



FUN4KIDZ

A place where people enjoy being together

Parent/Carer Guidelines

Main Office:

L30 Centre, Stonyfield, Netherton, Merseyside, L30 0QS
Tel No: 0151 932 9218 E-mail: fun4kidzclubs@hotmail.com

Company Ltd by Guarantee: 4201603 Registered Charity: 1091549



Background Information

Fun 4 Kidz is a registered charity that was set up in 1998 as part of a regeneration strategy for Netherton. The organisation was originally established to provide out of school provision in Netherton, however, due to the excellent reputation the organisation has built up and its ability to develop and expand services to meet the needs of local communities and families, Fun 4 Kidz now provides much, much more.

Fun 4 Kidz provide out of school childcare across 9 afterschool clubs, 3 holiday clubs and 3 breakfast clubs within 8 different communities. These provisions enable parents/carers to access employment or training opportunities and children the opportunity to make friends and have fun.

In total Fun 4 Kidz is providing activities for over 800 children per week and with ongoing developments, plans to care for many more children and support many more families across more communities in Liverpool.

The organisation also manages the L30 Community Centre, in Netherton, to provide a wide range of services for the whole community including training, job club, food bank and social activities alongside connecting local people to use their skills and talents to make a difference.

Throughout all of these provisions we offer volunteering and training opportunities alongside delivering employment programmes, to support people back into work, which has included the Intermediate Labour Market programme, Future Jobs Fund and more recently Kickstart.

As illustrated a lot has been developed within the organisation since it was established and this had resulted in Fun 4 Kidz being recognised with a number of awards over the years and we continue to go from strength to strength.



We welcome you and your child to Fun 4 Kidz!!





OUR VALUES

Children, parents/carers and staff were all involved in developing and agreeing “Our Values” which are at the heart of everything we do....

Safe

A place that you trust to take care of your emotional and physical wellbeing. A place that enables you to share and grow.

Relationships

A place where relationships are built on mutual respect and trust. People are caring, compassionate and honest towards each other.

Opportunities

A place that provides child, family and community-led social opportunities that build connections and enables people to give, receive, share, support, have fun and learn with others.

Welcoming

A place that is welcoming and seeks to invite those who may not always feel included. A place that listens and responds to children, families and community members.

Listening, Learning and Growing

A place that listens and learns. A place that has purpose and tries to be the best it can be.





OUR CLUBS

Breakfast Clubs:

Children can be dropped off at Farnborough Road School, Lydiate Primary School and LIPA Primary School from 7.45am onwards. At the club a range of table top games and activities are provided along with a healthy breakfast for no additional cost.

The breakfast club is open until school starts, junior children are then escorted to the playground to line up with their class and infant children are taken to their classrooms.

Afterschool Clubs:

Children are collected from their school and escorted by our playworkers to their club. If the club is based within school premises Key Stage 2 children make their own way to the club base.

At the club the children are provided with the opportunity to take part in a wide range of planned and free play activities including role play, arts & crafts, ICT, outdoor play, and lots, lots more! The children are also provided with a healthy snack and are then collected from the club by parents/carers before 6.00pm (5.55pm Churchtown, St Robert Bellarmine and Lydiate Primary)

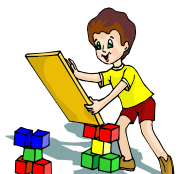
Holiday Clubs:

Children are dropped off at the L30 Centre, Netherton, or Churchtown Primary School from 8.00am onwards, or Farnborough Road School from 7.45am onwards and again children are provided with the opportunity to take part in a wide range of planned activities including day trips.

Children are provided with a healthy snack in the morning and afternoon and must bring a packed lunch. Please mark refrigerated products e.g. sandwiches, yoghurts with your child's name as these will need to come out of the box to be put in the fridge. (We do not have space for 32/48 sandwich boxes in the fridge).

Fee Costs Per Session:

	1 st Child	Siblings
<u>AFTERSCHOOL CLUB</u>	£10.70	£9.70
<u>HOLIDAY CLUB</u> Full Day	£24.50	£22.50
<u>BREAKFAST CLUB</u>	£4.30	£4.00



Out of School Details

We have a Chief Executive (Debbie Stephens BEM), who is responsible for the development of the organisation, along with an Office Manager (Chris Ross), who is responsible for recording finance and managing the fee system, to ensure the clubs and the organisation runs smoothly. We also have an Operations Manager (Rebecca Scott) who is responsible for supporting the day to day running of all clubs and is here to help you in any way. All staff are based in our main office at the L30 Centre and we can be contacted on 0151 932 9218 during office hours.

Details for individual clubs are as follows:

Club	Base	No. of places	Opening Times	Contact Number
L30 Afterschool Club	L30 Centre Stonyfield	32	3.00pm-6.00pm	0151 932 9218 or 07435459384
Seaforth Afterschool Club	Rimrose Hope School	32	3.00pm-6.00pm	0151 932 9218 or 07502446215
Farnborough Road Afterschool Club	Farnborough Road School, Birkdale	80	3.00pm-6.00pm	0151 932 9218 or 07873223286
Ainsdale Afterschool Club	Ainsdale Primary School	32	3.20pm-6pm	0151 932 9218 or 07471935248
LIPA Afterschool Club	LIPA Primary School, Liverpool	40	3.20pm-6pm	0151 932 9218 or 07955263759
Churchtown Afterschool Club	Churchtown Primary School, Churchtown	64	3.15pm-5.55pm	0151 932 9218 or 074444009812
St. Robert Bellarmine Afterschool Club	St Robert Bellarmine Primary School, Bootle	32	3.00pm-5.55pm	0151 932 9218 or 07396010766
Springwell Park Afterschool Club	Springwell Park Primary School, Bootle	64	3.00pm-6.00pm	0151 932 9218 or 07471935247
Lydiat Primary Afterschool Club	Lydiat Primary School, Lydiat	40	3.30pm-5.55pm	0151 932 9218 Or 07717229706
Farnborough Road Holiday Club	Farnborough Road School, Birkdale	48	7.45am-6.00pm	0151 932 9218 or 07873223286
L30 Holiday Club	L30 Centre, Netherton	32	8.00am-6.00pm	0151 932 9218
Churchtown Holiday Club	Churchtown Primary School	64	8.00am-5.55pm	0151 932 9218 or 074444009812
Farnborough Road Breakfast Club	Farnborough Road School, Birkdale	80	7.45am-8.50am	0151 932 9218 or 07873223286
LIPA Breakfast Club	LIPA Primary School, Liverpool	40	7.45am-9.00am	0151 932 9218 or 07955263759
Lydiat Primary Breakfast Club	Lydiat Primary School, Lydiat	40	7.45am – 8.50am	0151 932 9218 or 07717229706





Fun 4 Kidz Admissions Policy

Fun 4 Kidz is committed to the provision of accessible, affordable, high quality play and childcare opportunities. To achieve this Board of Directors has set the following admissions criteria:

Afterschool

- Children aged 4 (reception)-13 years (3-13 years at Fun 4 Kidz –L30, Farnborough Road, Springwell Park and St Robert Bellarmine) are eligible to join the afterschool clubs, priority will be given to children who attend one of the clubs feeder schools but children who do not attend the feeder school but live within the local community will also be able to attend if transported to the club.
- Priority is given to siblings of children already attending a club within the network.
- Accessing the network of clubs as long as the above criteria are met.

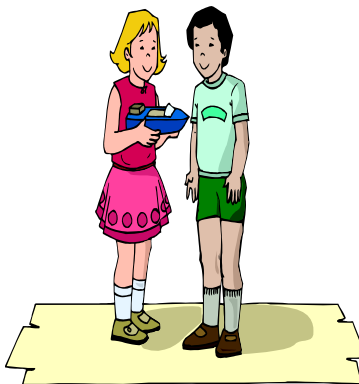
Holiday Club

- Priority is given to users of the afterschool clubs as long as booking deadlines are met.

Breakfast Clubs

- Schools

The Fun 4 Kidz network aims to promote the use of the clubs by all sectors of the community and will actively seek groups which are underrepresented.





Registration

Before attending the club, all children must be registered with Fun 4 Kidz. Parents/carers will be provided with a number of forms to complete. To ensure staff can provide the best possible care for your child please provide **all** information as requested.

It is the parent/carers responsibility to return the fully completed registration form **before** their child starts to attend the club. We also strongly recommend that parents/carers and their child visit the club prior to starting so that they can be introduced to staff, children and familiarise themselves with the setting.

It is vital that the club is informed immediately of any changes to details provided for example: address, contact numbers, children's health etc.

If your child has medical needs or dietary requirements or you feel they may require additional support whilst at the club please inform the Senior Worker as you may be required to complete a more detailed form to ensure we are able to meet your child's requirements.



Bookings and Fees

All bookings and payments **must** be made **weekly or monthly in advance**.

Advance booking is essential to ensure that the club reserves a childcare place for your child and all parents will be required to complete and sign a booking and fee agreement. If advance bookings and payments have not been made the club cannot be held responsible for the collection of your child.

Payments and Fees

At Fun 4 Kidz, we accept the following payment methods:

Bank Transfer or Standing Order

Payments can be made by bank transfer or standing order.

Account Name: Fun 4 Kidz
Bank: Natwest
Account Number: 17230187
Sort Code: 60 20 23

Please ensure you use your child's name as the reference followed by initials of club when making any payments

Club	Initials to follow your child's name when making a payment
Ainsdale	Ains
Churchtown	CT
Farnborough Road	FRD
L30	L30
Lydiate	Lyd
Netherton Park	NP
St Robert Bellarmine	RB
Seaforth	SF
Springwell Park	SP
LIPA	LIPA

Card Payments

Credit and debit card payments can be made over the phone by calling the main office on 0151 932 9218.

Childcare Voucher Payments

We accept all Childcare Voucher Payments, please email chris.ross@fun4kidz.org.uk should you require an identification number to process your payments.

Government Tax-Free Scheme

We can accept payments through the government tax-free scheme. You can search for Fun 4 Kidz settings via the government portal.

Bookings

All booked sessions will be charged for whether or not your child attends, unless your child is absent from school due to sickness. We do require a minimum booking of 1 day per week for each child.

If you wish to make any changes to your child's booking this must be done by the following times

Breakfast club – by 6.00pm the day before attendance is due
 Afterschool club – by 2.00pm the day before attendance is due
 Holiday club – 7 days before attendance is due.

If your child is not attending a booked session, it is very important that you inform us so we know not to collect or expect them on that day.





Help with the cost of childcare

Childcare Vouchers

Fun 4 Kidz accept a wide range of childcare vouchers. Please contact the main office for further details.

Working Tax Credit

If you work, are responsible for a child or children and pay for childcare you may be able to get extra help with the costs through the childcare element of Working Tax Credit/Universal Credit. You can get help with up to 70% of your childcare costs.

The actual amount you will get will depend on your income.

For more information or to request a claim pack please phone the helpline on 0345 300 390 or go to: www.hmrc.gov.uk/taxcredits

Tax-Free Childcare

Since April 2017, if you're a working parent, you could get £2 from the government for every £8 you pay for childcare. If you're eligible, you'll get a Tax-Free Childcare account. It works a bit like a bank account, with you and the government paying money in. You can then use this to send money straight to your childcare provider's bank account.

You should check what help you could get with childcare costs, using the childcare calculator. This will help you decide which support is best for you.

You're usually eligible if all of the following apply:

Your child:

- is under 12, or 17 if they're registered as having a disability
- usually lives with you

You (and your partner, if you have one):

- are 16 or over
- live or work in the UK
- are employed or self-employed
- are over 21 and earn on average at least £107.20 a week, unless in your first unless in your first year of self-employment. Different rates apply if you're under 21 or an apprentice
- earn less than £100,000 a year each
- don't get other support with your childcare, including from a childcare voucher or salary sacrifice scheme



You may also be eligible if you have a partner and one of you gets any of the following benefits:

- Carers Allowance
- Employment and Support Allowance
- Incapacity Benefit
- Severe Disablement Benefit
- Further information can be found at <https://childcare-support.tax.service.gov.uk>

Collection of Children



Only adults (minimum age of 16) identified on the registration form will be allowed to collect children from the club. In protecting the safety of all children, unregistered and unannounced adults will not be allowed to collect children.

Parents/carers **must** adhere to the closing times and strive to collect their child on time. The club has the right to make an additional charge in the event of parents/carers persistently failing to collect their child within the specified times. This charge will be in line with payment for additional staffing cover. Constant lateness will result in your child's place at the club being reviewed.

Sickness, Emergencies, Appointments and Cancellations

If your child is unable to attend the club for any reason please ensure you cancel your child's place as detailed in the "bookings" part of these guidelines.

We do respectfully request that children who are unwell do not attend the club. If your child becomes unwell whilst at the club we will contact you to collect them or if they have been absent from school due to illness they will not be able to attend the club on that day as outlined in Fun 4 Kidz "Sick Children Policy".

If your child has a medical or other appointment such as sport/drama club please inform the club as soon as possible. We will strive to accommodate the needs of your child but if we are on a planned trip we will not be able to provide care for your child.

In emergency circumstances, such as heavy snow, the schools and on rare occasions the out of school clubs may close however, in all events the club will strive to maintain a service but in circumstances beyond our control, may have to close. If the club is responsible for closing, payments made for the day will be credited forward.

In the event of such circumstances please call the main office for further details or if your child's school closes early in an emergency situation.





Policies and Procedures

All Fun 4 Kidz out of school clubs are Ofsted registered. To meet Ofsted requirements and further ensure a quality service is provided the following policies and procedures are in place and on display in each of the settings:

- Admissions Policy
- Anti-Bullying Policy
- Behaviour Management Policy
- Complaints Policy & Procedure
- Confidentiality Policy
- Data Protection Policy
- Day Trip Policy
- Early Years Foundation Stage Policy
- Environmental Policy
- Equality & Diversity Policy
- Equipment & Resources Policy
- Fee Payment Policy
- Food and Drink Policy
- Health & Safety Policy and Procedures
- Hygiene Policy
- Inclusion Policy
- Integration of New Children into Club
- Intimate Care Procedure
- Lock Down Policy and Procedure
- Medication Policy
- Missing Children Policy
- Outdoor Play Policy and Procedure
- Procedure for Managing Swine Flu
- Safeguarding Policy
- School Collection Procedure
- Sick Children Policy
- Sleeping/Resting Children Policy
- Snack Preparation Policy
- Sun Safety Policy
- Suspensions and Exclusions Policy
- Uncollected Children Policy
- Visitors Policy
- Volunteering Policy
- Volunteering Policy – Under 18's
- Club Policies



New policies are regularly developed, reviewed and implemented in consultation with the children, staff, volunteers, parents/carers and the Board of Directors.



Valuing Children

Our clubs are child centred and value all children. The club strives to meet the needs of the individual child within the group and provide equal opportunities for all children. Discrimination or offensive behaviour towards a child, member of staff or parent/carer is unacceptable.

Positive Play

To ensure all children have an enjoyable time and fun whilst at our clubs, we aim to promote positive behaviour through involving children in developing “Club Promises” and through a range of activities. We ask all parents/carers to support us in implementing these strategies.

Inclusion

In order to provide an inclusive provision, Fun 4 Kidz will strive to the best of their ability to ensure:

- That all children are able to enjoy play activities and all parents/carers are able to use the Fun 4 Kidz services without discrimination.
- Out of School Club premises are physically accessible to all members of the community.
- A safe, quality environment for all ages regardless of gender, race or ability is provided.
- The environment reflects the needs of the community it is serving and the wide range of cultures, which exist within society.
- Through stories and discussion children are enabled to challenge thoughts and ideas which they may have as a result of being subject to negative stereotypes.
- That the visual images provided are positive images and do not contain messages which contribute towards the development of negative stereotypes.
- Equipment and activities will promote non-stereotypical traditions, values and environments.
- All children are offered positive images of themselves and of people, situations and events that are recognisably part of the children’s history and way of life.



Early Years Foundation Stage

Throughout all of its childcare services, Fun 4 Kidz delivers the Early Years Foundation Stage (EYFS) which is a framework for learning, development and care for children aged 0-5 years. The EYFS sets standards to enable childcare providers to monitor and encourage children to learn and develop through high quality play opportunities. Each child in this age group will have an individual “Learning Journey” which will include:

- Photographs
- Observations
- Children’s information
- Developmental progress
- Feedback from teaching professionals
- Parent/carer feedback and links to home.

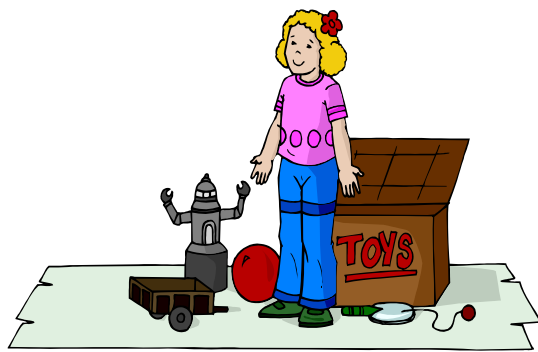


Your child, if in nursery or reception class, will be assigned a named Key Worker in the club and they will ensure that all your child’s details and personal development is monitored and assessed to enable us to meet their needs and plan for their future development.

All records are available for you to look at any time and we will ask for your support and input into delivering this framework effectively so that your child is able to continue to develop whilst at our club.

Safeguarding Children

All children’s welfare is paramount. We have professional responsibility to report any suspected sign of abuse to the Social Care team. We also have a duty to inform the parents/carers of the child concerned of the action we have taken – except in circumstances deemed appropriate by the management. Please refer to Fun 4 Kidz “Safeguarding” policy for further details.





Complaints Procedure

Fun 4 Kidz aims to provide a high quality, efficient and accessible service for parents/carers and children.

All our services are reviewed regularly; however, from time to time a parent/carer or child may feel that they have a complaint against some aspect of our club, or an individual member of staff. If this situation should occur, and you do not feel that it has been resolved through an informal discussion with the Operations Manager, Fun 4 Kidz have a comprehensive complaints policy and procedure in place, this is available in all settings, and should be followed.

If any concerned parties are not satisfied with the outcome they can contact OFSTED for further advice and support at OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD. Tel: 0300 123 1231.

Fun 4 Kidz Board of Directors

Fun 4 Kidz is ultimately managed by a voluntary Board of Directors. This is made up predominately of parents/carers and additional directors include head teachers and local people with knowledge and skills in developing community projects.

We recruit new Directors at our Annual General Meeting. If you are interested or would like further details of this opportunity to have your say and to become involved in how Fun 4 Kidz runs its services and plans for future developments please contact the main office.

Volunteering Opportunities

Fun 4 Kidz support local people to take up volunteering opportunities whilst gaining skills and knowledge within the childcare field.

Fun 4 Kidz are always looking for committed volunteers in our out of school clubs and we provide 2 free childcare places, a uniform, expenses and support to gain a nationally recognised childcare qualification. If you are interested in volunteering please contact the main office.





Fun 4 Kidz Pledge to Parents/Carers

We will:

- Welcome you at all times to discuss our clubs, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, snack menus and procedures.
- Be consistent and reliable to enable you to access our services with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships whilst involving you in planning for their development through play.
- Organise information meetings to involve you in decisions about the running of the club and its development.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.
- Keep fees as low as possible and give you the option of helping with fundraising.





Fun 4 Kidz – Conditions of Membership

Fun 4 Kidz offers subsidised child care provision for members. All users must join the membership scheme, with the exception of referred users. The club operates admission criteria (see Admissions Policy).

The Board of Directors has the right to refuse or cancel membership if the criteria are not met or conditions of membership are not adhered to. In this event there is a right to appeal to the Board of Directors.

Membership Conditions:

A condition of joining and using Fun 4 Kidz clubs is that members actively contribute and participate in support of the club through.

1. Payment of childcare fees in line with policies and procedures.
2. Active support of clubs wherever possible.
3. Collection of children on time and by an appropriate adult.
4. To abide within the ethos of Fun 4 Kidz “Equality & Diversity Policy”.
5. To abide by all Fun 4 Kidz policies and procedures.

Members will have the right and be encouraged to pass over any ideas, complaints or concerns to the Board of Directors and will be invited to the AGM and have the right to vote on agenda items.

