

"Kadet Klub" Handbook 2016-2017





Bursar/Manager:

Mrs Heather Glenn

Play Leader:

Mrs Tracy Lovell

Chair of Management Committee:

Mrs G Crowe (Parent)

Secretary to Management Committee:

Mrs Linda Nicholl (Parent)

Tel: 02871 302284

Mobile: 07874011648

Developing the potential of everyone to the full, within a caring and stimulating environment.

Principal: T. R. McMaster B.Ed.





"Developing the potential of everyone to the full, within a caring and stimulating environment."

Welcome

As with our primary school, it is our aim at the Day Care facility to offer the highest quality of service to children and their parents. We seek to provide a safe, comfortable, caring and stimulating environment in which children can play, relax and benefit from a wide range of activities, all within a secure, modern, spacious and extremely well-equipped building.

The Day Care Facility is managed by the Kadet Klub Management Committee and all staff are suitably qualified and Child Protection trained.

The Facility will initially be open:

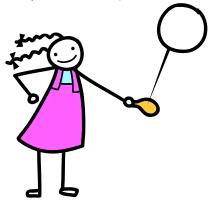
all year round (except 'Bank' and 'Public' holidays), and will offer an extended programme of activities during Hallowe'en, Christmas, Easter and Summer periods.

We seek to create a non-school like atmosphere during day-care sessions.

Children will have access to a range of age-related activities; including time
just to 'chill-out' if they so wish.

We aim to work in partnership with you, the parent, to provide the best possible service for your child. If you have any questions, queries or comments at any time, a member of staff will be only too glad to help.

Please take some time to read this handbook as it should answer most of your initial questions and sets out the policies under which we operate.





Service Details

70000

Drumahoe Primary School Day Care is currently only open to pupils who attend the school. Reception/Primary 1 pupils may use the facility from July in their immediate pre-school year prior to starting in September or from the date of their fourth birthday if entering Reception.

There are five ways to use the service during term time:

After-School Care Fees:

There are various ways to use the service during term-time and all inc. a snack:

2.00pm - 4.00pm	Daily Cost: £5.00	(second child £4.00) incs, a snack
2.00pm – 5.00pm	Daily Cost: £10.00	(second child £8.00) incs, a snack
2.00pm - 6.00pm	Daily Cost: £12.00	(second child £10.00) incs, a snack
3.00pm - 5.00pm	Daily Cost: £5.00	(second child £4.00) incs, a snack
3.00pm - 6.00pm	Daily Cost: £10.00	(second child £8.00) incs, a snack

It will not be possible to split rates beyond the options above.

During Exceptional Closures and Staff Training Days the facility will be open from 8.30am - 6.00pm.

During early school closures (eg, last day of term before Christmas, Easter and Summer), the facility will be open from 12.00pm - 6.00pm.

There is a set pricing structure for each period of use (see Appendix 1), with a reduction for second/third child.

Environment

It is intended to create a non-school-like, informal atmosphere within the facility, whilst maintaining high standards for behaviour.

Children will be allowed to change out of uniform (if desired) and will have a choice of activities during the week.

The price includes:

- ♣ Insurance
- Afternoon snack
- ♣ Breakfast and snack for full-time users during holiday periods
- Quiet areas for reading and completion of homeworks
- Access to TV/Video/DVD and Computers
- Board games and toys
- Art/Craft activities
- Use of playgrounds and gym for games
- ♣ Use of outdoor play areas (play activities)
- Use of inner courtyard (play activities) & other play spaces
- Use of the Sensory Garden

All of the above activities will be appropriately supervised.

Activities will be split for P1-P3 and P4-P7 age ranges where possible.

Closures

The Facility will initially be open all year round (except 'Bank' and 'Public' holidays), and will offer an extended programme of activities during Hallowe'en, Easter and Summer periods.

The facility will be closed on the following days: School Christmas Holidays St. Patrick's Day Easter Monday and Easter Tuesday May Day Bank Holiday Whit Bank Holiday July week

(Normal alternatives apply if above holidays fall on weekends)



Payment

Parents must pay on the first day of each calendar month and accounts must be settled promptly and regularly. Non-payment of accounts will result in loss of place. The facility will close at $6.00 \, \text{pm}$ sharp. After this time, a surcharge of £10.00 per 15 minutes (or part thereof) will apply.

- We will accept Childcare Vouchers if provided by your employer.
- Parents should also enquire about Childcare Tax Credits, as you may be able to claim back up to 80% of your childcare costs when using a registered facility.

Absences

Absence due to illness/medical issues:

First three consecutive days are chargeable at the appropriate daily rate. After the first three days' absence, fees will be waived / refunded, only on production of a doctor's note or other suitable evidence. Absences of more than two weeks would require a retainer fee. Full fees remain payable for any non-medical/illness related absences during term-time. Minimum of two weeks' notice required if place is no longer required.

Admission Criteria

Should it be necessary to apply criteria, preference will be given to children who attend 5 days per week and siblings will be considered together. When necessary, we will keep a waiting list and inform parents when places become available. We would ask parents to appreciate that options for use cannot be more flexible, due to the logistics of employing staff and the staff-child ratios that we have to abide by.

Extra Charges:

- ♣ Late collections will incur an additional charge. The facility will close at 6.00pm sharp. After this time, a surcharge of £10.00 per 15 minutes (or part therof will apply.)
- ♣ Days booked but not used will be charged at full rate.
- Late payment of fees will attract an administrative charge.

Communication

We will regularly send out bulletins to parents (see also website www.drumahoeps.org) with any relevant information. We can deal with brief enquiries when you pick up your child and can also arrange an appointment for a longer consultation if necessary. You can also contact us by telephone (028-71302284 or 07874011648).

Security

Children will be appropriately supervised at all times. All entrances to the building are time locked and electronically monitored. The building and the surrounding campus are monitored by CCTV. Children will only be dismissed from the facility into the care of a nominated adult(s). (If you change your 'nominated adult(s)') you must let us know in advance.

Registration

All parents <u>must</u> complete a registration form and pay a £20.00 deposit - applicable from September 2016 if not already paid.

(Refunded when the child leaves the service)

Health & Safety

The building complies with all relevant Health and Safety legislation and appropriate risk assessments are carried out for all aspects of the facility's activities.

Equality

As an organisation we are committed to maintaining an environment free from discrimination towards children, parents or staff on the basis of race, gender, religion, disability, or any other factor related to respect for the human rights of individuals.

Confidentiality

All records held within the facility and all knowledge that staff have regarding children and their families is regarded as confidential.

Homework

A quiet area will be provided to make a start on homework unless parents request otherwise. However, it remains the parent's responsibility to check and oversee homework at home.

Parental Commitments

By working in close partnership with parents, we seek to provide a facility in which children are happy, which runs smoothly and which meets your needs. In order for us to meet these commitments, we ask all parents to:

- Contact us promptly if you have any concerns, or if there are any changes to your/your child's circumstances that we should know about.
- Ensure that we always have 'live' emergency contact details.
- Inform us if anyone other than the 'nominated person' is picking up your child.
- Avoid late collections and late payment of fees.

Behaviour

Whilst we aim to provide an informal environment, we will still set high standards for children's behaviour. Our policy is to promote positive and courteous behaviour at all times through role modelling, through providing positive social experiences in the programmes offered and through rewarding and praising children. Behaviour issues can usually be resolved by redirecting children, discussing the issue and/or requesting an apology if appropriate. The main sanction we would employ for poor behaviour would be supervised 'time-out' from a particular activity, and we would inform parents of any misdemeanours.

In the event of persistent difficulties or a serious misdemeanour, we reserve the right to exclude children from the facility, with or without prior warning, depending on the circumstances. Bullying behaviour of any kind will not be tolerated within the facility. We define bullying as persistent physical, verbal or emotional abuse of one child by another. (Isolated examples of 'horseplay' or rudeness are not defined as bullying and are therefore treated differently).

Child Protection

All staff are Child Protection trained and inducted. In the event of an issue arising, staff will follow procedures outlined in our Child Protection policy (For more details, contact the school). Mrs Laura Hegarty & Mr Terry McMaster are the designated persons in relation to Child Protection matters and can be contacted on 02871302284 or 07808947188.

Appendix 1: Current Fees - 2016-2017

Term-Time After-School:

There are five ways to use the service during term-time:

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      2.00/2.15 pm - 4.00pm
      Daily Cost: £5.00 (2nd child £4.00) incs. a snack

      2.00/2.15 pm - 5.00pm
      Daily Cost: £10.00 (2nd child £8.00) incs. a snack

      2.00/2.15 pm - 6.00pm
      Daily Cost: £12.00 (2nd child £10.00) incs. a snack

      3.00pm - 5.00pm
      Daily Cost: £5.00 (2nd child £4.00) incs. a snack

      Daily Cost: £10.00 (2nd child £8.00) incs. a snack

      Daily Cost: £10.00 (2nd child £8.00) incs. a snack
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It will not be possible to split rates beyond the options above.

School Closings/Holidays: Holiday Schemes, Exceptional Closures and Staff Development Days (S.D.D.):

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5.D.D. 8.30 a.m. - 1.30 p.m. Daily Cost: £10.00 (2nd child £8.00 & 3rd free); 1.00 p.m. - 6.00 p.m. Daily Cost: £10.00 (2nd child £8.00 & 3rd free); Attend both sessions -Daily Cost: £16.00 (2nd child £14.00 & 3rd free);
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Start/End of Term (noon finish) - Daily Cost: £17.00 (2nd child £15.00 & 3rd child free);

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Holiday Schemes (8.30 a.m. - 2 p.m.) Daily Cost: £12.00 per pupil (10 a.m. - 2 p.m.) Daily Cost: £10.00 per pupil
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Fees must be paid on return of the booking form if paying monthly (latest by 1st Monday of the month) or on a Monday if paying weekly.