

**Clinton Kids' Club**  
**After School Care from**  
**3.10pm until 6pm**



**Brochure and Casual Use Registration Pack**

# Clinton Kids' Club



Clinton Kids' Club is the after school provision for children attending Clinton School. Our aim is that children are happy and have fun, enjoying a wide range of interesting, practical activities, so that they continue to learn and enjoy the company of their friends after school has finished. The atmosphere is always calm and inclusive and it is a great opportunity for children to unwind.

## Management of the Club

The Club is owned by Clinton Primary School, and therefore the Governors of the school are responsible for our provision. The leadership of the Club is delegated to the Headteacher, with the Club Co-ordinator managing the provision on a day to day basis.

## Staff

The Club Leaders are Mrs Heaviside and Mrs Mills, and they are assisted by Mrs Ratcliffe as well as Mrs Hewin, Mrs Boneham, Mrs Groves. If you have any queries about what happens at the Club, Mrs Heaviside is your first contact.

Our leaders have teaching qualifications and other staff have NVQ level 3 qualifications as well as up to date safeguarding, food hygiene and first aid training.

Administration of Club finances is carried out by Laura Gratrix, Finance Assistant at the school. She is the first port of call when reserving spaces at the Club or booking places for children on a casual basis. See below for more information.

## Location

Clinton Primary School, Caesar Road, Kenilworth

## Contact information

Karen Heaviside (Club Leader): 07493 936872

Laura Gratrix (Finance Administrator): 01926 852334

Sam Pater (Headteacher): 01926 852334

## Arrivals and Departures

Key Stage 1 children are collected from the classroom by a Clinton Kids' Club staff member. Key Stage 2 children are expected to walk around independently to the Club room before the registration time of 3.20. Where an expected child does not arrive, this will be followed up immediately, with parents contacted. If your child is in school during the day and would normally attend the club but will not be doing so that day, please inform Mrs Freeman so that we know we don't need to make follow up calls to you.

On collection from the Club, all parents and carers must sign their child/children out, noting the time. Only designated adults (over 16 years), previously notified to the Club, will be allowed to collect children. These adults will be noted on the Club's registration form.

## Absence from the Club

If your child is going to be absent from the Club for any reason, it is essential that you contact Mrs Gratrix so that she can amend the register. Otherwise we will not know an absence is planned and will follow 'missing child' procedures.

## **Activities**

Activities are planned throughout the year with weekly themes. These are extremely varied and may have a cultural element to them sometimes, or be based on children's own suggested areas of interest. Children will have use of the playground and it is anticipated that there will be many sporting opportunities as the Club expands.

## **Early Years**

As an exclusively After School Club we are not required to follow the learning and development requirements of the EYFS. However we do use the framework as a basis from which to develop and guide our planning and themes throughout the school year.

## **Food and Healthy Eating (including dietary needs)**

Food provision at our after school club is compliant with the National School Food Standards. Relevant staff have basic food hygiene and preparation certification.

A snack is provided at the start of each daily session with a termly/weekly changing menu. The menu is on display in the Club room and it can be found on the school website. Dietary requirements are catered for so if your child has specific needs, please complete that section of the registration form.

Where casual places are required, the medical and dietary needs form will need to be downloaded from our website and e-mailed into the school by noon the first time your child attends the Club. It will then be your responsibility to ensure that should any of the details provided to school change you complete a new form.

## **Safeguarding**

Safeguarding is our key priority at the Club, just as it is during the school day. Staff are fully trained and if you have any concerns, please speak to Mrs Heaviside, Mrs Mills or Sam Pater. Our school policies, including 'Child Protection', 'Staff and Volunteers Code of Conduct', and 'Health and Safety' are on the school website, as well as many others you may be interested in.

## **Special Needs - catering for these in conjunction with our SENDCo**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff training programme includes specific elements relating to children with special needs. For more details on equal opportunities and special needs, see the school's Equalities Policy.

## **Clothing**

There are aprons which the Club use for art. The Club has a limited selection of second hand school uniform to be used in the case of accidental spillages. Having clothing for sports would be useful for those who would like to do those types of activities.

## **Behaviour and Anti-bullying**

Good behaviour is expected at the Club and the Clinton Primary School Behaviour and Anti-bullying policies will be followed in order to maintain this.

The Club has a Termly Positive Behaviour Award where children are rewarded for being helpful, getting involved in the many activities the Club provides, and supporting others during these activities.

## **Fees and Payment**

**Place guarantee:** If you want a regular slot at the Club, there is a 'place guarantee' payment of £25. This is a one off fee per family and means that the days you wish to reserve for your child are guaranteed for you until either you relinquish them OR payments are not made and places are not taken up.

Having this place guaranteed also enables staff at the Club to plan for your children, catering more specifically for their needs as well as their interests.

This gives you priority from year to year. If you wish to change those days at a later date, there will be no further payment, but reservations will depend on availability. Initially there are plenty of spare spaces but as the Club fills, reserved places may well become important to you.

The cost for a session (which runs from the end of the school day until when you pick them up at any time before 6pm) is £12.30.

Payment will be made monthly in advance, with billing reminders made via e-mail in the penultimate week of each month. We request that you keep your ParentPay account sufficiently in credit. If you wish to use childcare vouchers, please contact Laura Gratrix.

If you no longer require your child to attend the club (on a permanent basis), two weeks' notice is required.

As with the previous provider, should you not collect your child by 6.00pm, you will be charged an additional £10.00 per child for each 15 minutes past this time. This will be billed retrospectively via ParentPay and the balance will need to be cleared before your child next attends the Club. There is an emergency procedure, if we have not been contacted by you for children who are still not collected beyond 6.30 pm. You will have been contacted by 6.15pm. Where you are unobtainable the other emergency contact will be phoned. Where they are unobtainable social services will be contacted.

## **Casual Users:**

If you don't wish to reserve a regular space at the Club, it is possible to phone Laura Gratrix and arrange a casual place, so long as there is availability. The cost for a 'casual session' is £13.00. The place will need to be reserved by telephoning the school office prior to 10am, with payment made via ParentPay by 12pm. The registration form, available on the website, will need to be completed and sent back to us by noon also the first time your child uses the Club.

## **Admissions policy (Including dates being aligned to that of Clinton Primary School)**

Currently the Club will have plenty of space on certain days and less on others. As it grows, we will follow the admissions priority list below.

1. Those already attending the Club, requiring the same days.
2. New member siblings of those at number 1.
3. Those already attending the Club but wishing to change days.
4. New member siblings of those at number 3.
5. New members requiring the most days will be placed fourth.
6. New members requiring least days will be placed fifth.

**Registration Form:**

The application form for registration is at the end of this pack. Information will be stored securely at the Club facility in order to access it when required. One form will need to be completed for each child.

**Home-Club Agreement:**

The Club works most effectively when we work closely with you. The Home-Club Agreement sets out what we will provide. We ask you to share it with your children, get them to sign it (or draw themselves if they are little!) and sign it yourselves. We will sign it too! Thank you.

# Clinton Kids' Club Registration Form



Name of child ..... Year group in September 2019 .....

Days required:	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick:					

**Parent information:**

Main contact	
Name	
Address	
Telephone number	
Mobile number	
E-mail address	

Emergency contact (this is a second contact for use in an emergency):	
Name	
Address	
Telephone number	
Mobile number	

Additional responsible adult who may collect from the club	
Name	
Address	
Telephone number	
Mobile number	

**Any medical conditions:**

**Dietary needs: Please state any allergies or other dietary needs**

**Further information we should know:** please tell us anything you think it would be useful for us to know.

YOUR NAME (please print):

Date:

Signature: When this is sent from your personal e-mail address, no signature is required.



## Club / Home agreement

<b>CKC will endeavour to:</b>	<b>Parents will endeavour to:</b>	<b>Children will endeavour to:</b>
<ul style="list-style-type: none"> <li>➤ ensure the Club is enjoyable and educational;</li> <li>➤ cater for children's needs;</li> <li>➤ be responsive to parents' and children's concerns and wishes;</li> <li>➤ communicate effectively;</li> <li>➤ keep children safe, adhering strictly to school policies and procedures;</li> <li>➤ make such policies available to you on request;</li> <li>➤ set clear boundaries for behaviour, ensuring consistency.</li> </ul>	<ul style="list-style-type: none"> <li>➤ pick children up no later than 6pm;</li> <li>➤ inform Mrs Freeman if their child will be absent from a Club session;</li> <li>➤ keep staff informed about children's medical and dietary needs as they change;</li> <li>➤ support the Club with management of their children's behaviour;</li> <li>➤ communicate with the Club if there are any concerns or wishes.</li> </ul>	<ul style="list-style-type: none"> <li>➤ help to set and follow the Club rules;</li> <li>➤ be kind to other members of the Club;</li> <li>➤ help with tidying up;</li> <li>➤ take care with Club property;</li> <li>➤ follow safe internet rules, just like at school.</li> </ul>
<b>SIGNED</b>	<b>SIGNED</b>	<b>SIGNED</b>

\*For first time casual users, this may be completed after their first session in preparation for future casual sessions.