday from 7.30am-8.45am & 3.15pm-6pm**

Direct Tel: 01296 623635

(Outside these hours or for emergencies call the School Office on 01296 622264)

Registration

All parents/carers are required to complete a registration form prior to their child attending the clubs. These are available from the school office or directly from the club supervisors. Registration should be renewed by the end of July each year, ready for the next academic year.

Should any details change during the year, parents/carers are asked to notify the school office immediately. The name of the emergency contact should **not** be that of a parent or guardian.

Should the club reach capacity, priority for new registration will be given in the following order:

1. Sibling already attending
2. Disadvantaged children
3. Full time bookings
4. Regular full days – 3 or above
5. All breakfast/all afternoon sessions

Bookings

Bookings are made, and paid for, in advance and confirmed on a monthly basis. Monthly booking forms are available from the sign in desk at Halton Before and After School Club or the school office. Additional 'drop-in' sessions may be available depending on pupil numbers. These need to be discussed with the club supervisors and will be subject to an additional administration charge.

Cancellations/Non attendance

Cancellations or changes to bookings already made require a month's notice in advance. If a child is absent from school with sickness, on holiday or unable to attend a session that has already been paid for, then no refund will be given, unless a month's notice has been given.

Parents **must** notify the club if their child is not attending that day's session. Parents should phone the school office (01296 622264) before 2pm for After School Club and before 8am they should contact the club supervisor on the direct dial number (01296 623635) for breakfast club.

Fees for Academic Year 2020/21

The cost of a Breakfast Club session (7.30am - 8.45am) is £5.00

The cost of an After School Club session (3.15pm - 6pm) is £11.00

Charges are reviewed annually; any changes will be notified to parents/carers at least a month in advance. Fees are due monthly, in advance, and are payable within 10 days of the invoice date. Payments can be made via the ParentPay portal or by approved voucher scheme— please contact the school office to discuss how to arrange this facility.

There is no discount for siblings and/or part sessions. Families entitled to Free School Meals are eligible for a 10% discount on fees.

Please note that fees must be paid by the due date shown on your invoice and failure to do so will result in a 5% admin charge being applied to the outstanding balance. Failure to pay may result in your child not being able to attend Halton Before and After School Club and the school reserves right to take any appropriate action to secure monies it believes it is rightfully owed.

Additional drop-in sessions will be shown on the next invoice, but payment should be made on the day of the booking

Staff

All staff are fully DBS checked and comply with the school's safeguarding policy and procedures. Staff members hold relevant childcare qualifications and a trained first aider is always in attendance. Adult to child ratios are maintained at all times.

First Aid and Medication

There is always a trained first aider on the premises. In the event of any accidents in school or out-of-school care, an accident and first aid record will be completed. The completed form will be sent home with your child. Parents will be made aware of any serious accident. Prescribed medication may be given to a child as long as written permission is given by the parents. If a child has any specific allergies or medical conditions it is the parents' responsibility to inform Kids Kapers staff and provide relevant documents and medication. A health care plan must be completed.

Breakfast Club

Breakfast club is held in the school dining hall; it starts at 7.30am and finishes at 8.45am. Children can arrive at any time during the session; parents must sign their child in on arrival. We will ensure that children leave promptly, arriving at their class on time.



Breakfast

Breakfast is available between 7.30am –8.15am. This will be varied and healthy and will include:-

- Cereal
- Milk
- Toast
- Fruit
- Yoghurt

We consult the children regularly about the choices on offer and try to include their suggestions.

Activities

A wide range of activities are available throughout the session. These include construction, drawing, reading, outdoor play and much more!

After School Club

After School Club is held in the school dining hall. It starts at 3.15pm and finishes at 6pm. Your child can be collected at any time during the session. Parents must sign their child out on departure.

Please note that the session finishes at 6pm. Late collections will incur an additional charge of **£10 per child per family between 6pm and 6.15pm and £10 for each 15 minutes thereafter**. This additional charge is to cover overtime for two members of staff who must always be in attendance with any child. Late fees will be included on the following month's invoice.

Snacks

We provide the children with a substantial snack during the session. A wide range of both hot and cold food including fresh fruit and vegetables will be provided. We encourage children to make suggestions for the snack and to try new things. It is the parent's responsibility to inform the staff of any food allergies or any special dietary requirements.

Activities

We provide a wide range of activities for the children including:

- Cooking
- Art & Crafts
- Painting
- Play Dough
- Computers
- Reading Corner / Quiet Area
- Homework area
- Outside Games (weather permitting)
- CDs and DVDs
- Construction
- Themed Weeks



Behaviour

Kids Kapers is part of Halton CC School and has adopted the school's Behaviour and Anti Bullying policies.

Whilst the club is a relaxed and enjoyable environment, there are high expectations of behaviour. In the case of persistent inappropriate behaviour staff will speak to parents and work with them and the child involved to resolve the situation. If behaviour does not improve, despite planned interventions, this may lead to the child being excluded from the club.

Complaints

All enquiries or complaints should be made to the club supervisor. If you are not satisfied with the response given, please contact the Headteacher, via the school office, with your concerns. Our complaints policy is available on the school website.



Hygiene

We encourage the children to help with the preparation of the food provided raising their awareness of food hygiene and the importance of cleanliness. Robust hand washing expectations are in place.

Security

On arrival at the club the children **must** be signed in, to ensure that they have arrived safely. Children and parents should only use the Main Entrance to the school. At the end of Breakfast Club, pupils will be signed out by a member of staff. On departure from After School Club parents **must** sign out their child on collection.

If you ask anyone other than a nominated person to collect your child it is vital that you let the club know; children will not be allowed to leave unless this has been notified and refusal may offend.

Children must be collected by someone over the age of 18 unless we receive written parental permission.

Further Information

If you require any further information about the club then please contact the school office or the Kids Kaper's direct line (01296 623635)

Terms and Conditions for Academic Year 2020/2021

**The session times and costs with effect from
1 September 2020 are as follows:**

Breakfast club: 7.30am – 8.45am session cost £5.00

After School club: 3.15pm – 6pm session cost £11.00

- I will notify the club if my child is unable to attend a particular session. I will telephone before 2pm if my child is not attending the After School Club and by 8am if not attending Breakfast Club
- I will notify the club if someone other than those specified on the registration form is to collect my child
- I agree to keep my child away from the club if advised to on medical grounds
- I agree to sign my child both in and out of the club to comply with health and safety requirements
- I agree to abide by and support decisions made by the club staff regarding inappropriate or unacceptable behaviour
- I will arrange for my child to be collected from the After School Club by 6pm and agree to pay a fine if I am late to collect my child (£10 per child between 6pm and 6.15pm, £10 per 15 minutes thereafter)
- I agree to pay the invoice for my child in advance and within 10 days of the invoice date
- I agree to pay a 5% surcharge on any monies not paid by the due date shown on my invoice
- **I agree to give a minimum of one month's notice**, in advance, of the permanent withdrawal of my child(ren) or of a reduction in the number of sessions attended. I understand that if I fail to do so I will be required to pay an amount equivalent to the required period of notice outstanding
- I understand that the full session fee is payable even if my child only attends part of a session
- I understand that the fees and times of the clubs are subject to annual review