**LINDEN ROAD ACADEMY**



**FUN CLUB**

**Before & After School Childcare**

**CLUB ADDRESS** Linden Road Academy

 Linden Road

 Denton

 Manchester

 M34 6EF

**Contact Number** 0161 320 0002

**Email** admin@lindenroadacademy.co.uk

**Manager** Mrs. E.Derbyshire, Academy Business Manager

**Assistants** Miss M Walton

Fun Club offers quality care before and after school.

Breakfast Club: 7:35 a.m. – 8:50 a.m. £4.50

After School: 3:15 p.m. – 4:30 p.m. £4.50

 3:15 p.m. – 5:00 p.m. £7.00

3:15 p.m. – 5:30 p.m. £9.00

**Due to the high demand for places, should a child not attend, the full fee will be payable for each session booked (see “Attendance” section of this booklet).**

**ADMISSION POLICY**

The before and after school “Fun Club” is open to children who attend Linden Road Academy.

The Fun Club is situated on the premises of the school and is run by school staff. The staff and children have use of the fun club and outdoor area. The Club aims to ensure that the children are happy and safe and that there is a warm, caring ethos within a stimulating environment. We provide lots of fun activities for the children to choose from – games, outdoor play, computers, construction, drawing, reading, DVDs. There are also organised activities such as painting, 3D modelling and team games – other alternative activities are also available. The children also have opportunities to initiate their own games and activities. These are planned to ensure that all the children can take part at a level appropriate to their needs.

**CHILDREN’S NEEDS**

We at Fun Club will give every child the right to be included and for their needs to be met. Fun Club Staff have the knowledge and understanding of the individual needs of every child in their care. We will liaise closely with teachers/parents/carers and all relevant parties to ensure that the environment and activities are planned to enable all children to take part at a level appropriate to their needs.

**IN THE MORNING**

Breakfast Club begins at 7.35 a.m. Children will not be admitted into the building before this time. Children arrive via the fun club entrance and will be collected by a member of staff and their attendance registered. For reasons of Safeguarding, parents/carers must accompany children into the building and wait with them until collected by a staff member.

Children are offered a choice of toast, cereal, fruit and a drink during the session. They are also able to play with their friends and select activities.

At 8.45 a.m. all children are escorted by the staff to their classroom where they will be met by/handed over to the teacher.

**AFTER SCHOOL**

Children are collected from the classrooms by Fun Club staff and a register is taken.

During their time at Fun Club, the children have the opportunity to participate in a varied selection of activities. They will also be given a light snack and a drink. When collecting children from the Club, Parents/Carers should ring the doorbell at the fun club entrance and their child will be brought to them by a member of staff.

**COLLECTION FROM FUN CLUB**

It is important that parents/carers inform Fun Club staff if anyone other than themselves is collecting their child. This can be done in writing, signed by the parent/carer or registered guardian or by telephone. Without such authority or direct verbal confirmation from the parent/carer, your child may not be released from our care until confirmation is received from the parent/carer.

**PLEASE NOTE that staff must be informed if your child will not be attending as previously arranged e.g. if you are collecting your child at the end of the school day when they would usually be attending Fun Club. Please use the school telephone number to inform staff in advance of their absence if possible or notify the school or Fun Club staff as you collect your child. This avoids staff searching for absent children.**

You must ensure that your child is collected by 5.30 p.m. at the latest. If you are delayed due to circumstances beyond your control, you will be expected to make alternative arrangements for your child to be collected by another responsible adult. You should contact school at the earliest possible opportunity should this situation arise and inform staff of the alternative arrangements.

If a child has not been collected by 5.30 p.m. and staff have not been notified that there is a delay, then staff will contact you or the emergency contact held on record to arrange collection of your child.

In the unfortunate event that your child is not collected by 5.45 p.m. and staff have been unable to get in touch with you or the emergency contacts held on file, the Social Services Emergency Contact will be telephoned for guidance. The Children’s Act 1989, under which we operate, requires that two members of staff remain to supervise your child if you fail to collect them or make suitable alternative arrangements for their collection. Failure to collect or make suitable alternative arrangements for your child’s collection by **5.45 p.m**. will result in an additional charge of **£20** to cover staffing costs. Also be aware that, should you repeatedly fail to collect your child by 5.30 p.m., you will be asked to make other childcare arrangements and your child’s place will be withdrawn.

**It is your responsibility to ensure that your child is collected promptly and by the closing time of 5.30 p.m. at the latest.**

**ATTENDANCE**

Due to the high demand for places, you are required to book your child’s sessions 24 hours in advance via the My Child at School App. The deadline to book your child on for breakfast or fun club will be 4:30pm the day before. If your child does not attend after being booked on, or you no longer require the place, no credits will be given, and the charge still stands. If you turn up with your child and they haven’t been booked on, this will result in you being turned away. This is due to staffing arrangements, planning, and limited spaces.

**AFTER SCHOOL ACTIVITIES/CLUBS**

If your child is booked onto a club after school, e.g. homework club, multi sports and you need fun club afterwards, you can book them on for an hour and let the fun club staff and/or the office staff know that your child will need taking to fun club afterwards.

**FEES**

Fees are payable **in advance** and are payable using the My Child At School App. Once paid, you also need to ensure that the session is booked. Guidance on how to book a session is attached. You can no longer call school to book unless an emergency arises.

**CONTACT DETAILS:**

IT IS ESSENTIAL THAT ALL THE INFORMATION WE HOLD ON RECORD IS UP TO DATE. PLEASE INFORM US OF ANY CHANGES.

Staff must be able to contact either you or the emergency contact held on file whilst your child is in our care.

**MEDICATION**

If parents/carers wish their child to receive any medication prescribed by their doctor, they must complete and sign a medical indemnity form (see Fun Club or School Staff). Without this, Fun Club staff will not administer medication.

**Please note:** **Only medication prescribed by a Doctor can be administered by staff. None-prescribed medication will NOT be administered under any circumstance.**

**MEDICAL EMERGENCIES**

In the event that a child is taken ill or injured whilst in Fun Club, parents/carers or emergency contacts will be contacted and asked to make arrangements to collect their child if staff feel they are not well enough to remain in the Club.

If a child is taken seriously ill or sustains a serious injury and it is not possible to contact parents/carers or emergency contacts, Fun Club staff will act “in loco parentis” and will make arrangements for the child to receive immediate medical attention. Parents/carers will be informed of the circumstances and condition of their child at the earliest opportunity, together with the details of which hospital their child has been referred to (if applicable).

**Children will always be referred to and seen by a trained First Aider in the first instance and appropriate first aid administered where possible in order to minimise symptoms or further injury.**

**SUGGESTIONS AND COMPLAINTS**

At Fun Club we are happy to listen to any suggestions or concerns you may have. We are always willing to listen to any ideas which you think may help us improve the quality of service that we provide.

If you feel the need to complain, please use the following procedure:

In the first instance, please make the Fun Club staff aware of your concern. This can be done either verbally or in written form. You will then receive a reply to your concern within 28 days explaining the outcome. If you feel that the response has not met your concerns, please contact:

The Principal

Linden Road Academy

Linden Road

Denton

Manchester

M34 6EF

Tel: 0161 320 0002

Email: admin@lindenroadacademy.co.uk

**PROMOTING POSITIVE BEHAVIOUR:**

In order to promote a positive ethos where children will feel safe, happy and well cared for, staff will:

* Set good examples to promote positive behaviour – be a good role model.
* Praise and reinforce positive behaviour.
* Be fair and consistent in giving out praise and encouragement, and will deal with unacceptable behaviour as appropriate.
* Encourage sharing and negotiation.
* Consult with the children about “rules”.
* Encourage responsibility – tidying up, playing with younger children, helping others.
* Ensure that children understand that bullying, fighting and hurting others physically or mentally is not acceptable.
* Encourage children to demonstrate a caring attitude towards others and to understand and recognise the difference between right and wrong.
* Actively encourage self-discipline with consideration for others and the environment.
* Implement the School’s Anti-Bullying Policy.

**POLICY DOCUMENTS**

Fun Club operates following all Academy policies, which are available for your inspection at any time. These include Safeguarding and Child Protection, Behaviour Management, Equal Opportunities, Health & Safety and Food & Drink. Copies of all policies are available from school.

We are sure that your child will enjoy their time with us.