

Parent Information Booklet

ARNO VALE JUNIOR SCHOOL

CLUB VALE

(revised July 2024)

Located on the school's premises, Club Vale offers:

- Breakfast Club
- After School Club

We aim to:

- Provide an inclusive, happy, safe and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent and cooperative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children.

Our clubs are committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents.

Arno Vale Club Vale Club are committed to providing:

- Care and activities that put the needs and safety of children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where bullying and discrimination will not be tolerated.

If you feel you want to share any matters regarding your child's welfare please come and talk to us, we are available on a daily basis to talk to you during a session, or we can be contacted via telephone.

For bookings / enquiries please email clubvale@arnovale.notts.sch.uk or call in during one of our sessions.

Club Vale team: 07792 952626

Breakfast Club	7.30am to start of the school day	£5.50 paid via MCAS/Voucher £6.50 paid via cash/cheque
After School Club	3.35am-5.30pm	£10.00 paid via MCAS/Voucher £10.50 paid via cash/cheque

At the end of the school day the children attending the club are sent to the hall by the class teachers. To ensure the safety of your children we operate a strict policy with only pre-booked children attending. The children must correspond with our register. This register is also kept by the school, so that they know who will attends each day. If your child is sick or is unable to attend the club, please contact the team or the school on the contact numbers provided.

Our Staff

Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. Staff undergo DBS checks and have first aid and food hygiene qualifications.

All staff treat children as individuals with equal respect; our partnership with parents is highly valued.

Payment and bookings procedure

All fees must be paid weekly in advance.

Booking in is done online through the Bromcom app MCAS (my child at school). Parents will be provided with an activation email to set up an account. Bookings for the following week must be submitted with payment by the preceding Thursday.

Parents who wish to pay via childcare vouchers will need to complete an online booking form which must be submitted with voucher payment details by the preceding Thursday.

If you access the learner support fund, please contact us so a contract can be set up.

Parents may use the booking in procedures to book for more than one week at a time. This would be appropriate if a child attends the same set pattern each week. Parents will be allowed to book up to a half term in advance. If used in this way parents must indicate the to and from dates and the correct payment to cover all sessions must be paid. If parents choose to use the booking facility in this way the same terms and conditions apply (i.e. sessions will be charged for non- attendance unless the child is ill or goes home from school ill).

We regret that refunds for cancellations in the Breakfast Club and After School Club cannot be made unless the child is ill. **This is because staff levels have been arranged based upon the number of children booked in for each session to ensure effective safeguarding. However, in certain circumstances, we may be able to roll the booking over to another date provided we have at least 48 hours' notice. This is subject to staff and children ratios.**

We may accept casual or emergency bookings providing we have a place available. Please check with the office for availability first then pay for the session prior to your child coming to the club.

Payments are made through the MCAS app or vouchers. Payments made by cash or cheque will incur an additional charge due to the increased administration.

Booking forms should be completed online.

If booking and payment is not received by the established date, your child will not be expected at the club, even if he/she is a regular member. Should payment not be received by the established date without prior consent from the Club Vale team, then we reserve the right to withdraw your child's place.

If you are a regular member of the club and no longer require the use of our service, please give us as much notice as possible.

Registration Form & Parental Agreement

It is crucial that the Registration Form is completed in full as it provides contact names, your child's doctor, allergy information, special requirements and gives staff contact information needed in emergencies. The club must be notified immediately of any change of these details. A child cannot be accepted in the club without the signed Registration Form and Parental Agreement.

Absences

The club must be notified in advance of the absence of a child. This is important for your child's safety as if we are not advised we do not know for what reason the child is missing. Please telephone to notify the club about any absence.

Drop off and Collection of children

Breakfast Club - you can drop your children off from 7.30am in the morning but please do not leave them unattended at the entrance.

After School Club - you can collect your children at any time during the course of the afternoon, as long as they are collected no later than 5.30pm. You will need to pay for the whole session even if you collect your children earlier.

If there is a problem in getting to the club on time, then the parent must ring the club to advise of the reason for the delay and make alternative arrangements for the collection of the child.

If you make alternative arrangements for the collection of your children you need to notify the club, giving details of the person who will be collecting on your behalf.

Late collection

If you are running late to collect your child/children, please inform us as soon as possible.

The club may charge for late collection to cover staff time. A fee of £1, per child, per minute will be charged and will be capped at £10.00 per child. If this is not paid, we will not accept further bookings.

If the parent is persistently late, the club will inform Social Care as staff cannot assume responsibility for the child after the end of the session. If the parent/carer fails to collect a child the club will contact Social Care.

Car Park

Please use the visitors' car park at school which is at the front of the school building. When you come to pick up or drop off your children from the club, we recommend that you keep your children close to you or hold hands, if possible, as vehicles could move at any time and children are not always aware of the potential danger.

Belongings

Please be advised that children and parents are not allowed to go back to classrooms. Staff regularly remind the children of this procedure and ask whether they have their belongings with them. If you find that it is very important that they need to collect a forgotten item, please inform a member of the club staff who may be able to help. We would also recommend that you name their clothing; this will help us to return clothing to you promptly.

Behaviour

Club Vale is a place where children feel welcome and safe, have fun and can enjoy themselves. It should be a place where they can make friends and be themselves, as well as a place where they can try new activities.

The club expectation from children is to be kind and considerate towards other people and to look after the equipment.

If a child behaves inappropriately, the course of action will be to:

1. Observe the situation, speak to the child to establish the reason and help the child to reach a fair solution
2. If inappropriate behaviour persists or there is an incident of serious behaviour, we operate a 'card system' to ensure that behaviour remains at a high standard at Club Vale.
3. If the situation continues, the Club will discuss with the parent the concern.

Club Vale reserve the right to ask parents to remove a child who refuses or consistently fails to abide to the club's expectations. All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

Policies

All school policies will apply in terms of equality and diversity, confidentiality, safeguarding and health and safety related matters. Policies and Procedures are available to all parents on request.

Child Protection & Safeguarding

All our staff understand their responsibility to be alert to the signs of abuse and are aware that they should report such concerns to the Head teacher. All staff employed receive safeguarding training.

Child's safety

For all children's safety, no adult is allowed to enter the children's toilets. If a parent/carer needs to help their child in the toilets, a member of staff will need to be notified; this is to always ensure our children's safety and the club would appreciate your co-operation on this matter.

Illness

If a child is ill during a session, the parent will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents to collect the child immediately; with the understanding that the child will be accepted back at the club when he/she is fit. This action is necessary for the protection of other children from infections and illnesses. Please inform us if a child is not attending due to illness.

In the event of absence due to illness from both the After School Club and Breakfast Club a credit against a future session will be offered.

Medication

Club Vale staff are not obliged to administer medicines to children. Our medicine policy is in line with government advice to ensure the health and safety of the children.

Pupil Medical Diets and New Food Allergen Labelling Guidance

In order to comply with Food Standards Agency guidance and legislation, all menus require allergen Foods to be 'visibly, clearly and legibly displayed'. These 14 allergen foods are: Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Eggs, Fish, Shellfish, Molluscs, Cereals Containing Gluten, Sesame, Celery & Sulphur Dioxide.

Our menus are displayed to allow parents/carers and children who have medical dietary requirements to select their own choices.

Each special dietary request made by parents/carers on behalf of their child should be made on the dietary request form. Parents / Carers will be asked to supply a medical / dietician letter to support the special diet requirements.

Breakfast Club

We offer a light breakfast such as toast, a variety of breakfast cereals, juice etc. Following this the children will have a range of supervised play activities to occupy them until school starts.

After School Club

The Club offers a variety of snacks, for example: sandwiches with a good selection of spreads, hot dogs, baked beans, spaghetti rings, fresh fruit/vegetables and biscuits, squash.

Children have access to drinking water throughout the session and can use their own drinking bottles if they have them available.

Please remember that the club is not a teatime club so the snacks we offer should keep the child happy until home time; the choice of food is limited by the resources and equipment available.

It is very important that the club is kept informed about children who have food allergies or special dietary needs. (Please refer to the Registration Form).

Children are free to choose from a variety of play activities, including arts and crafts, quizzes, games, puzzles and sports. There are also areas to read or relax.

Waiting list

The club will notify parents of the availability of spaces on a first come, first served basis with first consideration given to siblings of children already attending the club, and secondly, those children waiting for regular weekdays.

Complaints

Should you have any cause for complaint, in the first instance please contact the person in charge. Should you wish to take the matter further, please follow the school's complaints procedure.

Parental Agreement – Club Vale

1. I agree to pay all fees in advance as per the parent information booklet.
2. I understand that late collection of my child will incur charges according to the fee schedule contained within the parent information booklet.
3. **I agree to give a minimum of one week's notice, or one week's fees in lieu of notice if, for any reason barring illness, my child is unable to attend the setting.**
4. I understand that absences from Breakfast Club and After School Club will not be refunded but may be credited against a future session if absence is due to illness.
5. I understand that I must use the booking procedure as per the parent information booklet to book all sessions. If I book more than one week at a time, I understand that the same terms and conditions apply regarding non- attendance.
6. The setting reserves the right to increase the said fees at any time upon giving one calendar month's written notice of the proposed increase to the parent/carer.
7. I understand that in the event of illness my child should not attend a session or be collected promptly. I agree to keep them off for 48 hours from outbreaks of sickness and diarrhoea.
8. I understand that my child's records will be held on a computerised database and that this is protected by the Data Protection Act 1984 & 1998 and that they will be used for no other purpose than Club business. I understand that if I require a copy of this personal information, I must make a request in writing
9. I understand that staff have a duty to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for me to view at any time.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

SIGNED.....

NAME.....PARENT/CARER

Please confirm you have read this document by clicking the below link and submitting this form.

<https://forms.office.com/Pages/ResponsePage.aspx?id=cv9N3couG0e0GZGoXr7fEhiiupCDB6BKkuLEDjh2CL1UREYwN1ZIV08yVEpTRU1XU0pPWUtJVUNKOS4u>