

**Sidlesham Hummingbirds**

**Breakfast and After School Club**

**Sidlesham Primary School**

**Childcare**

**Parent Pack**

**Effective 2018**

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**Introduction**

The Childcare is run by Sidlesham Primary School and exists to provide high quality out-of-school hours childcare for parents / carers. It provides a range of stimulating and creative activities in a safe environment. The club operates various sessions as follows:

|  |  |  |
| --- | --- | --- |
| 07:30-08:30  Monday to Friday | Includes Breakfast | £5.00 |
| 15:10-17:30  Monday to Thursday | After School Care  Includes light snack | £5 per hour |

Copies of the Sidlesham Childcare policy are given to all parents / carers of children attending the club. Paper copies are available on request in the school office and can be downloaded from the school’s website. All parents must complete and sign a registration form for each child attending the club and adhere to club policy.

**Admissions**

* Only children attending Sidlesham Primary School are eligible to attend the childcare or primary school aged children of staff employed at Sidlesham Primary School.
* All places are subject to availability and there are 30 in total.
* A registration form must be completed prior to the child’s commencement at the club, containing information about the child’s date of birth, address, health, contact details and persons who may collect the child. Parents / carers have responsibility for informing the Hummingbirds of any change of details.
* A first aid consent form must be completed prior to the child commencing.
* Parents / carers are made aware of how to access policies and procedures.
* Infrequent users are welcome provided there are places as priority will be given to regular users of the service.
* All Sidlesham staff are made aware of the details of a new child.
* Children’s attendance is recorded in a register.

**Arrival**

07:30 - Morning arrival is via the KS2 morning entrance on the KS1 playground. Please ring the doorbell if there is nobody present at the door.

On arrival all children are marked on the register. For morning arrivals, children are the responsibility of the parent / carer until handover takes place.

**Departure (After school care only)**

When a child is collected at the end of, or during, a session, they must be signed out by a member of the Hummingbirds team and the time recorded. Parents / carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. In line with whole school policy, children in Upper Key Stage 2 only (Years 5 and 6) may walk home on their own **before 5.30pm** if their parent / carer have given them consent to do so and agreed with Hummingbirds staff the time they should leave. It is the right of the Hummingbirds staff member to not allow a child to walk home if light conditions are poor during the winter period.

**Security**

Access to the childcare is through the KS2 entrance on the KS1 playground (please ring the doorbell). Parents / carers can only gain access to the building by being let in by a member of the school staffing team. Children are supervised in all areas of the school.

If parents / carers nominate another adult to collect their child they must inform the school office or a member of Hummingbirds staff in advance. Children will not be released to persons under 16 years of age or to persons we have not been informed about.

**Routines**

**3.10pm** Year R, 1 & 2 children are collected from their classroom by a Hummingbirds staff member and escorted to the afterschool club. Year 3, 4, 5 and 6 children make their own way to the afterschool club where Hummingbirds staff members will be waiting. All children are registered on arrival.

**3.15pm** All children gather together in the Hummingbirds room for a selection of healthy snacks/light meal and then a range of planned activities and free-play is available to the children inside the club and on the playground/field (weather permitting). Hummingbirds’ staff interacts with and supervise children at this time.

**5.15 pm** Tidy up time. We encourage the children to take responsibility for the afterschool club and

playground environment.

**Behaviour**

Whilst attending, the Hummingbirds children are expected to promote positive behaviour. They should, at all times, be **R**eady, **R**espectful and **S**afe. These are the same rules that the school itself uses and the children are familiar with them. Should they not display these behaviours, children should be ready to accept sanctions for breaking the agreed rules.

Any challenging behaviour will be addressed in a calm, firm and positive manner in line with the Sidlesham School Behaviour Policy. In the first instance, if necessary, the child will be temporarily removed from the activity. Hummingbirds staff will explain why the behaviour displayed is deemed inappropriate. Hummingbirds staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. Hummingbirds staff will consult with parents / carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed. If after consultation with parents / carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, Hummingbirds team may, in consultation with the Headteacher, decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent / carer. If a child has an Individual Behaviour Plan it will be agreed with their parents / carers whether or not this will be implemented at Hummingbirds and shared with Hummingbirds staff as appropriate.

**First Aid**

All accidents will be recorded in the Accident Book in line with the Sidlesham School First Aid Policy, signed by a member of the Hummingbirds staff and reported to the parent / carer. If the child is not being collected by their parent / carer (either because another named person is collecting them or they are walking home on their own) then their parent / carer will be informed by telephone, in advance.

Accident records must give details of: date, time and nature of the accident. Details of the child/ren involved, type and location of the injury. Action taken, and by whom. All accidents are dealt with by a qualified first aider. Parents / carers of any child who becomes unwell during club will be contacted immediately. If a child is sent home unwell during school hours, the Hummingbirds after school club will be informed of their absence by the office.

**Missing or uncollected children**

In the unlikely event that a child should go missing, the following procedure will be undertaken:

The Headteacher, or in his absence the Deputy Head, will be informed of the missing child. School staff will search the inside of the building and delegate an outside search of the building to another member of school staff. If the child remains missing, the emergency services will be contacted.

If a child is not collected by 5.30pm parents / carers will be contacted in the first instance by telephone using all the numbers provided by parents / carers. It is the responsibility of the parents / carers to provide accurate and appropriate numbers. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 5.30pm) parents / carers will initially receive a warning letter. Subsequent late pick-ups will incur a penalty charge of £10 every 15 minutes after 5.30pm. The police and Children’s Social Care will be contacted if children are still on school premises after 6.00pm if we have been unable to make contact with all the listed numbers held for the child. If a child is persistently collected late they may lose their place at Hummingbirds.

**Bookings and Payment**

Please see the final page for details about bookings and payment.

**Cancellations**

Owing to increased interest in Hummingbirds, we now have a waiting list for spaces. We therefore require 24 hours’ notice should you wish to cancel your child/ren’s place at Hummingbirds (unless your child is sent home sick from school or you have rung to say your child will be absent from school that day due to sickness). If you have not cancelled your place, you will still be charged in full.

**Staff**

The club operates on a 1:15 ratio – Mrs Turner, Mrs Melton and Mr Pledger are our childcare team.

All Hummingbirds staff have been DBS checked and First Aid trained to the appropriate level of experience, skills and ability to carry out their role.

**Child Protection**

If you have a concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Safeguarding Lead (Mr Mike Wood) or Deputy Designated Safeguarding Lead (Mrs Lorraine Osmend). If you require a copy of the Child Protection Policy please make a request to the school office.

**Parental Concerns and Feedback**

Occasionally a parent / carer may have a concern they wish to communicate. Please do this by contacting Mrs Jo Turner, Mrs Annabel Melton or Mr Ashley Pledger by telephone or letter. Mrs Turner, Mrs Melton or Mr Pledger will then arrange an appointment to discuss your concerns. Occasionally parents / carers may feel a matter has not been fully resolved and in this instance you may feel it is appropriate to contact Mr Mike Wood, Headteacher. When you are pleased? A comment, letter or personal acknowledgement of all the very positive things happening in Hummingbirds would be very welcome. This proves to be a huge morale booster for pupils and staff.

**Contact details**

School telephone: 01243 641 238

Email: [hummingbirds@sidlesham.w-sussex.sch.uk](mailto:hummingbirds@sidlesham.w-sussex.sch.uk) or [office@sidlesham.w-sussex.sch.uk](mailto:office@sidlesham.w-sussex.sch.uk)



**Registration Form**

Date of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Details

|  |  |  |
| --- | --- | --- |
| First name: | Surname: | What s/he likes to be called: |
| Date of birth and current age: | First language: | Year Group: |
| Name of class: |

**Parent/Carer details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: | First name: | | Surname: | | Title: | First name: | | Surname: | |
| Home address: | | | | | Home address (if different): | | | | |
| Does this child normally live at this address?  Yes / No | | | | | Does this child normally live at this address? Yes / No | | | | |
| Work address: | | | | | Work address: | | | | |
| Home number: | | Mobile number: | | Work number: | Home number: | | Mobile number: | | Work number: |
| Email address: | | | | | Email address: | | | | |
| Does this person have parental responsibility? Yes / No | | | | | Does this person have parental responsibility? Yes / No | | | | |
| Does anyone else have parental responsibility for this child? Yes / No  (If yes, please provide details on separate sheet.) | | | | | | | | | |

# 

# Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

|  |  |  |
| --- | --- | --- |
| Name: | Telephone number: | Mobile number: |
| Address: | | Relationship to the child: |
| Name: | Telephone number: | Mobile number: |
| Address: | | Relationship to the child: |

# 

# Child’s Doctor and Medical

|  |  |
| --- | --- |
| Name of Doctor: | |
| Address: | Telephone: |
| Do Does your child have any known medical problems?  (Please list) | |
| Please detail any medical needs your child has/medication taken: | |
| Does your child have any known allergies? | |
| Any other medical information? | |

**About your child**

|  |
| --- |
| Please detail any additional/special needs your child has: (please provide full details) |
| Please detail any dietary requirements/ food allergies for your child: (please provide full details) |
| Is there anything your child doesn’t like (food, games etc.) or is scared of? |
| What are your child’s favourite activities? |

I have read The Hummingbirds policy and agree to the terms and conditions.

**Signature of Parent/Carer:**

**­­­­­­­­­­­**

**Date:**

**Collection and leaving arrangements for Year 5 or 6 children only**

Children who are in Years 5 or 6 will only be able to sign themselves out of club if a parent or carer has signed the consent form below.

Upper Key Stage 2 children will only be able to sign themselves out before 5.00pm and at the discretion of the hummingbirds staff depending on light conditions during the winter period.

**Name of child**:

**Year group and class name**:

I consent to my child signing themselves out of club only on the days that I inform Hummingbirds staff via their contact details.

My child will walk / cycle or scoot (delete as appropriate)

**Signature of Parent/Carer:**

**­­­­­­**

**Date:**

Please note that we are aware that older siblings may occasionally collect children from the Hummingbirds. As a school we wholeheartedly support the view of the NSPCC which recommends that no one under **16** should be left alone to look after young children. If someone under **16** is looking after a child, the parent or guardian, and not the babysitter, remain legally responsible for the child.

If you wish for someone under the age of 16 to collect your child from the Hummingbirds, please provide their details, including their date of birth, then sign and return the consent form below.

**Name of child**:

**Year group and class name**:

*If there is more than one young person who may collect, please add their details below.*

I consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name of young person) collecting my child and signing them out.

**D:O:B** of young person collecting:

**Signature of Parent/Carer:**

**­­­­­­**

**Date:**

Signature of Chair of Governors: Malcolm Foster

Signature of Headteacher: Mike Wood

**Policy Review Form**

*Please complete this section when reviewing and updating this document.*

|  |  |  |
| --- | --- | --- |
| ***Author***  ***Mike Wood*** | ***Name***  ***Mike Wood*** | ***Date***  ***December 2018*** |
|  |  |  |
| ***Reviews*** | ***Name*** | ***Review Period: 2 years*** |
| *June 2019* | *Dawn Lawson* | *June 2021* |
|  |  |  |

**Name: ………………………………………………………. Class: ………………………………………………….**

**Email: ……………………………………………………………………………………………………………………….**

**To help us generate our daily registers, it would be very helpful to know two weeks in advance of the hours you would like your children to be at Hummingbirds (the whole half term has been made available if you already know what dates will be needed). Staff will keep a list of times attended and generate invoices for you on a monthly basis. We can accept cheque (payments made to Sidlesham Primary School), cash or payment from your childcare account. If your needs do change, please let the office know when you do or you can email us. We will do our best to accommodate.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Week Commencing (please tick)**  **Please also indicate what time you intend to pick up/drop off** | | | | | | |
| **04/11/19** | **11/11/19** | **18/11/19** | **25/11/19** | **02/12/19** | **09/12/19** | **16/12/19** |
| **Monday AM** |  |  |  |  |  |  |  |
| **Monday PM** |  |  |  |  |  |  |  |
| **Tuesday AM** |  |  |  |  |  |  |  |
| **Tuesday PM** |  |  |  |  |  |  |  |
| **Wednesday AM** |  |  |  |  |  |  |  |
| **Wednesday PM** |  |  |  |  |  |  |  |
| **Thursday AM** |  |  |  |  |  |  |  |
| **Thursday PM** |  |  |  |  |  |  |  |
| **Friday AM** |  |  |  |  |  |  |  |

**We now have our own email address** [**Hummingbirds@sidlesham.w-sussex.sch**](mailto:Hummingbirds@sidlesham.w-sussex.sch)**.uk or phone the school office on the normal number.**

Owing to increased interest in Hummingbirds, we now have a waiting list for spaces. We therefore require 24 hours’ notice should you wish to cancel your child/ren’s place at Hummingbirds (unless your child is sent home sick from school or you have rung to say your child will be absent from school that day due to sickness). If you have not cancelled your place, you will still be charged in full.