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# The School Club

At 'The Little School'  
Barlborough

**POLICIES & PROCEDURES  
HANDBOOK**

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## The School Club Introduction

Welcome to The School Club

Our School Club exists to give children a warm welcome at the end of the school day and to provide them with flexible opportunities for play and relaxation in a supportive and friendly atmosphere. This allows you to work a longer day, or return to work when your children start school or perhaps take up further education, in the knowledge that your children are happy and well cared for.

### General Information

#### Address

The Little School  
High Street  
Barlborough  
Chesterfield  
Derbyshire  
S43 4TT



#### Telephone

01246 812674 (The Little School)  
01246 810848 (Fairytale Day Nursery)

#### Opening Times

*Breakfast Club* 8:00am onwards  
(early bird available from 7:45am \*requires pre-booking)  
*After School* from collection until 6:00pm

A typical session for the **Breakfast Club** will include breakfast followed by an activity and taking your child to school.

An **After School** session will include a light tea followed by activities such as arts & crafts, IT, table football, board games, group activities, snooker/pool table, and movie nights etc. This takes into account the needs of different age ranges and varied interests. There is also a quiet comfy area for reading, chatting or homework.

The School Club is run by trained staff from Fairytale Day Nursery who has been providing day care locally for 10 years.

Fairytale Day Nursery will be responsible for all administration and organisation of the School Club such as fulfilling policies, registration of new members, collection of fees and employment of the staff.

## **Enrolment & Registration**

We must ask you to complete a registration form before your child attends for the first time. The registration form also secures your child's place due to our high attendance.

## **The School Club Polices**

The policy of the School Club is to encourage free play. Along with free play we produce a weekly planning sheet to ensure the children are provided with a variety of different activities which the children decide to participate. The School Club recognises the importance of play so the staff are guided by the children's ideas. The needs of the children considering all ages and cultures are constantly monitored and provided for. Our staff are trained to give constructive support to all children in mixed age and ability groups, so that they all enjoy varied, stimulating and appropriate play.

At the end of each session children are expected to clear away, ready to be picked up promptly by 6:00pm.

## **Behaviour**

All our staff are trained in behaviour management. We aim to teach children to behave in socially acceptable ways. Adults will at all times praise and endorse positive behaviour and will be good role models. If a child's behaviour persistently causes problems within the School Club, we will initially discuss this with a parent and we will do everything we can to help improve the situation. However, if the behaviour continues, we do reserve the right to exclude the child so that we can maintain a happy atmosphere for other children.

## **Child Protection**

As a registered School Club we have a duty to protect children in our care and will seek appropriate guidance and advice in accordance with Child Protection Guidelines issued by The Safe Guarding Children's Board. We always maintain confidentiality under our confidentiality policy.

## **Equal Opportunities**

The School Club is committed to valuing by providing equality and anti-discriminatory practice for all children and families. All staff will ensure that any child receives less favorable treatment due to ability, gender, race, religion or ethnic origin.

## **Collection**

The School Club closes at 6:00pm Monday to Friday. We expect children to be collected promptly by 6:00pm. If the parent persists in collecting their child after the closing time we reserve the right to charge additional fees. Parents who wish different family or friends to pick up their child from The School Club must inform the Staff prior to this happening. We will ask you to provide us with a photograph of the person or provide a password which can be used at the main entrance.

At the School Club, safety and security of your child is a priority. If we have arrangements to collect your child, we cannot accept a message from your child that their **parent** or another **guardian** will be collecting them instead unless they have a dated note from you (parent), or you have informed us by contacting a member of senior staff on 01246 810848 to let us know you are/have changed the collection arrangements. Without you informing us we will still collect your child and bring them back to The School Club premises. As you can appreciate we cannot leave a child at School without the parent's permission. In addition, on previous **arranged** collections of children, the child has already been collected or has an additional curricular activity without us being informed. Again, as we are sure you understand, we are required to be informed as we have additional children to collect which means we are waiting around for the child who isn't on the school premises.

### **Complaints**

We aim to provide the highest quality of care for all our children but if you should have any complaints in the first instance please speak to a member of staff. Then if necessary, please contact the Manager of Fairytales Day Nursery. Most complaints should be resolved amicably and informally at this stage.

### **Policies & Procedures**

Our complete Policies & Procedures are available on request, these include policies on snow days, school closures, and other.

### **Bookings**

All bookings can **only** be made through school club mobile 07526463961

Fairytales Day Nursery on 01246 810848 or

[fairytalesmanager@hotmail.co.uk](mailto:fairytalesmanager@hotmail.co.uk)

### **Swapping**

Should you need to swap your child's session/sessions, we require one week's notice; of course we aim to be as flexible as possible but must check ratios. No other leave will be granted. No charge is made to keep the place secure during non-term time.

### **Fees**

Breakfast Club £4.00

After School £7.50

We provide an 'Early Bird' session from 7:45am which will need to be booked in advance, charged at an additional \*£1.50.

Invoices are processed a month in advance and emailed on / around the 20<sup>th</sup> month. Extra sessions are calculated 20<sup>th</sup> – 20<sup>th</sup> and added onto the next invoice due.

We look forward to providing a comfortable happy environment for your children to relax and have fun at the end of the day.

