

CALVELEY ACADEMY

AFTER SCHOOL CARE



PARENT HANDBOOK



Calveley Primary Academy Wrap-Around Care Club

About the club

Calveley Academy After School Care is run under a management committee of the school Governors. We offer childcare from 7:30 to 8:35 in the morning and from 3:30 – 5:30 during the weekdays in school term time.

Aims

The club aims to provide a safe, secure and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities similar to those offered in the home.

What we offer

We offer a wide range of activities, incorporating craft, board games, reading, imaginary play, construction, sport and much more. We also offer the opportunity for children to complete their homework after school with the support of a play worker. During their time at the club, children can choose the activity that suits them best. Detailed weekly planning is available on the school website under the ACE activities section.

A breakfast of cereal or toast and juice or water is offered in the morning, and a snack and drink is offered after school each day. There is a 3-week rolling menu, (the details of which can be found online), which offers the children the opportunity to taste different foods or help with the making of their snacks. We promote independence by encouraging the children to help with giving out and collecting plates and cups, as well as offering the other children a drink. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met whenever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

A supervisor staffs ACE along with a number of play workers. The aim is to provide a smooth transition between school and club. We also have bank staff to cover absences, when regular staff are ill or are attending courses. All of our staff have significant experience of working with children and are expected to undertake professional development training throughout the course of their employment. All staff members have been checked through the Disclosure Bureau Service (DBS), (formally the Criminal Records Bureau (CRB)). We maintain a staff ratio of 1:8 children under the age of eight, in line with statutory requirements.

Policies and procedures

The club operates under a number of policies and procedures, copies of which are available on the school website.



TERMS AND CONDITIONS

Admission

It is our intention to make Calveley Academy ACE accessible to all children attending school. Admission to ACE is currently organised via the use of booking forms. It is important that any person who want to access ACE should fill in a booking form so that the club can ensure the statutory staff to children ratio is adhered to.

A completed registration form is required for each child attending. This form contains information concerning your child and also how to contact the parent in emergency cases. All information is confidential.

We will always accommodate your children, but kindly request that parents pre book their child in to the club to ensure appropriate staffing.

No deposit is required upon booking.

Booking Terms

- All parents wishing their child to attend ACE Breakfast and After school club **MUST pre book** in advance using the Google Forms link which will be sent via email.
- If you have an emergency (without giving a weeks notice) and require a last minute booking, an extra charge of £2 per session will be added. This is due to ensuring sufficient staff to children ratio and resources.
- Numbers are limited and places are allocated on a first come first served basis. Cancellation or missed sessions will be charged for unless 48 hours notice is given. Unfortunately refunds for unattended sessions will not be permitted.

Payment of fees

1. Morning Session (7.30am – 8.35am) = £4.00
2. Afternoon Session (3.30pm – 5.30pm) = £8.50
3. Emergency late booking = £2 **additional** charge per session
4. Both Morning & Afternoon Sessions on same day = £11
5. If children attend another club such as football from 3:30 to 4:30 the session cost will be reduced to £6.50 on this day only.
6. Late Booking (Less than 48 Hours notice) will see an extra £2 charge per session
7. We ask for families to enrol for a half term at a time so that sessions can be sufficiently staffed and resourced
8. Full payment in advance is required for our 10% booking discount and sibling discount to apply.
9. All outstanding payment must be cleared by the last day of half term unless stated otherwise. If invoices are not settled access to the club will be withdrawn for the following half term.
10. Siblings receive a 10% discount if using the termly advanced booking and full payment is made as applicable to your booking. *Please note that Advanced Booking discount and Sibling Discount can not be applied together.*
11. If children are picked up late from the after school club (after 5.30pm) there will be an additional charge of £15.00 per child. Late fees will be invoiced at the end of said late



session and must be cleared before access to the club can be reinstated. Any than 3 late collections per half term will result in a written warning being issued.

12. Invoices are sent out to parents at the end of every month. Bills are to be paid via our secure online payment system.
13. Payment must be made within 10 days of the invoice being received, or a late payment of £10 per day will be added onto the bill. Upon use of the club, parents agree to these conditions and commit to payment within the 10 days.

Half Term Advance Booking -

1. Parent / Carer selects each session required, using the google form, for the forthcoming half term.
2. To receive the 10% advance booking discount, Parents / Carers must pay for a block of sessions in advance (minimum of 10 sessions) which are used over the forthcoming half term. These sessions are booked in advance by using the google booking form.
3. Booking forms must be received by the date stated on the form along with full payment before the first session, in order to secure the above rates and 10% discount.
4. Booking forms will go out 2 weeks before the end of a half term or as soon as possible. As a result, no extensions will be given to the deadline they are due in.
5. **Unused sessions can not be carried over into the next term and swapped for alternative sessions.**
6. 10% Sibling discount will be given to the second/third child if sessions are booked and paid in full at the beginning of the term in advance.

Cancellation

1. Cancelling a session will need 48 hours notice. If 48 hours notice is given, a refund will be issued.
2. Sessions that are cancelled by families, with less than 48 hours notice, will not be refunded.
3. Sessions can no longer be carried over to the next term.

Cancelling a place

If you wish to cancel a booking, please let us know by sending an email to admin@calveleyacademy.org.uk no later than 48 hours prior to the session time and date. Failure to do so will result in you being charged.

Arrival and departure

Morning:

Parents/carers must accompany their child into the Breakfast club in the morning and sign in their child. At the end of the session, a member of ACE staff will escort the younger children



across to their classrooms, whilst another will supervise and/or escort the older children to their classrooms just prior to the start of the school day.

Afternoon:

Children will be escorted to the hall by their class teacher where the children will be registered using the signing in/out book. Parents/carers of children MUST first make themselves known to a member of staff before signing the child out. Parents must sign children out before leaving. Payment is determined by the signing out book. Please check this when signing your child out to avoid any discrepancies. If any adult other than the parent/carer is signing out the child, staff MUST be made aware of this prior to the child being collected.

Child Protection

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with all local and national child protection procedures and ensure that all staff are appropriately trained.

Equal Opportunities

Calveley ACE is committed to equal opportunities. We try to realise this goal through providing a range of activities and food offered to provide for the cultural mix of the children attending ACE.

Special Needs

Calveley ACE will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.



GENERAL INFORMATION

Behaviour

Children and staff have created rules for behaviour whilst at the club. These are displayed for children to see within the hall.

The club also operates Calveley Academy's behaviour policy, summarised here:

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

ACE aims to 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 that they enjoy.

ACE will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Children will be spoken to about any behaviour deemed unacceptable or unsafe. If the behaviour persists, this will be recorded on cpoms and share with the Headteacher. Staff will also liaise with parents in cases of unacceptable behaviour within the club.

The club has procedures for dealing with unacceptable behaviour. In the case of violence of behaviour that poses an immediate danger, a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. ACE recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

Illness

We are unable to care for children who are unwell.

Please inform the Supervisor of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not let him/her to the club for 24 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Several of our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication

Please let the Supervisor know if your child is taking prescribed medicine and needs to be prescribed during the time they are in ACE. A medicine permission form will need to be completed, which is available from the school office.



Complaints

ACE is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Supervisor, or any related 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 receiving the complaint and full written response will be within a month of receipt.

Contact details:

Line Manager: Miss Erin Knapman admin@delamere.cheshire.sch.uk

PLEDGE TO PARENTS/CARERS

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.
- Listen to your views and concerns to ensure that we continue to meet your needs.



CONTACT INFORMATION

Calveley ACE
Calveley Academy
Calveley Green Lane
Calveley
Tarporley
CW6 9LE

WAC mobile number: 07825519749

(Please leave a voice message if there is no reply)

Ofsted Registration No: 143157

Club staff:

Line Manager - Miss Erin Knapman

Playworkers –

Toby Scott
Amy Brough
Ellie Rathbone

Early Years and Childcare Service

Room 237, Second Floor
The Forum
Northgate Street
Chester
CH1 2HS

Ofsted

Picadilly Gate
Store Street
Manchester
M1 2WD
Tel: 03001231231



CALVELEY ACE HEALTHY EATING POLICY

ACE will provide healthy, nutritious and balanced food and drinks. Food and drink will be safely prepared with regard to the dietary and religious requirements of the children in our care. We ask parents to notify us regarding any special dietary requirements or allergies when they register their child.

Information regarding food allergies will be recorded on Allergy Information Board, which is visible to staff whilst food is being prepared.

ACE will promote healthy eating and will lead by example. Staff responsible for food preparation, handling and storage have received appropriate training.

- We will provide suitable healthy snacks for all children.
- Children will be encouraged to develop good eating skills and table manners.
- All children will be given plenty of time to eat.
- Where appropriate, children will be involved in planning and preparing food and snacks.
- Fresh drinking water will be available at all times.
- Withholding food will not be used as a form of punishment
- Staff will discuss with children the importance of a balanced diet where appropriate.
- The club will not regularly provide sweets for children.
- We will avoid excessive amounts of fatty or sugary foods.
- Children will not be forced to eat or drink anything against their will.
- Children are not allowed to bring their own food or snack to the club, as staff need to monitor for allergies.

This policy was adopted by: Calveley Academy	Date: February 2022
To be reviewed: February 2023	Signed: Ray Rudd



CALVELEY ACADEMY PLAY POLICY

All children are entitled to play; it is intrinsic to their quality of life and an important part of development.

According to the *Statutory Framework for the Early Years Stage (2012)*: “Play is essential for children’s development building their confidence as they learn to explore and to think about problems and how to relate to others. Children learn by leading their own play and by taking part in play that is guided by adults.”

At ACE, we recognise the importance of the play to a child’s development. As play workers, we support and facilitate play and not to seek to control or direct it. We will never force children to participate in play, but allow children to initiate and direct the experience for themselves.

Facilitating play:

We support and facilitate play by:

- Providing an environment, which is safe and suitable for play.
- Setting up the club so activities are ready before the children arrive.
- Providing a range of equipment resources and activities on a daily basis, and keeping a record of these to ensure that varied play opportunities are offered.
- Encouraging children to request additional or alternative equipment as they choose, and if a request has been refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available everyday, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Planning activities that enable children to develop their natural curiosity and imagination.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary to: reduce risks of accident or injury, or to encourage appropriate social skills.
- Warning children in advance when an activity or game is due to end.

Play areas and equipment

- All indoor and outdoor play areas are checked and risk assessed.
- ACE keeps an inventory of resources and equipment, which is updated regularly and reviewed to identify where any additional resources are required.
- Children are involved in selecting additional equipment and resources for use at the club.
- The resources used at ACE promote positive images of different ethnic backgrounds, religions.



This policy was adopted by: Calveley Academy	Date: February 2022
To be reviewed: February 2023	Signed: Ray Rudd