

Mistley Kids Club



Prospectus

Mistley Kids Club Ltd.

Furze Hill Village Hall, Shrubland Road, Mistley, Essex, CO11 1HS

www.mistleykidsclub.co.uk 07809176252

Registered Charity Number 1140273

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A Quick Introduction

Welcome to Mistley Kids Club.

At Mistley Kids Club we provide opportunities for creative challenging and worthwhile play within a flexible and inclusive setting. We offer good quality childcare for kids aged 4 – 16 (up to 19th Birthday with additional needs). We are regulated by Ofsted and all our staff hold current enhanced DBS checks.

We believe that play is essential for a child to reach their full potential.

It is crucial for holistic growth, intellectual and educational development and acquiring social and behavioural skills. We loosely define “Play” at Kids Club as activities that are satisfying to the child, creative for the child and freely chosen by the child. The activities may involve the use of equipment, or just their imaginations. They may be done alone, or with others, they may be played light-heartedly or taken very seriously.

Activities may include:

- | | | |
|---------------|----------------------|---------------------|
| * Drama | * Sports | * Movies & Music |
| * Reading | * Games Consoles | * Outside Providers |
| * Crafts | * Park | * Role Play |
| * Dancing | * Walks in the Woods | * Relaxation |
| * Group Games | * Cooking | * Toys |

The children play an important role at Kids Club, and with adult supervision, have made their own rules for while they are at the club. We operate a buddy system for your child/children to feel at home as soon as they join Mistley Kids Club.

We do provide a light snack during the afternoon after school and in the holidays, morning and afternoon, cold drinks are available during the day for children to help themselves to.

Mistley Kids Club Committee

Chairperson - Rosemary Smith
Treasurer - Paul Greenland
Secretary - Nicky Moxey
Trustee - Becca Kennison

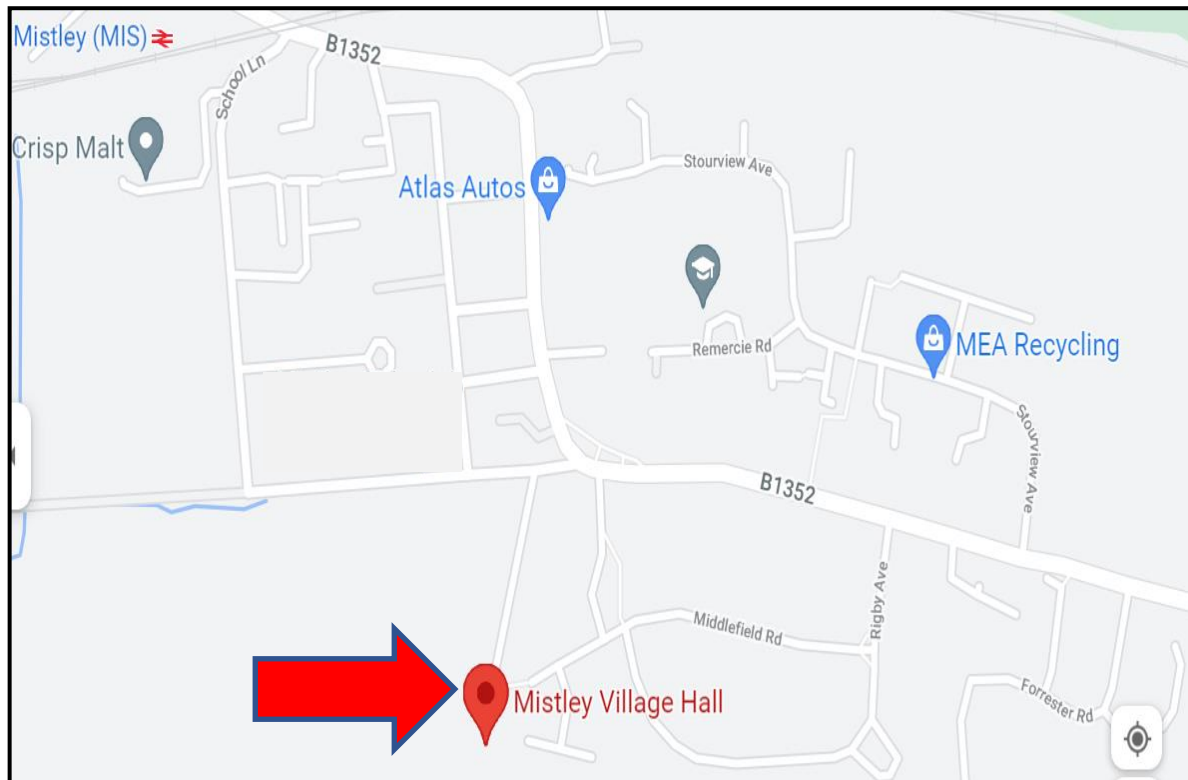
Mistley Kids Club Staff

Manager - Claire Moss (L3) Designated Safeguarding Officer
Office Manager - Julie Robinson
Deputy Manager - Matthew Norton (L3) Designated Safeguarding Officer, Health & Safety Officer
Deputy Manager - Thomas Moss (L3) Designated Safeguarding Officer, Fire Designated Officer
SENCO - Millie Moss (L3) Designated Safeguarding Officer

We highly value your views so please feel free to come in for a chat, read through our policies, have a coffee and get a feel of the atmosphere at Mistley Kids Club.

How to find us

We are located at Mistley Village Hall, Furze Hill, Shrubland Road, CO11 1HS



Hours of Operation

After School Club 3:00pm - 6.30pm

Holiday Club 8:00am - 6:00pm

Prices - all fees must be paid weekly.

* £20.00 registration fee payable per family.

* After School Club - £9.00 per child

* Holiday Club Full Day - £28.00 per child

* Lunches - £3 morning and afternoon snack included; this is not a replacement for an evening meal.

Taxi Fees

Highfields, Manningtree High School, Lawford £10.00 per car or £3.00 per child.

Wix & Wrabness, Two Village £10.00 per car or £3.50 per child.

Dedham & Ardleigh £10.00 per car.

Marketfields, Shorefields, Lexden Springs Enquire in club or over the phone.

If your school is not listed, please call for information.

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Policy Overview

Welcome parents and carers, here is a brief overview of our policies and procedures that we have at Mistley Kids Club. If you wish to read the full policies, you can find them online at www.MistleyKidsClub.co.uk or you can ask in Club for a full copy of the policies.

Admissions Policy:

- * Ages 4 - 16 (4-19th Birthday for SEN)
- * Ofsted Regulations state maximum of 60 children
- * £20 Registration Fee
- * Staff/child ratio 1:8
- * £28 School Holidays Full Day
- * £9 per day After School fee
- * Taxi fees may apply

Arrivals and Departures:

- * Your child will be signed in when they arrive and any medication forms must be completed if necessary.
- * Children must not arrive before our stated opening times or stay beyond our stated closing times. Early arrival or Late collection fees are charged at £15 per 15 minutes.
- * You MUST inform us of anyone else collecting your child, they will then be given a password which they will need to give to us to be able to collect your child.
- * If any child remains after closing time, after doing everything possible to contact the parent and emergency contacts, then we will be legally required to contact Social Care and the local police, as per our "uncollected child" policy.
- * You must let us know when you arrive to collect your child/children, so that we can sign them out.

Mission Statement: We believe in...

- * Imaginative and creative activities.
- * Developing opportunities for working parents.
- * Developing opportunities for families of children with additional needs.
- * Ensuring the safety and security of premises and transport.
- * Caring and professional staff.
- * Rights of a child.
- * Values of play work.
- * Highest quality of standards.

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Safeguarding policy and procedure

- * Every child matters (recognising children have the freedom from abuse of any kind).
- * We ensure all our staff and volunteers are carefully selected and are DBS checked.
- * All staff have up to date safeguarding training.
- * We have 4 designated safeguarding officers (Claire Moss, Matt Norton, Millie Moss & Thomas Moss).
- * Strict no mobile phone and camera policy for our staff.
- * Abide by Children act 1989/2004 & Keeping Children Safe in Education 2023. We follow SET Procedures May 2022.
- * Categories of concern (neglect, types of abuse, signs of abuse).

SEND policy (Special Educational Needs and Disabilities)

- * We include all children with disabilities making them feel a part of kids club.
- * SENCO to oversee SEND children and staff working with them.
- * Special training for certain staff to administer rescue medication or enteral feeding.
- * "All About Me" Lanyards for each child so every staff member will have a good knowledge of the child.
- * Rights of a special needs child.
- * SEND children will be included in every activity. Activities will be adapted to make this possible if necessary.

Medication Policy

- * The medicine must be within the use by date and if prescribed must have the child's name and date of birth on the pharmacy label and the correct, original and intact packaging must be provided.
- * All dosages given must be recorded, when it was given, the time and the amount given and signed by the staff member administering the medicine. An observing staff member will have to countersign.
- * Any medicine must be stored in a secure tin at the desk. Medicine that needs to be refrigerated must be stored in the top of the fridge.
- * If your child has been prescribed antibiotics then they must have had at least two doses before attending Kids Club in case of an allergic reaction that the medicine may cause, which may not have happened to your child before.
- * No Medication can be left on site, medication must be taken home each day.

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Mistley Kids Club



All children who attend Mistley Kids Club must be registered in order to safeguard their health and safety. The responsibility to ensure children are escorted safely to and from the club is that of the registering adult. The staff at Mistley Kids Club are not responsible for children left outside of the hours 8am - 6pm (holiday times) 3pm - 6.30pm (school term times). This is due to not being insured outside of our opening hours.

No child will be allowed to leave the Kids Club premises unless collected by an adult whose details are given on this form or you have cleared any arrangements in advance with the Manager in charge, where you will be given a password to pass on to the adult collecting the child.

CHILD 1 - PLEASE USE BLOCK CAPITALS	
Child's Full Name _____	Date of Birth / / _____
School Attended _____	Essex short breaks number _____
Gender _____	Ethnicity _____ Religion _____
CHILD 2 - PLEASE USE BLOCK CAPITALS	
Child's Full Name _____	Date of Birth / / _____
School Attended _____	Essex short breaks number _____
Gender _____	Ethnicity _____ Religion _____
CHILD 3 - PLEASE USE BLOCK CAPITALS	
Child's Full Name _____	Date of Birth / / _____
School Attended _____	Essex short breaks number _____
Gender _____	Ethnicity _____ Religion _____
CHILD 4 - PLEASE USE BLOCK CAPITALS	
Child's Full Name _____	Date of Birth / / _____
School Attended _____	Essex short breaks number _____
Gender _____	Ethnicity _____ Religion _____
Parent/Guardian 1	Parent/Guardian 2
Name _____	Name _____
Address _____	Address _____
_____	_____
Email _____	Email _____
Home Tel _____	Home Tel _____
Mobile _____	Mobile _____
Work _____	Work _____

How did you hear about us?

Please give the names and addresses of the people collecting your children from Kids Club, if different to the parent/guardian. Please note that children will ONLY be allowed to leave the care of kids club with people named on this form, unless the Manager is informed in advance. Please refer to page 1.

Name _____	Tel _____
Address _____	
Name _____	Tel _____
Address _____	

Details of Child's doctor (mandatory)

Name _____	Tel _____
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If your child has a social worker, please list their details below

Name _____	Tel _____
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Do any of your children have any disability or a statement of special educational needs? If so, please request a SEND "All About Me" form. You will also need your Essex short breaks passport number.

Do any of your children have any known medical needs? Any medication they will need while at club?	
Child's Name _____	Details _____
Child's Name _____	Details _____

Do your children have any allergies? E.g. materials, foods, plasters?	
Child's Name _____	Details _____
Child's Name _____	Details _____

Emergency Medical Advice and/or Treatment (MANDATORY)

In the case of accident or serious illness, I hereby authorise staff of Mistley Kids Club to call for an ambulance and to accompany my child to hospital, where they will seek medical treatment/care for my child. I also allow them to share any relevant information regarding my child's health and sign any appropriate forms.

Name _____	Signed _____	Date _____
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PRINT name(s) of people who hold parental responsibility/relationship to child (MANDATORY)

Any other information you think might be useful?

Please sign to acknowledge the information provided on this form is accurate and true.

Name _____	Signed _____	Date _____
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Parental Consent Form

I agree for my child(ren).....	Yes	No
(child's name(s))		
1. To be photographed in group/individual photographs to be used in promotional events, public displays, local newspapers and social media.		
2. To be photographed in group/individual photographs to be used IN CLUB ONLY.		
3. To be left with another registered provider either by prior agreement or in an emergency situation.		
4. To be given non-allergenic plasters.		
5. To be given prescribed medicine – in named packaging with instructions provided.		
6. To be given non-prescribed medication such as – Calpol/Nurofen/Calprofen.		
7. To have any accident/medication records signed by another named responsible adult given on the child record form on my behalf if I am unable to collect my child.		
8. To have written observations taken and kept for the purpose of the Learning and Development requirements of the EYFS framework (for children aged 4 and 5 only) .		
9. To have sun cream applied as and when necessary that has been supplied by the setting or by yourselves.		
10. To have face paints applied.		
11. To have make-up and nail varnish applied.		
12. To be administered first aid by any member of staff paediatric first aid trained from Mistley Kids Club.		
13. To watch PG rated films.		
14. To have relevant information and data about them shared with other relevant professionals' i.e. Nurseries, pre-schools, schools, health care providers, other play schemes, social care and monitoring for funding purposes only.		
15. To go off site i.e for walks/ to the park/ to the woods and organised outings and trips. This could be by transport via car, public transport, mini bus or coach. Due to our welfare requirements we have staff ratios in place to ensure the safety of your child at all times.		
16. To be sent emails from Mistley Kids Club. This will include holiday sheets, newsletters etc.		
<p>I understand that by signing this I agree to consent to all of the boxes ticked "Yes" above.</p> <p>Parent/carer signature Date</p>		
<p>Manager signature Date</p>		

Mistley Kids Club



School Pickup Form

I _____ (Parent/Guardian)
...authorise my Child/Children

_____ (Child 1) _____ (Child 2)

_____ (Child 3) _____ (Child 4)

...who attend the following schools (tick all that apply)

Ardleigh	<input type="checkbox"/>	Marketfield	<input type="checkbox"/>
Dedham	<input type="checkbox"/>	Mistley	<input type="checkbox"/>
Great Bromley	<input type="checkbox"/>	Shorefields	<input type="checkbox"/>
Great Oakley	<input type="checkbox"/>	Tendring	<input type="checkbox"/>
Highfields	<input type="checkbox"/>	Two Village	<input type="checkbox"/>
Lawford	<input type="checkbox"/>	Wix	<input type="checkbox"/>
Lexden Springs	<input type="checkbox"/>	Other (Write school name below)	<input type="checkbox"/>
Manningtree	<input type="checkbox"/>	_____	

...to be picked up by a delegated member of staff or volunteer helper from Mistley Kids Club who has all relevant DBS checks and has a current MOT certificate. This staff member is insured for the purpose of picking up my child/children and for them to be collected and taken to Kids club. The staff using their personal vehicles all have business insurance.

...or to be collected via taxi (our designated taxis are Riverside or Harwich Connexions). All bookings are made via Kids club.

I will inform Kids Club immediately if my child will not need collecting from school for whatever reason. If Kids Club is not informed before 10 am the day my child is due to be picked up, I will still be charged for the pickup.

Signed _____ Date _____

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Parent/Carer Contract

Registration

I understand that a registration form must be completed before my child may attend Mistley Kids Club. This will include an outing consent form and taxi form if required. A payment of £20.00 registration fee is payable per family. Please see below for bank details.

Child Tax Credit

When registering at Mistley Kids Club if you are entitled to Housing Benefit or Working Tax Credit, you may qualify for child care tax credit. You will require our registration number from Ofsted to register your claim.

If you do claim, we have a legal responsibility to report parents/carers who do not use Mistley Kids Club for the days or amounts they are claiming for. The HM Revenue & Customs (HMRC) regularly check our registers. If your childcare needs change, it is your responsibility to contact the HMRC to update your childcare claim and avoid them claiming back any unused fees. You will need to keep your receipts for all your sessions for proof, if required. If, however we are asked to provide evidence, there will be an administrative cost of £15 per family.

Opening Times

The club will run from 3:00pm until 6:30pm Monday to Friday during term-time (excluding bank holidays and the period around Christmas and New Year), and from 8:00am until 6:00pm Monday to Friday during school holidays.

Payment of Fees

After school costs are £9.00 per session per child. Holiday club costs are £28.00 per session per child. Fees are paid on a daily or weekly basis or by half term in advance. Frequent late payments will result in your child's place being withdrawn. We will endeavour to contact your 2nd contact if payment is outstanding.

Booking Sessions

All after school sessions must be booked from half-term to half-term. Holiday club sessions can be booked once the holiday sheet has been released. All sessions must be booked in advance and are available on a first come, first served basis. Once a session is booked you are liable in full for that session fee, even in the event of cancellation or non-attendance. The only exception to this is in the event of hospitalisation. Please see the section "Cancellation for Absences/Illness" for further information.

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Collecting Your Child

All children need to be collected from the club by 6:30pm during term time or 6:00pm during school holidays. We cannot emphasise enough the regulations concerning our dropping off and picking up times. Children must also not be left at the club before 8:00am (during holiday times), as we are not covered by our insurance policy outside of these hours. Therefore, any early drop-offs or late pickups will be charged at the rate of £15.00 per child per fifteen minutes or part thereof to cover the costs of the two staff that are legally required to stay with your child. In the case of family disputes, we cannot withhold a child from one of the parents without seeing court papers (a copy will be kept on file for reference). If your child is to be collected by another responsible adult, please inform us of their name and any password agreed; any regular collection arrangements should be made on the child's registration form. If any child remains after 6:30pm, after doing everything possible to contact the parent and emergency contacts, then we will be legally required to contact Social Services and the local police as per our uncollected child policy.

Parking

There is a large car park available at Mistley Village Hall. This is also used by other members of the public, so please be aware of other traffic when children are leaving and arriving at the club. If your child is using Kids Club transport services for drop off after school, then the children are escorted into the building.

Snacks and Drinks

Your child will be provided with a snack after school. Please note this is only a light snack and not a replacement for an evening meal. A small snack is provided 10am during school holidays and once again at around 4pm. Please provide your child with a labelled drinks bottle which we are able to refill. Due to the increasing number of children with peanut allergies, we can no longer allow or serve children peanut or nut-based foods. Please be mindful of this if providing your child with a packed lunch to bring into club.

Cancellation for Absences/Illness

Please inform the club manager if your child is going to be absent before 10:00am on the day of absence. Please be aware that any absence other than hospitalisation will be charged as per session. Pick up fee will still be charged if we are not informed by 10:00am. The manager or senior play worker has the right to refuse to admit a child if he/she believes that they are too ill to attend or are at risk of "infecting" other children. This also includes sickness and diarrhoea and the child/ren would not be permitted to attend Kids Club within 48 hours of the sickness and/or diarrhoea occurring. Please see our Infectious Disease / Illness Policy.

Adverse Weather Conditions

In the event of snow or other extreme/adverse weather conditions, a decision will be made by Mistley Kids Club no later than 12 noon whether the day's session will be going ahead or not. If a decision is made to open and provide the session as planned, you will still be charged the day's session fee if your child does not attend.

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Non-Attendance Fees

As per the above sections (Payment of Fees, Cancellation for Absences/Illness, Adverse Weather Conditions), ALL non-attendance in the exception of hospitalisation will require the session fee to be paid in full. Any holiday club sessions must be booked in advance and are non-transferable. Once you have booked a session, you are liable for that session fee to be paid, even in the event of non-attendance.

Additional or Medical Needs

Please inform us of any additional or medical needs your child has. We require you to update us if any changes are made, or discovered that may impact your child's needs or behaviour. We will in turn inform you of any changes within the club setting and liaise with you when required. The safety of your child/children is paramount at all times. Please make sure you provide us with up to date medications at all times

Accident/Incident

If your child has an accident or incident whilst at Kids Club, you will be asked to review and sign an accident or incident form before you take your child home. If you are unable to collect your child from Kids Club do you give permission for the collecting person to sign the form on your behalf. ****** Please see attached parental consent form.

****Please Note:** This person will then be responsible to relay the information on this form to you (the parent/carer) at the earliest convenience.

RIDDOR

We must report certain work-related incidents to the Health and Safety Executive. They have an Incident Contact Centre – 0845 300 9923. We will report any of the following that happens to a member of the public, including a parent or child, or an employee on our premises:

A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;

A reportable disease;

A dangerous occurrence, which didn't but could have resulted in a reportable injury;

An injury resulting in hospital admission;

The above will be reported within 15 days to the Health and Safety Executive.

Safeguarding and Parental and Carer Consultation

Any safeguarding and child protection concerns, where practicable, will be discussed with the family and if a referral is to be made then we will contact the HUB. There are times when the law requires us to report incidents to Ofsted and the local safeguarding children's board. Where possible we would of course keep parents informed unless the situation could potentially impact on the children's safety. **Unless this will:**

- * Place a child at risk or significant harm e.g. by the behavioural response it may prompt or by leading to an unreasonable delay.
- * Place a member of staff at risk by the behavioural response it may prompt.
- * Lead to risk of loss of evidential material.

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Policies and Procedures

Our Policies and Procedures folder is kept on the desk at all times whilst in session. Please feel free to read them. They are for the benefit and safety of your child whilst at Kids Club. The policies that we have are to make sure that your children are kept safe at all times whilst at Kids Club and are in line with our Ofsted registration. In your welcome pack you will receive a policy overview. If you do require copies of our policies, please feel free to ask.

Clothing

We ask you to make sure your children wear OLD CLOTHES whilst attending holiday club. We have lots of activities using paints, glue and things like tissue paper, which often contain strong dyes. Although we encourage the children to wear aprons or donated painting shirts they don't always want to, so therefore we do not accept any responsibility if their clothes get messy or ruined.

Signing In and Out

Remember we sign your child in and out each day they attend, so please always come in and let us know they have arrived and are marked in on the register. It is a legal requirement from Ofsted to hold an accurate record of the children's attendance and essential in case of an emergency. For Health and Safety reasons please check the register for accident/incident notification.

Promoting Positive Behaviour

We have devised our own behaviour code with the children, it is displayed in the hall. We encourage positive behaviour, being respectful of one another, respecting difference, sharing and taking pride in the club. We will not tolerate fighting, swearing, bad language or bullying. We are committed to developing and maintaining a friendly and open atmosphere where children and staff are valued and respected. Should challenging behaviour continue, with the child endangering him/herself and others, we will talk to the parents to try to rectify the behaviour and if no change is made then exclusion will be considered.

Holiday Club

All holiday club bookings are final, non-transferable and non-refundable once confirmed. In the holidays if you wish for your child to bring in a packed lunch, please include a drink for lunchtime (full day or am session only) please ensure that the lunch is labelled. Mistley Kids Club requests that no peanut-based foods or nuts are in your child's packed lunch. We will provide a small snack in the morning and afternoon session. If the weather is hot, please provide sun cream and sun hats. If you do not wish sun cream to be re-applied to your child, **PLEASE** inform us in writing prior to them attending any sessions with us as we have a duty of care to your child.

Complaints

At Kids Club we have a complaints policy available for you to read as well as a complaint form available on request if you require. If you would like to submit a complaint, please ask a member of Mistley Kids Club staff for a form or for more details.

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Notice

If you wish to remove your child from the club, please give us one weeks' notice.

Bank Details

Barclays Bank, Mistley Kids Club Ltd
Sort Code: 20-22-67
Account Number: 03430758

Please sign the two **green** sections below to acknowledge that you have read and agree to the contract between Mistley Kids Club and you (the parent/carer).
One copy will be for you to keep and the other will be for us to keep in club.

Name _____ **Signed** _____ **Date** _____
(Parent/Carer)

Name _____ **Signed** _____ **Date** _____
(Manager)

Name _____ **Signed** _____ **Date** _____
(Parent/Carer)

Name _____ **Signed** _____ **Date** _____
(Manager)