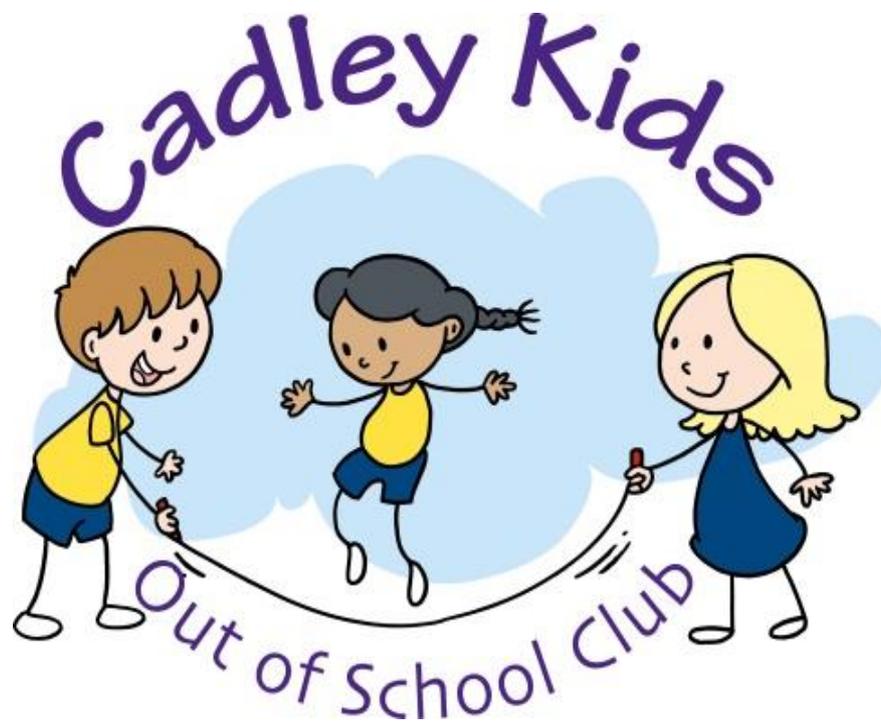


# Cadley Kids Breakfast Club



## Cadley Kids After School Club.

# MISSION STATEMENT

Cadley Kids Breakfast Club and Cadley Kids After School Club aims to provide a centre for before and after school care. Children and staff value one another and work together to create a happy club where all enjoy social interactions and good fun.

## STAFFING

### **Breakfast club staff:**

Catherine Horrocks	Coordinator
Helen Tattler	Deputy Coordinator
Farida Master	Play worker
Angela Jackson	Play worker
Georgina Critchley	Play Worker
Kim Lafferty	Play worker

### **After School club staff:**

Angela Jackson	Coordinator
Helen Tattler	Deputy Coordinator
Georgina Critchley	Play worker
Jaz Singh	Play worker
Farida Master	Play worker

Play workers will vary due to individual rota

### **Ratio:**

1-8 for under 8 year olds

1-10 over 8 year olds

All staff are DBS cleared and qualifications certificates are kept on file on the premises. If any students are on placement with Cadley Kids Club, they will not be counted in the ratios. They must be over 15 yrs and will not be left unsupervised.

Staff are inducted regularly and have the opportunity to access training to further their professional development and quality of the club.

Cadley Kids Club values confidentiality and this is maintained by data protection. Sharing of information is given only between parent and carer concerned.

## **OPENING TIMES**

Cadley Kids Breakfast Club will be open daily 7.30am to 8.40am.

Cadley Kids After School Club will be open daily between 3.00pm and 5.30pm term time only. On the days where school has an early finish, Cadley Kids After School Club will not operate.

## **ACTIVITIES ON OFFER**

Cadley Kids Breakfast Club will serve breakfast between 7.30am to 8.40am.

There will be a range of activities on offer, which will be delivered on a rota system. There will be a 30 minute focused activity period, which will follow a monthly theme.

Cadley Kids After School Club will offer art & craft, structured play, free play and snacks.

There will be a 30 minute focused activity period, which will follow a monthly theme.

Children from classes 1-3 will be collected by 2 members of staff from outside Class 1 and will be taken to the McMullen Centre for registration. Children from classes 4-11 will line up in the school corridor and escorted by 2 members to be registered in the McMullen Centre after the school day.

## FEES

Cadley Kids Breakfast Club fees are £4.50 per session. Cadley Kids Club operates a Pre-booking system. This ensures correct staff: children ratio. The days you book your child in to Cadley Kids Club have to be set days to keep hold of your child's/ children's place even if your child does not attend ie sickness or holiday you will still be charged.

Cadley Kids After School Club operates a pre-booking system. This ensures correct staff: children ratio.  
Fees are £8.00 per session.

Payment should be made by Parent Pay only with payment of at least two weeks in advance.

Ofsted registration number 309654

If there is a problem with payment, please contact the relevant Co-ordinator or Mrs Ann Mills as soon as possible on 07939621712 or via email [amills@fulwoodcadley.lancs.sch.uk](mailto:amills@fulwoodcadley.lancs.sch.uk)

If fees are failed to be paid, we cannot accept children to attend either club.

If children are not booked in, they will be asked to be collected.

## SETTLING IN

In order for the children to have an easy settling in period, the Co-ordinators will introduce all staff members and allocate the child with a key worker (reception children only) or a buddy, who will show them rules and routines. This will also help them build friendships.

## **ARRIVAL AND DEPARTURES**

Cadley Kids Breakfast club will open at 7.30am, as we are not insured before this time. On arrival a play worker will sign the child / children into the Breakfast Club.

Cadley Kids After School Club children from classes 1-3 will be collected by 2 members of staff from outside Class 1 and will be taken to the McMullen Centre for registration. Children from classes 4-11 will line up in the school corridor, after the school day and will be escorted to the McMullen Centre by 2 members of staff for registration.

Children will only be released to a designated person. If any different, notice in writing or a phone call to the Co-ordinator must be given.

If children fail to be collected, after parent/carer is contacted with no response, we will be given no choice but to notify the Police and Social care

## **PARTNERSHIP WITH PARENTS AND CARERS**

We aim to work in partnership with the parents and carers. Termly newsletters will be sent out with information on the future club activities or events. All Policies and procedures, letters, newsletters, photographs and topic plans are on the school website under Cadley Kids Club and on the external noticeboard outside the McMullen Centre.

Cadley Kids Committee will include a parent representative. Committee meetings are held regularly to discuss any arising problems and future development.

# **ATTENDANCE**

Parents/Carers must inform the club if their child is not attending for any reason or being collected by somebody other than anybody authorised on the registration form.

## **APPLICATION FORM, EMERGENCY MEDICAL TREATMENT CONSENT ETC.**

Please see our full policies and procedures document, which is available on the clubs school website under Cadley Kids Club and in a file in both clubs

Our policies and procedures include:

Staff disciplinary Procedure, Social media Policy , Staff induction and development, Smoking, Alcohol and Drugs, Safeguarding children Policy, Safe recruitment Policy, Risk Assessment Policy, Safe Internet use, Participation Policy, Play Policy, Pandemic Flu Policy, Mobile Phone Policy, Mission Statement, Confidentiality Policy, Healthy Eating Policy, Child Induction Policy, Complaints Policy, Behaviour Management Policy, Arrivals and Departures, Anti - Bullying Policy, Adminstrating Medication Policy, Aggressive Behaviour Policy, Admissions and Fees Policy, Suspensions and Exclusions Policy, Uncollected Children Policy, Visitor Policy, Whistleblowing Policy, Emergency Evacuation / Closure Procedure, Equalities Policy, Early years Foundation Stage Policy, Fire Safety and Risk Assessment , Health and Safety Policy, Missing child Policy, Illness and Accidents , Intimate Care.

# FOOD & DRINK

Both clubs promote healthy eating with a wide variety of snacks.  
We pride ourselves in being a nut free club and do not allow children to bring their own snacks to the club.

In Breakfast Club we encourage to be healthy through our healthy Breakfast menu which consists of:

Fresh Fruit, Toast with butter, Toast with jam, pancakes, crumpets, Weetabix, Rice krispies , Multigrain shapes, Cornflakes, Milk, Water and Fruit Juice.

After school Club menu for snacks consists of:

Variety of sandwiches, Hot cross buns, Muffins, Variety of non-sugary cereals , Fresh fruit, toast / crumpets, fruit juice, water and juice.

## Contact Details

### Breakfast Club

Mrs C Horrocks ( coordinator)  
01772 717087 Or 07939621712  
ckc@fulwoodcadley.lancs.sch.uk

### After School Club

Miss A Jackson ( coordinator)  
01772 717087 Or 07939621712  
ckc@fulwoodcadley.lancs.sch.uk

We require a signature that this document has been read, understood and agreed in order to register your child at the club.

Parent/Carer:

Name in full \_\_\_\_\_

Signature \_\_\_\_\_

Child

Name in full \_\_\_\_\_

Signature \_\_\_\_\_

Class Name \_\_\_\_\_

Date \_\_\_\_\_

(Please sign and return this page to Cadley Kids Club)