

Parent Handbook for Out of School Club



After School Club and Holiday Club
For 4- 11 year olds.

Managed by Paula Stone B.Ed and Harri Sharp.

Tel: 01392 458661(Freephone), 07516018985 or 01392 425551

www.exwickark.org.uk

admin@exwickark.co.uk or osc@exwickark.co.uk

Contents:

Summary

Introduction to the Exwick Ark out of school club

Our routines

Your role

Staff

Opening times

Fees

Clothing

Accidents

Illness

Lunch clubs

Other

Useful Contact details

Separate: Some Relevant Policies for Parents/Carers that you should look at:

- Behaviour management
- Child Protection /Safeguarding
- Collection of a child
- Complaints procedure
- Diet
- Fees
- Parent partnership policy
- Inclusion policy
- Selection of toys and equipment policy
- Health and safety policy
- Hygiene policy
- Medication



Aim - To provide high quality, affordable childcare and education that meets the needs of Exwick families.

We will do this by:

- Providing a safe, fun and challenging learning environment that meets the needs of every child and family, regardless of background, gender or ability.
- Providing flexible childcare that enables parents to access training, employment and welfare support.
- Demonstrating a commitment to standards significantly above those required by OFSTED.
- Building strong working relationships with parents and acknowledging their role as the primary educators of their child.
- Working co-operatively with other providers of services for families.
- Demonstrating Christian values in the way we operate and interact with children, parents, staff and the community.



• We offer your child



- An OFSTED approved setting
- A Child led activity plan that reflects the interests of your child
- Individual care and attention made possible by a high ratio of adults to Children.
- Fun and friendship with children and other adults.
- A healthy snack and drink.
- A Out Of School Club with underlying Christian values.

Introduction to the Exwick Ark out of school club

Welcome to the Exwick Ark out of school club. Thank you for registering your child with us. There are probably many questions in your mind about this new part of you and your child's life. Even when this is not your first child there are likely to be questions as things can change. If this booklet does not answer all of them please contact us. We want your child's time at The Exwick Ark out of school club to be fun filled with lots of activities of their choice. If you have any queries, or if we can help in any way, please contact Chloe the manager or one of the Senior Managers, Paula or Harri.



The front gates



School Front Door



Our club hut (go to the right)

Settling in

When your child first starts we will do our best to help them settle in. However, each child's settling-in time will be unique to them and parents are likely to be best placed to know what will suit their child. Please be reassured your child will be supported through this, and if needed a friend/buddy will support them with the transition. Please do not worry if your child seems to be taking longer to settle than others. Usually there is too much going on for them to have time to think about it!



Management



Harri Sharp

The Exwick Ark Ltd is managed by Harriet Sharp and Paula Stone. The setting Manager for the out of school club is Mrs Sharon Parrott. We aim to achieve very high standards of care and education for the children



Chloe Spurdle & friends

at the Exwick Ark out of school club. We are happy to receive comments, positive or negative so that we can keep The Exwick Ark at the high standard we expect from ourselves and that you expect of us. Details about how the setting runs including how we are meeting the National Care Standards can be found in our Operational Plan. Please ask to view a copy.

Our Routines



Holiday club- based on the Redhills Community Primary School site.

We start the day with breakfast club at 8am where children are able to have a healthy breakfast of cereal, toast and milk.

The morning session starts at 9am. We will let the children come in and settle, then talk about our day and discuss expectations. There will then be fun activities chosen by the children including cooking, designing, craft, sports and off site activities. The children will be offered snack during the morning from the snack bar. They will be asked to wash hands and sit while they eat (one of our golden rules).



Secret garden



Where we picnic sometimes



The Secret garden

Lunch time will start at 12.30pm and children will eat the packed lunches they have brought from home whilst sitting and chatting with friends. Sometimes we may have a picnic in the school grounds or if we are on an outing.

The afternoon session starts at 1.30pm and again will have planned activities. The afternoon session finishes at 6pm. Please let us know if you intend to pick your child up earlier so we can be back in time from any outings.



The top playground



Outside the library



The computer suite

Out of School Club

Breakfast Club. Children will meet from 8am at the Exwick Ark Nursery building- Exwick Old School. They will have their own space to have breakfast and play until it is time to walk to school (about 8.45am). The Out of School Club staff will escort them from Exwick Old School along Exwick Road, up to Rowan way and in to the Exeter Steiner Academy site at the lower entrance. The younger children will be taken to their classes and children aged 9 or older will make their own way to their rooms.

After School If your child is 8 years old or younger they will be collected from their class room by a play leader. They will be brought to the office area where will meet up with another leader who will be waiting for children aged 9 years and older. We will then walk to the Out of School Club at Redhills Community Primary School together. The children will be asked to wash their hands after hanging up their coats. There will be snack available at about 4pm. They can relax in the snug area or go



Outside our room

straight into an activity. If the children want they can choose to take part in a planned activity such as sports, craft, gardening, drama etc. The children will be involved in selecting the sorts of activities they would like to take part in.



Whenever children are on the Walking Bus they will be asked to wear Hi-vis jackets. They will need to bring a water proof coat each day and suitable footwear if it is raining. We



do have a small amount of spare clothing for emergencies.

Children should be collected from our base on the Redhills Community Primary School site unless agreed otherwise.

Outside Play

We believe that outdoor play is vitally important to a child's development and can involve all areas of learning.

In the summer months we may have most of our activities outside so it's important to pack hats, sun cream, a costume and towel for water play. We will be using the whole of the Redhills school site so the children will have shaded areas available to them. In the winter months the children will still have the choice to go out if it is wet so it's a good idea to pack them with spare trousers and Wellington boots to save school clothes! If they are regularly at after school club they could have a bag with spares in left on a peg to save bringing them in their school bag. (Please label clothes)



As part of the holiday club we will have off site activities. This may include swimming, going to the park or maybe something further afield such as going to the beach. We will inform you of this beforehand and have permission slips that will need to be signed.

Choice.



Our aim is to give children the choice to do things at club that they really enjoy doing. Your child will be encouraged to help with planning the activities! You as parents can also suggest activities your child may enjoy.

Homework

We recognise that if your child is not getting home until later the time you have together is precious and you may not want to spend this doing homework. Your child can do their homework in a quiet area with some support during their time at the after school club. On the other hand you may prefer to do the homework at home so you know what is going on. We ask you to talk to your child about whether they will do homework at home or after school club and let us know your choice. Homework time will usually be for no longer than 20mins unless your child wishes to continue.

Staff

Harri and Paula are joint managing directors of Exwick Ark Ltd. Paula Stone is a Qualified Teacher and Early Years Professional. Paula has 3 school aged children who all attended Redhills. Harriet Sharp is the Senior administrator of The Exwick Ark; she has 3 school aged children and is level 3 qualified in Childcare and has an Engineering degree.. Harri has been involved in running cubs for children since she was 14 years old! Sharon Parrott manages the out of school club. In the past Sharon has managed a group of out of school clubs and she has also been an assessor for Childcare

qualifications. Phillipa Hill is the deputy manager of the club and is undertaking a Foundation Degree in Youth and Childhood Studies. Liz Letten is level 3 qualified in Childcare and as well as working at the OSC works at the Exwick Ark nursery and preschool. There will be photos of Staff in the parent's area for you to see.

Opening times

After school club sessions run from 3-6pm as Redhills Community Primary school finishes at 3pm. The children from Exeter Steiner Academy will be picked up at 3.45pm from their school and then walked to Redhills school.

Holiday club runs 8-9pm 9-1.30pm and 1.30-6pm and is currently based at Redhills Community Primary school. **All children must be collected by 6pm.**

We are closed for a week between Christmas and New Year and at Easter.

Fees

Regular bookings for sessions are to be made in advance, so that we can make sure we have enough staff.

The holiday club day is split into sessions and children need to be booked in for whole sessions. There is a minimum charge for each day a child is booked in to Out of School Club. Please see the chart attached. Any changes to regular bookings or occasional changes need to be put in writing and submitted to the club manager. Please give us at least five working weeks notice in order to not incur extra charges for regular booked sessions you no longer want.

If a child is sick, we can usually find space to replace their sessions free another time that week, or the next. Sessions cancelled at short notice will need to be paid for.

Current fees can be found on the table on the back page. Bills are currently issued at the end of the month. Children attending during the school

holidays will have bills issued for those periods included on the invoices. We will give at least a terms notice of the weeks and days we plan to be closed at Christmas, Easter and Bank holidays. See notice board, Facebook (Exwick Ark Out of School Club), www.exwickark.org.uk and news letters. We usually fit our times with Redhills Schools term times.

We can accept Childcare Vouchers (a tax free part of your wages/salary) towards payment of fees.

Clothing

We will insist that children wear aprons when doing messy activities but do advise they bring some old clothes to wear. We want your children to enjoy fully their time at the club, part of that maybe be getting dirty so we can not be held responsible for marked clothing.



As the seasons change so will the needs of your child. So please equip them with suitable clothes. Hats, gloves, coats and boots for winter months and hats, t-shirts and sun cream for summer. We will have limited emergency clothing so it's advisable they have a P.E type bag with a change of clothes especially if they are regularly at after school club or holiday club. Please ensure your children's clothes are named.

We will have available sun cream for your child to use but you may wish to bring your own, this should also be named.

Accidents

If your child has an accident you will be asked to sign an accident record when you collect your child. A record of the accident is kept in our files. Serious accidents, such as a broken limb, are reported to Ofsted. The Exwick Ark regularly reviews the accident book to see where we can make things safer.

There is always at least one qualified First Aider on duty at the Exwick Ark. There is always an up to date first aid kit at the Exwick Ark, and a travel

one is taken on outings. In a serious emergency an ambulance or a child's GP will be called. The Parent /carer will be contacted at the same time to let them know. Please make sure your contact details are kept up to date.

Illness

If your child is unwell please do not send them to the Out of School club. It is very distressing for a child to be unwell whilst away from home. If a child is considered too unwell to be left at holiday club the Play leader may ask you to take them home. Should a child become ill whilst at club we will contact the parent/carers or emergency contact.

If a child has had Vomiting and/or diarrhoea they should not return to club for **48 hours after** the last attack. If your child has an infectious disease please do not bring them to the setting until they are clear of infection. We have a useful book, the Spotty book, which can help identify illnesses and tells us what action should be taken. Please ask to use it if you would like to, or ask a staff member to look it up. This can be done over the phone if necessary.

Medicines:

We will administer prescribed medication and supervise children administering their own medication in the form of inhalers for asthma or creams for eczema/dermatological conditions. Any other medication needed must be registered with us by the parent/carers. We have forms for long term medication (eg Asthma inhalers) and for short term medication (eg antibiotics). Please talk to us about sending your child to club when they are still needing medication so that we can do what is best for the child. You can download medication forms from our website if you will not be coming into the setting to collect one. Please make sure your child hands medicines and forms into the school office for us to collect.

We will administer invasive or life saving medication such as adrenaline/insulin in the case of emergencies. Any member of staff who may be called on to administer such medication will need to be given full training. We will require a copy of a letter from the child's G.P. stating the child's condition and the treatment required. A written consent from the child's parent to allow the staff to administer medication and proof of staff training in the administering of such medication by a qualified nurse or G.P.

will be forwarded to our insurers to allow us to extend our cover, before the child will be admitted to club.



Lower playground



School Hall

Lunches.

Lunch at holiday club is normally eaten between 12.30pm and 1.30pm. Lunch clubs give the children a chance to eat with their friends a healthy packed lunch provided by you. We will sit and eat with the children to help or support where needed. Good table manners will be encouraged at all times.

We ask that you send your child's lunch in a named container. We have a fridge for keeping small items of food chilled, but we cannot fit in the whole lunch box. Foods such as sandwiches, yoghurts, cheese etc. should be put in a **named bag/box inside the lunch box** so that we can store them in the fridge until lunch-time. Please include a drink, which should also be labelled.

We operate a healthy eating policy at The Exwick Ark so we ask that you think about a healthy packed lunch for your child. This helps to set up healthy eating habits that can last a lifetime. Try to include carbohydrates, protein and fruit or vegetables with only minimal levels of salt and sugar. Children eat more healthily if their friends are doing the same. Please **do not send sweets, crisps, chocolate biscuits/cakes/cereal bars, or fizzy drinks**. Due to the risk of allergies and children swapping foods we also ask that you **do not send any nuts**. We are happy to help with suggestions for lunch boxes or we can provide a book for you to borrow.

Other

Please feel free to bring your Childs bike or scooter; they will be able to use it for outside play.

The vehicular gates will be shut while your child is in our care. The pedestrian gate will be open. If this gate is locked there will be a buzzer system at the gate to allow your children to be collected by their named adult. The doors to the club hut and the main school building will also be locked at times to ensure your child's safety and we would ask you ensure these doors are locked again as you leave the building.

Contact details:

The Exwick Ark

Telephone numbers:

07516 018 985 (Out of School Club)

01392 425551 (nursery)

Admin@exwickark.co.uk

osc@exwickark.co.uk

Visit our Facebook page "Exwick Ark out of school club"

Other useful contacts:

-Ofsted Early Years Help line and complaints

Tel. 0300 123 1231

-Devon Early Years Childcare Services

Tel. 01392 385528

www.devon.gov.uk/disc

-Devon County Council , Special Educational Needs (SENCO) team

Tel. 01392 385394

Exeter Steiner Academy Out Of School Club at Exwick Ark OSC.

Fees:

School Term time From September 2014	After school Walking bus	From 4pm	School Holidays Club From October 2014			
8-9.15am Or part of	3.45-4pm ish	Each 20 mins (or part of)	8-9am	9-1.30pm	1.30-6pm	9am-6pm
£4	£2	£1	£3	£12	£12	£21

Minimum charge £4

Updated July 2014

Office use: date received:

Please complete and return to:

OSC school=
acknowledgement letter/phone:
added to CP:

The Manager
The Exwick Ark OSC
c/o Exwick Old School
Exwick Road
Exeter EX4 2AT

Or send the same information in an email to osc@exwickark.co.uk

Request for a place at the Exwick Ark.

Name of child:

Date of Birth of Child:

Gender: Male / Female

Name of parent /guardian:

Address of parent /guardian:

.....

Is this the same address as the child? Yes / No

Day time contact phone number for parent /guardian:

Date you wish your child to start at the Exwick Ark Out of School Club:

(please underline preferred choice) Date:Year..... or

Beginning of Sept-Dec term / Jan-April Term / April- July term / Other (please specify year)

Days you would like your child to attend The Exwick Ark (please mark preferred choices):

Please complete times and dates where appropriate	Monday	Tuesday	Wednesday	Thursday	Friday
After School Usual times					
Holiday Club Dates and times					
Holiday Club Dates and times					
Holiday Club Dates and times					

Please add dates over leaf if you need more space.

Please delete as appropriate:

- I wish to have a..... term time only place/ year round childcare/ term time and some school holidays care/ school holidays only