


# The Mary Bassett Lower School



## Parent and Carer Handbook

We have designed our extended care setting with the needs of children at the heart of all we do. We aim to make  a place where children love to be and cannot wait to return to!

## **ABOUT THE CLUB**

### **Our Setting & Admission**

Our Club aims to be accessible to children and families attending or working at The Mary Bassett Lower School and, if places allow, for families within our local community. The setting is managed as part of The Mary Bassett Lower School (DfE no. 823/2176) and comes under the responsibility of the Headteacher and the Governing Body of the school.

As such, the childcare setting is Ofsted Registered with the number: [109508](#). The Fun Club is eligible for Childcare voucher payment schemes.

Admission to the club is organised centrally by our Front Desk, in collaboration with the Fun Club Manager and the Headteacher. Our aim is to meet the growing need for high quality wrap-around care, and we are committed to expand the setting if the need increases over time. We hope this means that if you need our support with childcare, we will be able to deliver. It is helpful to know in advance if you are planning to use the facility so we can ensure there is enough staff to accommodate a higher number of children.

### **What we offer**

Fun Club is available for children aged 3\* and above for before and after school childcare. Fun Club follows the 'Playwork' Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including: craft, board games, construction, computer games, physical play, cookery and reading. In addition, other resources are available for the children to select from our equipment library. The planning follows termly themes to encourage play and activity to maximise understanding of the concepts explored.

\*children are required to be toilet trained before accessing the setting due to the limitation of changing facilities in allocated spaces.

### **Policies and procedures**

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are available for you to view on the School Website (with links included in the Handbook for your convenience).

### **Staffing**

Our setting is staffed by a Manager and a number of play assistants. We aim to provide a smooth transition between school and Fun Club. Using staff who have experience working within our established values and ethos, ensures that the setting maintains high expectations for what we can achieve for all children attending.

All of our staff have significant experience of working with children and undertake continuous professional development training. All staff members are DBS checked. We maintain recommended and safe staff/child ratios – our approach to staffing is about quality of experience NOT minimising cost to the school.

Staff also have designated roles that cover: Safeguarding, Paediatric First aid, EYFS Key Person, Fire Warden, Health & Safety, Food Hygiene & SEND support.

## Registration & Booking

We require a Registration Form to be completed for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately. Please note this can be done on a paper form or electronically, the electronic Registration Form can be found on the Fun Club web-page.

Booking for the facility in advance is encouraged, providing an indication of your normal pattern of care. Although we will accommodate ad-hoc bookings, these can only be offered if there are vacant spaces in the setting. If you need guaranteed childcare this must be booked in advance. Re-enrolment (by re-completing the Booking Form) for the next term is required at the end of each term. We cannot keep a place open for your child unless you complete a new session form.

We require sessions you book to be fixed for each half term. Two weeks' notice is required to make changes to your existing regular bookings to avoid charges being made for these sessions.

We will use a waiting list system when the need arises. The waiting list will be operated on a first-come-first-served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

Our most current electronic Booking Form can be found on the Fun Club web-page.

## Payment of fees

Fees are to be paid monthly and an invoice will be sent to you with a payment deadline of the end of the month in which sessions are taken.

If your invoice is not paid, your child's place will be withheld until fees are paid in full or a payment plan has been agreed with the School Office.

## Fun Club Session PRICE LIST - September 2023

Session	NEW price September 2023
<b>Single: Morning from 8am</b>	<b>£3.75</b>
Child+Sibling: Morning from 8am	£6.50
<b>Single: Morning from 7:45am</b>	<b>£5.00</b>
Child+Sibling: Morning from 7:45am	£9.00
<b>Single: Afternoon until 4:30pm</b>	<b>£4.30</b>
Child+Sibling: Afternoon until 4:30pm	£7.80
<b>Single: Afternoon until 5:30pm</b>	<b>£8.60</b>

Child+Sibling: Afternoon until 5:30pm	£15.65
<b>Single: Afternoon until 6:00pm</b>	<b>£11.80</b>
Child+Sibling: Afternoon until 6:00pm	£21.80

\*If your child attends an after school club, (a planned activity chargeable separately, typically running for one hour after school), we will not 'double charge' you for this time. Your child will be escorted to Fun Club following their club activity if you want care after 4:30pm.

Fees are payable by cash, cheque, on-line, bank transfer or childcare vouchers.

Cheques should be made payable to "Central Bedfordshire Council".

The price per session per child applies to all children. This is payable for all booked sessions including sessions missed when your child is unwell. (Long-term sickness or specific medical circumstances may need to be handled outside of this agreement, please speak to us if you are concerned about missing a lot of sessions due to your child's health).

We do not charge for bank holidays and days when the school might close unexpectedly.

Please ensure that fees are paid promptly. Non-payment will result in your child's place being withdrawn. If you are having difficulty paying fees, please speak in confidence to the School Manager.

### **Changes to days and cancelling your place**

If you want to cancel a booking or reduce the number of sessions you want, you need to provide two weeks' notice to avoid incurring the charge for pre-booked session(s). If you want to change the days that your child attends or extend hours on existing bookings, please contact the Front Desk on 01525 373017 or [office@marybassett.co.uk](mailto:office@marybassett.co.uk). We try to accommodate such changes wherever possible.

### **Temporary changes**

Please remember that we need to know if your child will not be attending Fun Club for any reason. Even if you have informed your child's class teacher, you still need to notify the Front Desk as individual staff members across the school are not responsible to pass this information on to us. If your child does not attend a booked session without explanation, we will apply our 'missing child' procedure.

If you know in advance of any days when your child will not be attending during the following week, please inform a member of staff in the Fun Club or let the Front Desk know for our records.

### **Late collection of children**

If you collect your child after your booked session has ended, an additional fee will be incurred. This would normally be the cost of the next full childcare session (in the event that your booked session ends at 4:30pm or 5:30pm). If you have booked until 6:00pm (when the setting closes) you will be charged a late collection fee of **£5 for each 15 minutes to contribute to additional staffing costs incurred.**

If you are delayed for any reason please telephone us to let us know. After 4:30pm there is an option on the main school phone line (01525 373017) to be put through to Fun club to share a message. You are also welcome to text or call the Fun club mobile phone 07508 562971.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Child Policy** which may result in us contacting Children's Social Care.

## **Transitions between Fun Club & School**

In the mornings your child will be safely escorted by a member of the Fun Club team to their classroom base ready to start their day.

In the afternoon, class-based staff escort children from their class to the Fun Club registration point. A register is taken when children arrive in our care, and we will ask you to sign them out each day when you collect them.

## **Adults who collect**

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance and make sure that the person you have informed us will be collecting your child is aware of the *password* you have in place. We will not release your child into the care of a person unknown to us without your authorisation and the *password* being accurate.

## **Food & Snacks**

If your child attends the morning session (arriving before 8:10am) they will have the option of eating breakfast, which can include cereal with milk, fruit and toast with an option of spreads. We ask you to indicate on the booking form whether breakfast will be required to help us with our planning.

The food snacks we provide during the afternoon are not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables, and toast. Occasionally additional foods are provided to encourage tasting new foods or to mark celebrations or enhance learning.

We promote independence, by encouraging the children to prepare their own snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times.

We will meet individual dietary requirements, including parental preferences where relevant. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at a designated snack table.

## **Child protection**

We are committed to maintaining our whole school 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, see our **Child Protection & Safeguarding Policy**. <https://the-mary-bassett-lower-school.secure-primariesite.net/policies/>

## **Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment

The core principles set out in our **Behaviour Policy** apply to the Fun Club setting, including strategies for praising and rewarding great conduct and play. <https://the-mary-bassett-lower-school.secure-primariesite.net/policies/>

### **Special Educational Needs & Disabilities**

We make every effort to accommodate and welcome any child with any kind of special need. We will work in liaison with parents and carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the setting's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

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

## **GENERAL INFORMATION**

### **Behaviour (children)**

The Fun Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

Fun Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of specific needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Fun Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to temporarily or permanently exclude a child from the Club.

### **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See the school's **Managing Aggressive Behaviour Policy** for more details.

### **Illness**

We are unable to care for children who are unwell. Please do not bring an unwell child into school. If your child becomes unwell whilst at Fun Club, we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send them to any childcare setting until 48 hours after their last symptoms of illness.

## Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the setting falls under the whole school Health & Safety Policy and procedures. The provision is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has sustained an injury or requires first aid assistance whilst in our care, you will be informed when you collect your child.

## Medication

Please let the Fun Club Manager or Front Desk know if your child has been prescribed medicine. If your child needs to take medicine whilst on the school premises you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details. <https://the-mary-bassett-lower-school.secure-primariesite.net/policies/>

## PLEDGE TO PARENTS AND CARERS

We value our relationship with parents and carers and are committed to working in partnership with you to provide top quality play and care for your children. We aim to listen to your views and concerns to ensure that we continue to meet your needs and provide the best possible option for care, at a reasonable cost.

## Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Fun Club Manager or any other member of staff on duty.

Comment and concerns are to be directed to the Fun Club Manager, who can be contacted via the Front Desk. If you feel your concern has not been dealt with effectively you are always free to follow the advice in our **Complaints Policy**. <https://the-mary-bassett-lower-school.secure-primariesite.net/policies/>

## CONTACT INFORMATION

<b>POSTAL ADDRESS</b>	Fun Club The Mary Bassett Lower School Bassett Road Leighton Buzzard Bedfordshire LU7 1AR
<b>TELEPHONE (LANDLINE)</b>	<b>01525 373017</b>
<b>TELEPHONE (MOBILE)</b>	<b>07508 562971 (TEXT OR CALL)</b>
<b>ADMINISTRATOR</b>	Fiona Rumens <a href="mailto:office@marybassett.co.uk">office@marybassett.co.uk</a>



<b>FUN CLUB MANAGER</b>	Elaine Towse
<b>TEAM MEMBERS</b>	Elaine Towse, Natalie Fletcher, Claire Mulcahy, Katalin Sigger, Gemma Muldoon, Fiona Arnold, Jo Ward
<b>Ofsted Registration No:</b>	<b>109508</b>
<b>Ofsted</b>	Piccadilly Gate Store Street Manchester M1 2WD Tel: 0300 123 1231