

## About the club

Koolkidz as part of Robert Miles Infants School opened in September 2013 and is registered to provide childcare for children aged 4-11 years. Breakfast club is open from 7.30-9.00 and after school club 3.20-6.00 weekdays, during term time. We are registered with Ofsted and were last inspected as part of the school in June 2013.

We are based at Robert Miles Infant School and operate a walking bus between the infants and Robert Miles Junior School. The hall is used for snacks, crafts, construction, reading and many more activities.

We have access to all amenities at Robert Miles Infants.

### Aims

The club aims to provide a safe, secure and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities similar to those found within the home.

### What we offer

We offer a wide range of activities incorporating crafts, needlework, board games, reading, imaginary play, construction, sports and playing outside on the playground.

A breakfast is served in the morning which includes toast with various toppings, cereals, milk, orange and apple juice. A snack and drink are provided each day, however this is not intended to substitute for a main evening meal that your child receive at home. We promote when appropriate independence, by encouraging the children to prepare some of their own snacks and to help clear away after themselves. We use fresh ingredients and follow statutory guidelines. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm and friendly setting.

## Staffing

Koolkidz is staffed by a manager and play workers. All our staff have significant experience of working with children and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff are checked through the Criminal Records Bureau.

Manager: Sam Pharoah

Play worker: Kath Foster

Play worker: Jill Dixon

Play worker: Jo Boyes

Play worker: Joanne Sykes-Ellis

## Policies and Procedures

The club operates under Robert Miles Infant School policies and procedures of which can be found on the school website and are available at your request.

## Arrival and Departure

Breakfast club provision children must be signed in by parents/carers on the registers in the reception area, please ensure this is completed upon arrival. Children who attend the junior school will be taken across to the juniors by at least 2 members of the Koolkidz staff.

Afterschool provision children are collected from the classrooms by a member of staff and brought up to the hall. Again at least 2 members of staff will collect the junior children from school and walk them over to the infants. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed for each child collected.

Children must always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named adult a password system will be adopted.

## Illness

We are unable to care for children who are unwell.

Please inform the Manager of any infectious illnesses your child contracts. If your child has a sickness or diarrhoea please do not send him/her to the club for 24 hours after the illness has ceased.

## Equal Opportunities

Koolkidz will make every effort to accommodate and welcome any child with special needs. We will work in Liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs.

We will endeavour to accommodate all children of all ability whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

## Contact Information

You must contact Koolkidz regarding any changes to your booking form. Please note that changes have only been made once you have received confirmation from Koolkidz on either the mobile phone or by email. We only accept parent/carer notification and not a child's message.

Junior parents ensure you have notified us of any changes regarding clubs and after school activities.

## Fees structure

Fees are charged at a sessional rate.

Breakfast £4.75

After school £7.50

- Fees are payable in advance.
- Fees can be paid by Bacs or vouchers
- There is a charge of £5.00 per 15 minutes for late collection after 6pm which will be added to the invoice, this covers staffing and other associated costs.

## Payment of fees

Any queries regarding fees should be directed to the Manager.

If fees are not paid the club will write you requesting payment. If payment is not made in 7 days the child's place will be forfeited.

If parents or carers are having difficulty making payments we recommend that they arrange a meeting with the manager as soon as possible.

Fees are charged for booked sessions whether a child attends or not.