

Activ8

Think it. Dream it. Do it.



Parent/Carer
Handbook

Welcome

Here at Activ8 we offer before and after school care. This facility is not just open to parents and carers who need childcare, but also for those children who just love coming to the sessions to spend extra time socialising with their friends and joining in with the different activities on offer.

Opening Hours

Activ8 is registered to provide childcare for children aged 4-11 years old from Monday to Friday 7:50am – 8.50am and afternoons 3:15pm - 6:00pm.

Aims and Objectives

- ✓ To provide outstanding childcare before and after school and to give parents/carers peace of mind that their children are being offered quality care in a homely environment.
- ✓ To provide a safe, secure and creative environment for children to develop emotionally, physically, intellectually, creatively and socially.
 - ✓ To celebrate the strong Christian values of our school which are: Patience, Hope, Compassion, Joy, Love, Self-control, Thankfulness, Faithfulness, Humility.
 - ✓ To offer a wide range of activities which are child initiated.
- ✓ To encourage children to form positive relationships and to communicate effectively with other children and adults whilst respecting other people's feelings, values and beliefs.
 - ✓ To promote self-esteem, self-awareness and self-confidence.
- ✓ To encourage children to take responsibility for their club by caring for one another and sharing and taking care of the equipment.
 - ✓ To celebrate their own and others' achievements and efforts.
 - ✓ To encourage independence and correct table manners.

Breakfast Routine

Breakfast club is open from 7:50am and parents and carers are asked to ring the doorbell on arrival.

A member of staff will welcome the children in and offer a choice of wholemeal toast, yoghurt, fruit juice and cereal.

The children have the chance to take part in pre-planned activities such as board games, colouring or reading until 8:40am when they are asked to tidy up and collect their belongings before heading to their classrooms/playground to start their day.

Children in Reception/Foundation Stage are escorted to their classroom by a member of staff.

Afternoon Routine

3:15 - 3:30 - Registration.

3:30 - 4:30 - Planned activity/Free play/Outside play.

4:30 - 5:15 - Tea time.

5:15 - 6:00 – Free play/Outside play.

At Activ8 we always have a variety of activities available to the children for them to choose at their leisure and in addition to these we have a special activity every day. These special activities vary from arts and crafts, cooking, outside activities or trips to the local park or church.

Alternative adult collecting your child

If your child is going to be collected by an alternative adult (must be over the age of 18) this instruction must be given to the Setting Manager prior to the session.

We will require a password from the alternative adult to release the child. If it is not possible to arrange this before the session the manager will perform a security check over the phone with the parent/guardian.

Please be aware that if an adult comes to collect your child without the correct password, your child will not be released into their care.

Staffing

There are four members of staff who work at Activ8.

Manager – Miss Billson

Play workers – Mrs Walker-Allan, Mrs Bellamy and Miss Cooper-Fox.

These members of staff also have other roles within school so the children who attend Activ8 know them well.

All members of staff are qualified and have been checked through the Disclosure Barring Service.

Members of staff have all achieved Level 2 in food and hygiene and have first aid training.

The overall responsibility for Activ8 lies with the headteacher of the school – Mrs Mills.

Policies and Procedures

The club operates under a number of policies and procedures in line with those of the school.

Policies can be found under the 'About Us' tab of our school website. A paper copy of a policy can be made available on request.

Specific Activ8 policies, including those related to fees, behaviour and admission are on the school website under Parents' Information, Activ8.

Safeguarding

The welfare of all children is paramount to Activ8 and all members of staff have completed appropriate safeguarding training.

A copy of the school's Safeguarding and Child Protection Policy is available on our school website or on request.

Fees and Admission

Fees are outlined in our charging policy which is provided with this pack.

The school reserves the right to review the fees and admission information for Activ8 on a regular basis. Any amendments will be sent out to parents/carers of the children with a notice period of 4 weeks.

All children attending Baston Church of England Primary School are eligible to use the club before and after school.

We will endeavour to be as flexible when possible with booking sessions but these sessions must be whole booked sessions.

All sessions are to be booked through the online system and these can be booked/changed up to 24 hours before.

If you require your child to attend with less than 24 hours' notice then you are to either ring or email the school office.

The sessions cannot be booked on an hourly basis.

Once the club is full, a waiting list will be in operation. The list will be administered in a date registered order and places will be allocated as per the admissions policy. If there is no waiting list in place, children from the local community between the ages of 4 and 11 will be eligible for a place in Activ8.

Healthy Eating

Activ8 will source fresh, unprocessed food where possible and encourage children to try the foods on offer. Activ8 will follow the School Food Standards and promote healthy eating through any refreshments given. The menu has been carefully selected to ensure there is a healthy balance of fibre, protein and fresh fruit and vegetables.

Where possible we use low sugar and low fat products. Any specific dietary requirements will be met if they are included on the initial registration form. Activ8 respects that many cultures have religious grounds for not eating certain foods. It is also considered that certain foods are avoided for moral, ethical or health reasons.

Behaviour Policy

Our behaviour policy is provided in this booklet and we expect all children to adhere to this and the club rules. We would encourage parents to discuss this with their child. Under no circumstances will we accept any member of the club physically or verbally abusing any other club member. Positive behaviour will be praised and each day is a fresh start. Staff will always focus directly on positive features of the child's behaviour and ask them to think about the consequences of their actions and choice of language.

Suggestions and Concerns

Any suggestion or concern that a parent/carer may have about Activ8 is welcomed and encouraged. Initially it should be raised with the club manager who will act upon it accordingly. Any suggestions and concerns will be taken seriously and positively. All staff, parents/carers and children have the right to be consulted and are free to express an opinion and have that opinion taken into account. If you feel your concern has not been dealt with fully by the club manager we ask that you contact the headteacher and thereafter follow the complaints procedure of the school.

Activ8 cannot accept any child to attend the club unless a completed signed registration form is submitted by a parent/carer.

BASTON CE PRIMARY SCHOOL
BEFORE & AFTER SCHOOL CLUB ("ACTIV8") BEHAVIOUR POLICY

Activ8 aims to encourage self-discipline in the children, developing their consideration to others, their surroundings and property, by praising and acknowledging positive actions and attitudes. We aim to meet the personal, social and emotional needs of children by providing clear, consistent and developmentally appropriate expectations for behaviour.

We acknowledge that there are times when issues surrounding behaviour will need to be managed and we will work to this Behaviour Policy in order to do that.

Activ8 intends to:

- Encourage co-operative and caring behaviour at all times
- Support children to develop a sense of respect for one another
- Develop children's social skills and support children to acknowledge what is acceptable behaviour
- Develop children's self-esteem, self-discipline and confidence
- Acknowledge considerate behaviour
- Practice positive reinforcement
- Encourage children to resolve conflict
- Support children to recognise and understand emotions
- Support children to understand and acknowledge inappropriate behaviour
- Never use raised voices, physical restraint or humiliation to manage behaviour
- Use developmentally appropriate strategies for managing behaviour
- Record incidents of inappropriate behaviour and actions taken and liaise with parents where necessary
- Work together as a team to ensure a fair and consistent approach to managing incidents
- Encourage children to become independent and to help themselves

As part of the induction process, all staff will be made aware of the procedure to manage behaviour according to clear, positive, consistent guidelines. Staff will make every effort to act as good role models for children by behaving in a friendly and considerate manner themselves, creating an atmosphere of respect and value for one another.

Staff will work effectively together as a team and show a fair and consistent approach to incidents. They will discuss any concerns with parent/carers in an attempt to understand and identify possible causes of negative behaviour.

Positive behaviour will be praised and each child starts every day with a fresh start.

Staff will attempt to focus directly on positive features of the child's behaviour.

Activ8 will have a named person with overall responsibility for Behaviour Management.

The named person is Kate Billson.

The headteacher will step in to deal with any serious behaviour matters.

Procedure for managing unacceptable/inappropriate behaviour

- Where unacceptable behaviour is recognised or observed staff will intervene appropriately, in a clear, calm and positive manner, to support children to reconcile conflict.
- Staff will employ distraction techniques and discussion (where age appropriate), explaining why the behaviour is unacceptable, whilst reassuring the child that it is the behaviour, not the child that is being questioned. At this stage staff will work with the child to agree what is required to improve the behaviour including the rewards and sanctions to be used in managing the behaviour.
- Where the inappropriate behaviour continues, parent/carers will be invited into Activ8 to discuss the situation and support the management of behaviour by working together to ensure a consistent approach between Activ8 and home.
- Where there continues to be no improvement in inappropriate behaviour, a further meeting will be arranged between Headteacher, Activ8 Manager and parents/carers to discuss the situation in more detail to establish/identify any underlying issues/difficulties. A further action plan with a consistent approach between home and Activ8 will be agreed and where appropriate.

This policy has been adopted by Activ8

Signed on behalf of Activ8 by:



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Kate Billson, Activ8 Club Manager

Signed on behalf of Baston CE Primary School by:



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Rebecca Mills, Headteacher

Date: June 2021

Review Date: July 2022

