



# Funfields

**Club Handbook**

# ABOUT THE CLUB

Funfields is an Out of School Club which is based at Gonerby Hill Foot Primary school.

As we are based on site at the school we are fortunate enough to have access to some of the schools fantastic facilities, these include the adventure playground and hard playground. When the weather is not safe to go outside we have use of the schools hall or music room.

Funfields currently offer 2 daily sessions on school days only:

Before school    7.30am until 8.40am

After school     3.15pm until 6.00pm

## Our Aim

At Funfields we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

## What We Offer

Our 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, homework, gardening, construction, physical play, reading as well as having access to the outdoor facilities when the weather permits

## What We Provide

The children will be provided with a breakfast in the form of cereal or fruit at the morning session and those attending after school will receive a snack. All of the snacks we provide are healthy including fresh fruit and vegetables.

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 meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

## **Organisation**

Funfields is run as a private business, employing 3-4 staff. We enjoy a close working relationship with Gonerby Hill Foot Primary School in order to ensure continuity of care, and to maintain good communication links.

## **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 kept at the Club and are available for parents to consult at all times.

## **Staffing**

Our Club is staffed by a manager, a Deputy Manager and an Early Year's Co-ordinator. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this Handbook).

# TERMS AND CONDITIONS

## Admission

Admission to the club is organised by the Manager and we 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. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

## Payment of Fees

Please be aware that when you book a place with us, you are paying for a reserved place that will remain booked until you or us Funfields gives notice to cancel. No refunds will be given for any place that is unfilled in any given period due to illness or holiday ect (regardless of the amount of notice given).

An invoice will be produced at the start of each half term and **full payment** should be made at least two weeks before the end of each half term. We reserve the right to make a search with a credit reference agency, & keep a record of that search.

**Extra session(s) can be booked, subject to availability and must be paid for in advance.**

Where a booked place is required on an alternate day(s) of each week, the booked place can only be guaranteed if every day is paid for regardless of whether the child (ren) attends. (E.g. booked place on Mon, Tue, Wed-week 1 then Mon, Tue week-2. To ensure a guaranteed place every Wednesday is chargeable.

In the event of bank charges being incurred to the cancellation or dishonour of a cheque we reserve the right to claim reimbursement of the total charge, plus a flat fee of £15.

For new children wishing to attend the Club an advanced payment of 2 weeks fees must be paid in full as a securing deposit before their start date. The deposit will be credited on your first invoice.

The current fees are **£4.00** per child per morning session, **£9.50** for an after school session.

Sibling discount of £1 in after school session(s)

Fees are payable in advance with preferred payment method being bank transfer(account number **72101261** and Sort code **600909** quoting the child's name as the reference for the transaction) or cash, cheque, and childcare vouchers.

Cheques should be made payable to "**Funfields Ltd**".

We do not charge for bank holidays and professional training days.

Where the school is unable to open at short notice anytime up to 5 days the fees will remain payable.

Please ensure that fees are paid promptly. Payments received after the deadline will be charged a £15 late fee. Non-payment of more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the manager.

Funfields Ltd co-operates with the Inland Revenue in verifying all claims made under the childcare element of the work tax credits scheme. Please retain your invoices as proof of fees charged as HM revenue may require this information

## Changes To Days and Cancelling Your Place

You must give us one month's notice of termination of your child's attendance or change of sessions. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

## Temporary Changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. **If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence and the police could be called.**

If you know in advance of any days when your child will not be attending during the following week (i.e. Doctors appointments), please try to let the Manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

## Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including snack times, collection, children's meetings), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

See our **Child Induction Policy** for more details.

## Arrivals and Departures

Our staff will meet and greet the children at Gonerby Hill Foot Primary School and settle them in to Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

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. We will not release your child into the care of a person unknown to us without your authorisation.

See our **Arrivals and Departures Policy** for more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 60 minutes of the club closing 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 Children Policy** and contact the Social Care Team.

We are not allowed to let any parent/carer on the school premises unless they have recorded their visit at the school reception. The side entrance of the school has been fitted with an intercom system which contacts the club staff via a mobile phone, this should be used when dropping off or collecting your child (ren).

Please be aware that there may be a slight delay from when we have received your call to when we arrive at the door. This is due to the distance we have to travel and the nature of the activity we are involved in at the time.

## **Child Protection**

We are committed to building a ‘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 **Safeguarding Policy**.

## **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.

## **Special Needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or 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 Club’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 special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.



# GENERAL INFORMATION

## Behaviour (children)

We have a clear **Behaviour Management Policy**

The 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

The Club has adopted the same procedures as the school 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 special needs. We will try to be flexible in order to accommodate such cases.

Parents will be informed by a member of staff at the end of the session if their child receives a Red Card(s) 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 Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

## 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 our **Aggressive Behaviour Policy** for more details.

## **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the 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 the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in Paediatric First Aid and we reserve the right to administer basic first aid and give treatment when necessary. A first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. In the event of an emergency and if we are unable to contact the parent the child will be taken to local hospital accompanied by a member of staff who will act on behalf of the parent until their arrival. For full details see our **Illness and Accidents Policy**.

## **Medication**

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

## **Complaints Procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

## **Pledge to Parents**

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## CONTACT INFORMATION

Funfields  
Gonerby Hill Foot Primary school,  
Gonerby Hill Foot,  
Grantham  
NG31 8HQ.  
Email: Funfields@yahoo.co.uk

**Club mobile number: 07922005673** (Please leave a voice message or text message if there is no reply.)

**Ofsted Registration No: EY487971**

### Early Years and Childcare Service

Birth to Five Services  
Myle Cross Centre  
Macaulay Drive  
St. Giles  
Lincoln  
LN2 4EL  
[www.birthtofive.org.uk](http://www.birthtofive.org.uk)

### Ofsted

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231