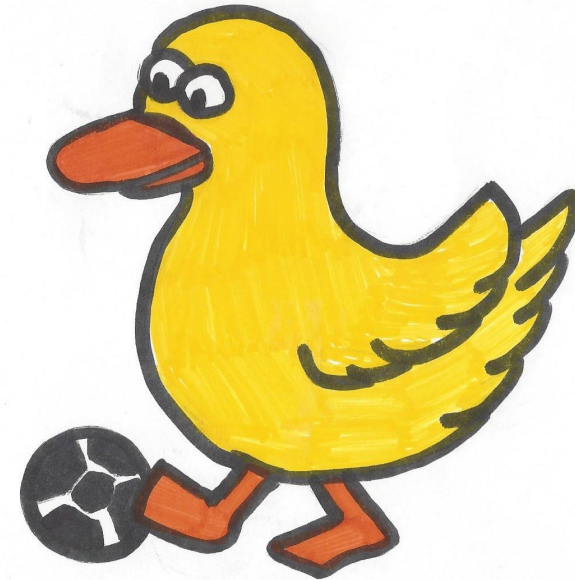


Parents Handbook



Quackers After School Club

Quackers After School Club

Holbein Close, Black Dam, Basingstoke,
RG21 3EX.

 01256 413794

littleducklings@ymail.com

www.quackersafterschoolclub.org.uk

Ofsted Registration: EY434782

Charity Registration: 1132767

Purpose

Our goal is to provide a high quality, low cost After School Club for children regardless of race, religion, culture, gender or ability. By providing a safe, stimulating, caring and fun environment, from which the children can build their confidence, we hope to help them realise their full potential. We seek to encourage their individuality whilst trying to re-enforce a community spirit.

We aim to fulfil our goal by adhering to the Playwork Principles:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.

The Committee

Little Ducklings is a registered charity that is run by a committee of parents and local people. The Committee is ultimately responsible for both Little Ducklings and Quackers and handles a variety of things from ensuring standards are maintained to fundraising.

We are always in need of more volunteers so whether you are willing to sell raffle tickets or are able to assist with managing the accounts we would love to hear from you. We meet roughly once a month and it is a brilliant way of meeting new people, keeping your skills up to date and also befitting the community. Please contact our Chair at littleducklings@ymail.com if you are interested.

Finally...

We love to hear from you whether good or bad! Your feedback is invaluable in helping us continue to make Quackers an even better place for your children. We are always available so please feel free to come and chat!

Practical Details

School Collection

We will collect children from Rucstall School at the end of the school day. If your child wishes to attend an After School activity at school, we can arrange for them to be collected when this ends. A letter is needed from yourselves to let us know which club and on which day your child attends an activity.

Pick Up

No child will be released to a person other than those nominated on their Pick Up Form, unless we have been given prior notice in writing. We operate a secret password system in case of emergencies so please ensure anyone collecting your child is aware of this.

If you are regularly late then please note that you will be charged £5 for every 10 minutes after the end of the session.

Clothing

At Quackers we will encourage your child to participate in all areas of play. This will include both messy and physical activities. If you wish your child to change out of their school uniform please provide a clearly labelled set of clothes.

They can also bring slippers to change into, to help them feel more comfortable.

6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well being of children.

(Playwork Scrutiny Group, Cardiff, 2005)

The Quackers Team

Details of our current team members are displayed on the Parents notice board in the foyer. All staff are required to hold a satisfactory Enhanced Disclosure Closure Certificate from the Criminal Records Bureau.

Sue Heywood	Manager/SENCo/Designated Safeguarding Lead
Tracey Lee	After School Club Deputy Manager/Deputy Safeguarding Lead
Helen Vaughan	After School Club Assistant
Maria Labagnara	After School Club Assistant
Jemma Richardson	Office Manager

We are all happy to speak to you about your child/children so feel free to come and see us.

Policies and Procedures

All Policies and Procedures are available in the foyer. For your information we have included an overview of some of the most important.

Equality and Diversity

Quackers is thoroughly committed to providing Equality of opportunity and diversity. This relates to staff and children alike. This is closely monitored and any behaviour that unacceptable will be dealt with immediately.

Behaviour

All children are individuals and their needs and stages of development are different. Through a consistent, positive approach, our team will treat all children equally, encouraging good social behaviour towards others and endorsing this with praise. In any cases of misbehaviour it will always be made clear to the child in question that it is the behaviour and not the child which is unwelcome.

Safeguarding Children

As part of our responsibility to ensure the safety of children within our care, we have various policies relating to safeguarding children. These can be seen in the foyer. If we are in any doubt as to the wellbeing of a child, we are required to go straight to Children's Services.

Fees

All fees can be paid by cash, bank transfer or childcare vouchers. This is dealt with by the Office Manager who will issue invoices at the end of each month for the following month's fees. Payment is due by the date stated on the invoice. Fees can be given to any member of Staff who will then issue you with a receipt.

One off additional sessions can also be booked by filling in an additional session form, and must be paid for in advance.

All sessions booked for your child must be paid for, even if they cannot attend due to illness, holiday or any other circumstance.

One month's notice or the equivalent in fees is required if you wish to withdraw your child from the Club. If circumstances arise which make it difficult to pay on time, please discuss this with the After School Club Manager.

Fees are currently £11 per session. We also require a £10.00 deposit payable on acceptance of a place. This will be held until your child ceases to attend the Club and will be returned to you after all fees have been paid. We offer a sibling discount of 10% as long as the siblings attend the same session.

Early Years Foundation Stage

We follow the EYFS curriculum which provides a framework for children from 0 - 5.

It covers 7 areas of learning:

3 Prime Areas:

- Personal, Social and Emotional
- Physical
- Communication and Language

4 Specific Areas:

- Literacy
- Mathematics
- Knowledge of the World
- Expressive Arts and Design

Characteristics of Effective Learning

- Playing and Exploring (Engagement)
- Active Learning (Motivation)
- Creating and Thinking Critically (Thinking).

We cover all of this through the activities, experiences and opportunities we provide. All children for whom this is appropriate will be assigned a key worker who will monitor their progress.

Health and Snacks

During each session we will provide a healthy snack. Every effort is made to ensure that a variety of options is available and children will have the ability to choose what they would like.

Drinks are always available throughout each session. Please could you indicate any allergies or specific dietary needs that your child may have on their registration form. Please could children bring their own water bottle.

The good health of children is a priority. For this reason we ask that any children who are unwell or suffering from a contagious disease or infection remains at home whilst they are ill and for at least 48 hours afterwards.

Parents/carers will be contacted if a child becomes unwell whilst at the Club and requested to collect their child. Please ensure that we have your correct contact details and let us know immediately if they change.

Parents as Partners

We recognise that parents are children's first and most enduring influences. We see ourselves as working alongside you to ensure that your child gets the most out of attending our After School Club. Our doors are always open so please come and see us if you have any concerns.

The following information is available for you at all times upon request:

- The most recent OFSTED Report and Action plan
- Our Policies and Procedures
- Your Child's Records
- Photographs
- Information about the EYFS/Playworking.

We would also welcome your involvement with the Committee so if this is something that may interest you please email our Chair at littleducklings@ymail.com.