



# SPRINGERS



## Breakfast, After School & Holiday Club

Registered in England (Company No: 09509704)

Registered Address: 102 Chells Way, Stevenage, Hertfordshire, SG2 0LG

Contact No: 07859915985

Mobile: 07859915985 /07572108300 / Home: 01438 367459

Email: [admin@myspringers.co.uk](mailto:admin@myspringers.co.uk) / [springersholidayclub@gmail.com](mailto:springersholidayclub@gmail.com)

Web: [www.myspringers.co.uk](http://www.myspringers.co.uk)

### General Information for Springers Breakfast, After School and Holiday Club

Thank you for your interest in the Springers Breakfast, After School & Holiday Club.

Please find below the details of the setting and how to register. Please could you ensure that you take time to read this information and complete the *registration* details and *contract* in full.

#### Dates

We are open every day of the year – *except Lodge Farm Primary School Inset Days; Bank Holidays and the week falling between Christmas Day and New Years Day of the December holidays.*

#### Prices & Times

<b>Term Time:</b> 7:30am till 8:50am = £2-50 / child 3:15pm till 5:15pm = £6-00 / child 3:15pm till 6:15pm = £7-00 / child	<b>Holiday Time:</b> 7:30am till 6:15pm = £20-00 / child * 7:30am till 1:00pm = £13-00 / child * 1:00pm till 6:15pm = £13-00 / child * <i>*Sibling rates available upon request</i>
---	---

#### Age Range

Children must be between 3 – 16 years of age.

#### Venue

The setting is held in the secure and spacious Halls (x2) and Dining Hall of **Lodge Farm Primary School:**

Lodge Farm Primary School  
Mobbsbury Way  
Stevenage  
Hertfordshire  
SG2 0HR

## **Ofsted Registration & Insurance Certificates**

Both the Ofsted Registration & Insurance Certificates are displayed on the Springers Notice Board.

## **Specific Needs**

In order to provide appropriate care to children with specific needs, an assessment will be made using the information provided on the registration form. Failure to provide all the information requested will affect our ability to provide the best possible care. If required, for an additional fee, a staff member can be made available to provide a one-to-one level of care for children with specific needs.

## **Early Years (EYFS) Children & Keyworkers**

With regard to children under the age of 6, we follow the EYFS framework and guidelines. These children are assigned a Key Worker who will monitor their progress within the setting and communicate with parents/carers directly. Where possible will request input from parents/carers; teachers; childminders & external professionals and use this information to plan for their learning and development through play at Springers. Early Years Learning Journeys are being recorded on Tapestry and parents/carers will receive paper copies of these once their child turns 6, and the electronic version will be removed from the Springers system.

## **Childcare Vouchers**

Springers accepts the majority of Childcare Vouchers. If you are planning on using vouchers as a form of payment please speak to a member of staff should you require registration details to register for vouchers.

## **The Play Team**

The setting is lead by an experienced NVQ3 qualified Play Leader supported by a motivated and enthusiastic team of assistants. All staff have been thoroughly checked through safe recruitment methods and undertaken enhanced DBS checks to determine their suitability to work with children, as well as an induction programme prior their commencement of employment within the setting – ensuring a safe and enjoyable experience for all. Training provided includes Food Hygiene, Child Protection/Safeguarding, First Aid and a thorough understanding of the Club's policies and procedures. Staff will be working within the Revised Statutory Framework for the Early Years Foundation Stage (EYFS 2014) therefore places will be limited in order to maintain the Safe adult to child ratios (1:8 for under 8s & 1:10 for over 8s).

## **Activities**

The activities take place both indoors and outdoors and equipment is able to be used in either area. There will be a wide variety of art and craft activities, messy play, individual & group games and activities, as well as ICT equipment (Ipads; Kindle Fire; DSi's; Playstation3; Nintendo Wii & X-box360); baking; role play; dress up; dance/movement & much more. There will also be the opportunity for quieter games and activities when the excitement gets a little too much! Our activities offer both *child initiated play* and *adult led play* and we encourage, but not enforce, participation.

## **Clothing**

School uniform is worn at Breakfast & After School Club. During holiday club, T-Shirts and/or aprons will be supplied for arts & crafts. Our aim is to have fun – which sometimes means getting 'messy'! During school holidays we recommend your children don't wear their 'best' clothing to the club to avoid these getting ruined during play!

## **Drinks and Snacks**

**Please note that NO food items containing NUTS are used in our setting or permitted in children's lunch/snack boxes.**

**Breakfast Club:** Fresh drinking water is available throughout the session. Children are able to choose one or more of the following: toast with a selection of toppings; cereal; fruit; yoghurt; occasional beans/spaghetti option. The last breakfast is served at 8:30am.

**After School Club:** Fresh drinking Water is available throughout the session. A light snack – for example: sandwiches / toast / tortilla wraps / cheese & biscuits / jacket potatoes / pasta & cheese / yoghurts / followed by fruit and/or vegetables and milk are provided on a daily basis (3:30pm). We acknowledge that it is difficult to please every individual's preference in snack choice, so we aim to keep the menu as varied as possible ensuring healthy options are available at all times.

**Holiday Club:** Breakfast menu is available in the morning up until 9:15am. Fresh drinking Water is available throughout the session. A light snack of either: fruit, vegetables, crackers, sandwiches or toast are provided on a daily basis (at 10:30am & 3:30pm). Children are required to bring their own packed lunch which is eaten at 12:30pm. Please see our health lunch guide attached.

## **Safety in the Sun**

**After School & Holiday Club:** During the summer months please provide your child with a 'labelled' cap and sun cream to ensure their safety during outside play. On hot days it might be a good idea to freeze a drink (in a plastic bottle) which keeps their drink cool. Weather permitting, we play water games outside (holiday club only) - so a change of clothes and a small towel would be useful.

## **Outings & Site Entertainers [holiday club only]**

**Holiday Club:** We periodically arrange outings for the children. When doing so, we either use a reputable coach hire company. Charges made for any outings are kept to the minimum and are over-and-above the daily childcare rate.

In addition to the outings the setting may be visited by external workshops. These might include: arts & crafts; bouncy castle; face painting; emergency services etc.

## **Safeguarding & Child Protection**

The Setting Manager is the trained Designated Safeguarding Person (DSP) – to whom any concerns might be directed. The Setting Play Leader is the DSP for eSafety.

Only responsible parents/carers named on the registration form (or an alternative adult identified in advance) will be permitted to collect the child. In which case, a password will be arranged. Similarly, only children for whom a completed registration form has been received will be admitted onto the scheme.

Any visitors to the setting will be required to sign in the visitor's book – providing their details and purpose for visit.

## **Parent and Carer Co-operation**

We encourage open communication with the parents/carers. Staff members are available at all times to discuss any issues relating to your child's participation within the setting. Occasionally we send out 'survey forms' or use 'comment boxes/forms' to obtain parents and children's ideas and thoughts and comments, we encourage your participation in these so that we are able to identify areas requiring improvement.

## **Managing Behaviour**

It is of utmost importance to us that we establish and maintain an environment where parents, children and staff know what is expected of them, and where adults and children work together within consistent, understandable and realistic guidelines and boundaries. In order to accomplish this we operate a 'three strike rule'.

It goes without saying that occasionally there are incidences of unwanted behaviour that occur which upset the balance within the group. Any continuous patterns of this behaviour will be dealt with in partnership with the parents/carer.

In severe or ongoing cases of unwanted behaviour, where the health and safety of children and staff are at risk, a first strike will be issued, followed by a second and third strike (which on each occasion – the parent/carer will be required to sign acknowledgement of 'strike'). Thereafter the setting will reserve the right to remove the child's name from the register.

At the issuing of any strike – it will be made clear to the child/children involved that it is their behaviour that is unwelcome and not the individual.

It is of utmost importance that there is clear communication between play workers and parents/carers at all times when dealing with negative behaviour.

The following rules are in place, and re-iterated to the children every morning during registration:

### **Club rules**

- No swearing or bad language;
- No bullying, or being unkind to others;
- No physically hurting one another on purpose;
- Respect the school and club equipment;
- Respect yourself, other children and staff;
- Be polite & remember manners;
- Share equipment & take turns;
- Pack equipment away once you are finished with it;
- Never leave an area without telling a staff member;
- Have FUN!!!

### **Gym/Hall rules**

- Bare feet or shoes and socks only - *no children to play in their socks due to slippery floor*;
- No eating or drinking in the gym during playtime;
- Only use soft foam balls provided;
- No playing behind curtains;
- No entering storage cupboard;
- Have FUN!!!

In order to maintain a safe environment, we advise children that should they not adhere to the gym rules, they will be asked to leave the gym for the remainder of the session.

Any form of abusive language and/or violent and threatening behaviour directed at staff and children, by either children or parents/carers, will be dealt with immediately as a very serious matter.

## **Equal Opportunities**

We endeavour to provide a high standard of quality care and ensure equal opportunities to all children attending the setting. We understand that any attitudes or assumptions which fail to address the differences that exist between us have a negative effect on the children.

All policies and procedures are in place to ensure the safety and well being of all children and staff attending the setting.

## **Mobile Phones & Photographs**

The use of mobile phones is strictly prohibited in the setting, except the Club phones, which are only used for work purposes. All children with mobile phones are asked to place them in our 'mobile phone box', which can only be checked with a member of staff present.

The use of cameras and camera phones is also prohibited – with the exception of club cameras.

From time to time we might use photography for:

- arts and crafts activities & scrapbooks;
- a newsletter to registered children's parents/carers
- notice board pictures;
- outings and site entertainers.

Please note that any photographs placed in the newsletter will be downloaded onto the website for parents and children to read, however we will obtain parental permission before doing so.

## **Complaints**

We believe that children and parents are entitled to expect the courtesy of prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give quick and serious attention to any concerns about the running of the Club. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result we have a set of procedures in place for dealing with concerns. A confidential record of complaints against our setting and/or the children and/or the adults working in our setting is kept, including the date, the circumstances of the complaint and how the complaint was managed. We aim to bring all concerns about the running of our Breakfast, After School & Holiday Club to a satisfactory conclusion for all of the parties involved. We aim to initially acknowledge complaints in writing within 7 working days, and then to have resolved and rectified the situation within 28 days. A copy of our complaints form and procedure is available on request to any staff member.

## **Personal Belongings & Lost Property**

**Clothing:** Please could all children ensure their jackets, jumpers, hats etc. are well labeled. Lost property from Holiday Clubs will be kept and displayed at the next holiday and thereafter will be donated to the local charity shop. Items left at the After School Club will be placed in the lost property box in the KS1 hall.

**Toys & Possessions:** Any toys and personal possessions brought in to the club are the sole responsibility of owner. Please note that Springers is in no way liable for their loss or damage.

## **Confidentiality**

At Springers, it is our intention to respect the privacy of children and parents/carers, whilst ensuring a high quality early years care in our setting.

We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

**Cancellation Fees** (*applicable to After School & Holiday Club only*)

*Full charge is applicable with no notice or on the day notice.*

After School Club:     **24+ hours prior notice** or full charge is applicable.

Holiday Club:         **7 Days prior notice** = 100% Charge of session booked rate

**24 hours prior notice** = 50% Charge of session booked rate

**Mailing List**

All registered families will be included on the electronic mailing list. Please could you advise should you wish to be removed from future correspondence.

If you wish to discuss any aspect of the Springers Breakfast, After School & Holiday Club, or have any queries or concerns then please contact:

**Jo Jones**

**Mobile: 075 721 08300 / 078 599 15985**

**Home: 01438 367459**

**email: [admin@myspringers.co.uk](mailto:admin@myspringers.co.uk)**

**[springersholidayclub@gmail.com](mailto:springersholidayclub@gmail.com)**

**web: [www.myspringers.co.uk](http://www.myspringers.co.uk)**