



Millhouse
Primary School and Nursery

Children's Club

Prospectus and terms and conditions
November 2020/2021

*A quality childcare facility for the children of Millhouse
Primary School and Nursery*

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Welcome to Millhouse Children’s Club

Our Before and After School Clubs provide care in a caring and stimulating environment for children who attend only Millhouse Primary School & Nursery. The club is governed by Millhouse Primary School & Nursery and follows the policies and procedures of the school. The school, along with the governors and staff, aim to provide our parents/carers with a first class childcare facility, where your child can work in an atmosphere of mutual respect and trust. We will provide good quality healthy food in accordance with our healthy school’s policy.

Our Vision

At our school, we inspire a love of learning. Everyone will believe in themselves and have the aspirations and skills to succeed in life.

- We are proud of our achievements and celebrate success.
- Our curriculum develops pupils’ independence and encourages inquisitive minds.
- Our school is a safe environment where we value everyone and have respect for each other.
- We know that we learn best when we challenge ourselves.

What do we do?

We structure the sessions so that there may be short periods of whole group activities as well as independent or individual activities. These might include a play session, drama, an outdoor game or a visit to one of the play areas on site. At other times we will give the children the opportunity to choose from a range of activities. We are not a homework club, however we will support children with learning at parental request.

Opening Times and Costs (Term time only)

Session	Start Time	End Time	Cost
Morning	7:30am	8:55am	£3.00
After school	3:00pm	6:00pm	£7.50

Staffing

Children's Club Supervisor: Miss Rivers

Children's Club Deputy Supervisor: Mrs Rebbeck

Children's Club Administration: Mrs Shadwell

All staff are employed by Millhouse Primary School & Nursery in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.

Application, Payment and Bookings

To apply for a place please complete the application form and we will contact you when a place is available.

Children's Club administration is carried out on a Monday so please email any requests.

Places are reviewed annually and you have to reapply every summer term for the September. Places are not guaranteed for your child. Full Time places are allocated first and then we endeavor to accommodate as many part-time places as possible.

All payments are to be made online using the Schoolcomms App. (See office for further information).

We also accept Employees Childcare Vouchers please email the office to make us aware as the payments are received differently.

Fees must be received by the School in advance on the Saturday the week before your child attends the Children's Club.

We will charge £5.00 for each week a late payment occurs this applies to both Schoolcomms payments and Voucher scheme payments. Voucher scheme payments take longer to reach the school bank account so please ensure you allow sufficient time.

If arrears are still not cleared by second week your place will be withdrawn giving one week's notice.

Fees are payable during term time and this includes sickness and holidays. Please note you are reserving your child's place and are liable to pay fees for all booked sessions; no show due to illness/holidays etc. still needs to be paid for.

Any cancellation of sessions (including part cancellation) need to be advised via email (admin@millhouse.essex.sch.uk) giving **Two Month's notice**. If you are requesting to change from a Full Time to a Part Time place this **may not** be available as Full Time places always take priority.

The children must be collected promptly by 6.00pm. **A charge of £5 will be charged up to the first 15 mins and £5 for every additional 15mins if parents/carers are late.** This sum will be used to pay towards staff overtime. If parents/carers are consistently late, then the child's place will be at risk. If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us on the 'child(ren)'s form'. If we have no contact by 6.30pm, we will make a decision if/when to contact Social Services.

To maintain low fees we only carry out administration on Children's Club on a Monday Morning, if it is an urgent matter please contact the School Office in the first instance.

Information

Children's Club is situated within the Key Stage 2 hall and children from Key Stage 1 and EYFS will be escorted to or from their respective classes by a member of staff at the start/end of the school day.

Any changes to arrival and collection time should be notified in writing. Please deliver your child to the door and sign them in with a **member of staff** when dropping them off. When collecting please ensure you sign them out.

Please ensure that you sign your child out. When a parent/carer or other adult identified on the registration form is unable to collect their child, a member of Children's Club staff must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown. If a parent nominates an unknown representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parents or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed between us and the parent.

Food and drink

The school catering team provide healthy light meals. The menu changes each term. An alternative menu maybe provided if your child has an allergy or follows a specific diet.

Keeping Records

We will keep appropriate records in a safe and secure place. Health and Safety is paramount at the Club. The Club is covered by the Health & Safety of the school, which is reviewed annually. Regular risk assessments are conducted to ensure that the children and staff are kept safe. We hold regular fire drills, whereby the staff and children are made aware of the appropriate action

to be taken, should a fire occur. All our staff are suitably trained and receive an induction. All staff have relevant first aid training.

Carer/Child minimum ratios are 1:8 for KS1 & EYFS children and 1:10 for KS2 children. Children are not allowed to leave the premises unless accompanied by their parents/carers or a member of staff. It will be assumed the clubs have permission for all children to be taken outside the premises onto the school grounds. Upon the registration of a child at the clubs, the staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency the club will take such action that is deemed necessary. If the club informs a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

All other families will be asked to complete a medical and contact detail form. It is the responsibility of parents/carers to advise us of any changes and to ensure that we hold emergency contact details appropriate to the time of day as well as any material information relating to their child's health or individual requirements.

Child Protection & Safeguarding

We follow the Child Protection Policy of the school which is reviewed annually. Our named Child Protection & Safeguarding Lead is Mrs Haken. It is our duty to know and follow the necessary procedures for reporting any suspected abuse. All staff are aware of the signs and symptoms of all types of abuse and know the procedure to carry out in these circumstances. If you, as a parent have concerns about any child or member of staff, you can contact Mrs Haken via the school office.

We have clear systems in place with regards to dropping off and collecting the children. Parents must provide us with the names of the adults (not teenage siblings) who can collect their child. As mentioned before, if there is a change in adult collecting, the parent must provide us with the person's name and the password which will be used to identify them. If this is not provided, staff will not allow the child to leave the premises. We have an intercom system at the door which parents must use. Parents must wait at the external door for a member of Club staff to bring their child to the door. Parents are not allowed to be unaccompanied on the school premises. Parents must sign their child in and out of the club.

Equal Opportunities and Inclusion

We offer all- inclusive clubs. If you or your child have special needs please come and talk to us about any additional requirements you may have and we will do our utmost to ensure that these needs are met wherever possible. Our aim is to provide for the social, emotional and physical needs of each individual child in the group. Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account the individual child's age, gender, ethnic origin, stage of development, home language and any special needs. We encourage the child to develop their own identity and culture, and help all children to learn about different cultures other than their own with a view to respecting others beliefs. All children in the group irrespective of their particular needs are encouraged wherever possible and appropriate to participate in all the group's activities. We ensure that every child has equal

access to toys, puzzles, books, sports etc., and that there can be no stereotypical gender bias. The Club will endeavor to meet the needs of the children with regards to adaptations and equipment needed and will aim to secure funding for this purpose.

Good Relationships and Wellbeing

Aggressive or abusive behaviour, physical or verbal, either to children or staff, is not tolerated. We reserve the right to send home any child if such action is deemed to be necessary or in the best interests of that child or other children. Children and adults must show respect for and make proper use of all property, equipment and premises whilst attending the clubs.

We recognise that the parents know their children best. We show respect for each family's beliefs, and parents' wishes for the child. We regularly ask you to update the 'child forms' and ask parents to check the arrangements for collection and emergencies. It is the parents' responsibility to advise us of any changes. At the end of every day parents have the opportunity to speak to us, or make an appointment to speak with us at a convenient time to them.

Behaviour Management

At the club we follow the Positive Behaviour Management Policy of the school. We take a positive approach to managing children's behaviour, but also allow the children to sort out their own disputes in a calm manner. Praise and encouragement is given for good behaviour that we pass on to the parents at the end of the day.

Valuables

The clubs do not accept responsibility for any money, toys, games or valuable items etc. which children may bring. We will make every effort to care for items that a child needs at school, e.g. musical instruments, if these are given to the care worker on arrival. Please ensure mobile phones are handed into a member of staff.

Complaints

If you have a complaint, please feel that you can discuss this with us at any time and we will try and work together to rectify it. If it is not remedied and you feel dissatisfied, you can make a formal complaint to the school, for the attention of Mrs Haken.

Before children attend, parents are required to accept our terms and conditions and to complete an application form. We hope the above information is useful to you and if you have any further questions please do not hesitate to contact us.

Contact numbers

Office – 01268 543584

Out of school hours emergency: 07849 756647

Email: admin@millhouse.essex.sch.uk

Millhouse Primary School
Breakfast and After School Club Registration & Agreement

Name of Pupil:										
Date of Birth:										
1. Parent/Carer Name: Contact Number: Email address:										
2. Parent/Carer Name: Contact Number: Email address:										
Additional Emergency Contact Number:										
Address:										
Class Teacher:										
Medical conditions/medication:										
Dietary requirements (allergies, intolerances etc):										
Sessions required (please tick):	Mon		Tues		Wed		Thurs		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
With effect from (date):										
<p>I have read and agree to the terms and conditions in the Prospectus and give my permission for my child to attend the Breakfast Club and/or After School Club at Millhouse Primary School.</p> <p>I authorize the staff to carry out first aid if my child requires it and to make decisions regarding any emergency care in my absence, providing a qualified person is consulted first.</p> <p>I agree that the sessions indicated above are required until further notice and that fees are to be received in advance via Schoolcomms or Vouchers whether or not my child attends.</p> <p>I understand 2 Month's written notice is required of any amendment or cancellation.</p>										
Signed (parent):										
Date:										
PASSWORD										