[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjC3oSDwLHiAhUKzoUKHQGhB-cQjRx6BAgBEAU&url=https://twitter.com/kingsfieldsch&psig=AOvVaw3IpbxRa9DeUy1vU1LYo2sQ&ust=1558695674327382)

**Kool Kids**

**Information Pack**

**Kool Kids is a before and after school club.**

The before school club will provide breakfast, be fully supervised and has a set fee.

The after school club provides a snack, a variety of activities and has a sliding scale fee.

**Staff**

Play Leader – Miss Y Angell

Play workers – Mr J Bailey, Miss M Cartwright, Mrs T Teaton

Certificates of staff qualifications are available to see on request.

**Contact Details**

The club telephone number is- 01782 973803 (7:30-8:45 & 3.00-6.00)

**Opening Times & Prices**

|  |  |  |  |
| --- | --- | --- | --- |
| **Before School** | **Charge** | | **Sibling** |
| 7:30am -8:45 am | | £5.20 | £4.68 |

|  |  |  |
| --- | --- | --- |
| **After School** | **Charge** | **Sibling** |
| 3.15pm – 4:30pm | £3.80 | £3.42 |
| 3.15pm - 5.15pm | £7.10 | £6.39 |
| 3.15pm - 6.00pm | £9.30 | £8.37 |

**Meals and Snacks**

If your child arrives at Kool Kids before 8:30am they will be able to enjoy breakfast. There is a range of cereals, as well as toast and fruit available.

After school snacks, such as beans on toast, crackers, fish fingers etc. will also be on offer. These are usually served before 4:30pm

**Picking up and dropping off**

Kool Kids is based in the Key Stage 1 building, access to the room is across the playground, past the hall by the outdoor gym equipment. We do expect an adult to drop off and pick up, signing their child in on arrival and signing them out on departure.

To ensure children’s safety please may we ask that every parent provide us with a password for their child. This will be used when an adult we do not know collects them.

Due to staffing costs, parents who are late collecting their child after 6:00pm will be charged a late collection fee of £6 for every 15 minutes.

**Admissions Policy**

* All children who attend Kingsfield have an equal right to be admitted to the before and after school club.
* The club reserve the right to accept and refuse admissions.
* The club reverses the right to terminate the places of any child/ren if fees are not paid, or if behaviour is unacceptable, or if the parents/carer does not adhere to the club policies.
* All information disclosed will remain confidential.

**Booking In & Payment Procedures**

Initially you will need to register your child with any member of Kool Kids staff. The registration pack is available from Kool Kids or the school office. Please complete this form and return it to school. This paperwork must be completed prior to your child attending.

Please advise the school once your child has attended, payment is to be made via ParentPay.

**Activities**

The after school club children can attend any clubs being run after school, this may include activities such as football, dance, multi-skills etc. We will ensure our staff collect your child and take them safely to club.

The after school club offers a relaxed atmosphere, the children have a snack and there is additional time for child choice activities such as; ICT activities, crafts, construction, puzzles, toys and games.

During this time staff fully supervise the children and ensure all children’s needs are met. This includes helping with homework and using the outside play equipment. Activities will be regularly reviewed to evaluate what has worked well.

**Belongings and Personal Property**

Children should not bring money or valuables, including tablets and phones to Kool Kids. The club cannot accept responsibility for loss or damage to belongings or personal property.

**Accidents and Illness**

Kool Kids follows school procedure which in summary is as follows:-

* In the event of a child feeling ill or having an accident the parent/carer will be contacted immediately. The registration form must detail two contact names and telephone numbers.
* In the case of a minor accident a member of staff from club will attend to the child, accident forms will be filled in and parent/carer informed upon collection.
* In the case of a more serious accident, the parent/carer will be contacted immediately to collect their child and take them to a medical centre. If this cannot be done, a phone call to the paramedics will be made.

**Complaints**

The club deal with all complaints as quickly and effectively as possible and in line with school procedure.

**Documentation**

A copy of club policies and procedures can be seen upon request.

**Child Protection**

Under child protection legislation, the club has duty to protect children in its care and will ensure that this is done in line with school policy.

**Discipline & Positive Behaviour**

Staff will promote and maintain a positive and caring environment within the club. A full copy of the Behaviour Policy can be seen upon request. The club expects that children will:-

* Be polite to staff, parents and each other.
* Show consideration to the needs of others.
* Respond to instructions given by a member of staff.

All unacceptable behaviour will be reported to the parent/carer.

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwjC3oSDwLHiAhUKzoUKHQGhB-cQjRx6BAgBEAU&url=https://twitter.com/kingsfieldsch&psig=AOvVaw3IpbxRa9DeUy1vU1LYo2sQ&ust=1558695674327382)

**Kool Kids Registration Pack**

**Child/children Details**

|  |  |
| --- | --- |
| Full Name/s |  |
| Date of Birth |  |
| Address |  |

|  |  |
| --- | --- |
| **Parent/Carer – 1st priority details** | |
| Full Name/s |  |
| Address |  |
| Contact details  Home:  Mobile:  Work:  Email: |  |
| **Parent/Carer – 2nd priority details** | |
| Full Name/s |  |
| Address |  |
| Contact details  Home:  Mobile:  Work:  Email: |  |

Name(s) of person(s) with permission to collect my child from club:

*MUST be over 16 years of age or older*

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship to child** | **Contact Number** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
|  | |
| Password |  |

|  |  |
| --- | --- |
| **Medical details** | |
| Doctor / Medical centre |  |
| Address |  |
| Telephone number |  |
| Medical conditions Y / N  Please give details |  |
| Is your child on any medication?  Y / N  Please give details |  |
|  |  |

Signed Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I have read the registration and information pack and agree to abide by the rules and conditions of club.***

***I understand that by signing this document I am entering into a contract with the Kool Kids before and after school club.***