



Out of School Care  
for  
The Children  
of  
Baines Endowed School  
2021 - 2022

Established 1994

## **ABOUT THE CLUB**

JB's After School Club is run for the children of Baines Endowed School, it opened in 1994 followed a few years later by Earlybirds Breakfast Club. The clubs are registered to provide childcare for children from 4-11 years of age.

Earlybirds doors open from 7.45 a.m. to the start of school.

JB's starts at the end of the school day until 5.30 p.m.

We are based in the dining hall. This large room is used for snacks, crafts, construction, creative play, free play, games and in inclement weather, ipads or Xbox.

We have access to the large outside play area which we use at every possible opportunity and when the weather is not suitable, we play games in the school hall and/or the library .

## **AIMS**

The club aims to provide a safe, secure and relaxed environment for the children in our care. Our intent is to provide the atmosphere and activities similar to those found at home, with a few extras!

## **WHAT WE OFFER**

At JB's we offer a wide range of activities, incorporating crafts, cooking, construction toys, board games, imaginary play, sport and much more. For most of their time at the club, children choose activities that suit them best.

At Earlybirds, as it is the start of the day, quiet games, drawing, watching T.V, Xbox and chatting with friends are on offer. When the weather is fine and warm, some time may be spent in the outside area.

## **FOOD AND DRINKS**

At both sessions drinks consist of milk or diluted fruit juice. Fresh drinking water is always available.

**JB's** have a snack and drink at the start of the session. There is a set menu for the week (displayed in club) in line with the Healthy Food Guidelines. There is also a choice of seasonal fruit or vegetables as an alternative.

**Earlybirds** children can choose toast with a topping of cheese or low sugar preserves, cereals, yogurt/fromage frais or fresh fruit. Children help to prepare their food and clear away after themselves thus promoting independence.

All staff have a Level 2 Food Hygiene Certificate.

***This booklet is written to reflect our usual practice. If or when we need to make adjustments in line with Covid implications, we will do so following government and school guidelines. You will be informed of any changes that have to be made.***

## STAFFING

The club is staffed by a manager and two deputy managers am/pm, and four playworkers. Not all staff are on duty at the same time and therefore are able to be called on when other staff are ill or attending courses. All our staff have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff are checked through the DBS. We aim to maintain a staff/child ratio of 1:10 maximum.

## STAFF

Linda Barrow	Manager	L3 Playwork & L3 TA
Rebecca Thornton	Dep JB's	L2 Playwork, L3 NVQ Assessor, L5 Leadership and Management Children and Young People Services
Adele Walker	Dep Earlybirds	NNEB
Victoria Bailey	Playworker	NNEB
Sam Bannister	Playworker	L3 TA
Gillian Day	Playworker	L3 TA
Karen Ellis	Playworker	L2 Playwork
Sandra Harrison	Office	

## Management Committee

<b>Chair</b>	Nicola Harrison
<b>Treasurer</b>	Vacant (until next election of officers)
<b>Secretary</b>	Georgina Longworth
<b>Members</b>	Vivian Johnston, Kirsty Ormerod, Mrs Finney and Mr Leah One more parent, 'in the pipeline' to join

## ORGANISATION

The club is run by a Management Committee consisting mainly of parents, it is a registered charity and works on a non-profit basis.

Although we have no official connection to the school, we enjoy a close working relationship to the mutual benefit of all concerned.

## **Policies and Procedures**

The club operates under a number of policies and procedures, copies of which are held at the club, and are available at your request. Copies of policies relating to fees, behaviour and admission will be distributed to all users annually. Safeguarding available at front of signing in/out book.

## **Terms and conditions**

### **Admission**

The club is open to all children attending Baines Endowed School. Admission is organised by the Manager, and a waiting list will be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with these exceptions.

1. Siblings will have priority for the same sessions as a sibling already attending.
2. Looked after children.
3. Existing children extending hours.

A completed registration and contact form is required for each child attending.

These forms are required to be updated annually.

### **Payment of fees**

Fees are reviewed in April each year.

The fees for 2021/22 will be: JB's £7.00 and Earlybirds £3.50 a session.

Fees are to be paid into our bank via BACs at the beginning of the month, after receipt of your invoice.

Our bank details are:

JB's Club  
HSBC  
FY5 1AY  
Bank sort code 40-17-31  
Bank account Number 61202707

The price per session applies to all children. This is payable for all sessions including when your child is sick (except when your child is absent from school for more than two weeks, due to illness), or on holiday (regardless of the amount of notice given).

We accept all childcare vouchers including HMRC Childcare Choices

The club aims to keep the fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure your fees are paid promptly.

If you are having difficulty paying your fees, please speak in confidence to the Manager.

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

Two weeks' notice or fees in lieu of notice are required when relinquishing a place.

Permanent requests for changes to sessions will be accommodated as soon as possible.

We regret that we are unable to swap sessions on an ad-hoc basis, any extra sessions above the registered ones have to be paid for.

## **Absences**

If your child will not be attending JB's please let us know, before the session, then we will be sure they are safe.

## **Arrival and Departure**

**Earlybirds** children are signed in by a parent and at the end of the session Key Stage 2 children are allowed into the playground to enter school with their classes, when school opens at 8.45. Club staff accompany EYFS and Key Stage 1 children into their classroom at 8.50 and remain with them until school staff take charge.

**JB's** Key Stage 2 children make their own way to the clubroom where they are registered and everyone accounted for. Children attending a school based activity are required to sign in first. EYFS and Key Stage 1 children are collected, by staff, from their classroom where they are registered and everyone accounted for. They then wash their hands, collect their belongings and are escorted to the clubroom. When parents collect their child, they are required to 'sign them out' and note the time. Children should only be collected by a named person. In exceptional circumstances when it is not possible for your child to be collected by a named person, a password system is also in operation.

The club closes at 5.30p.m., if you are delayed for any reason, please ring and let us know. A late payment fee will be charged, at the Manager's discretion, you may also be asked to make a contribution to staff wages and any travel costs incurred.

## **Safeguarding**

We actively aim to create an environment, in which children are safe from abuse or suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are recruited safely and appropriately trained.

Mrs Finney, School Head and member of the management committee, is the designated Safeguarding Officer.

## **General Data Protection Registration**

Your data is kept securely either in a locked cupboard or on our password protected laptop.

The Chairperson, Nicola Harrison, is the Data Controller.

## **Equal Opportunities**

The club is committed to equal opportunities as stated in its Equal Opportunities policy.

## **Specific Needs**

The club will make every effort to accommodate and welcome any child with specific needs. We will work in liaison with parents, school staff and relevant professionals to meet the child's specific needs.

## **GENERAL INFORMATION**

### **Behaviour**

Children and staff have created rules for behaviour whilst at the club. These are displayed for the children to see.

The club also operate a behaviour policy, summarised here:

- Children are expected to respect each other, staff and visitors.
- Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- JB's and Earlybirds aims to 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 they find fun.
- The club will not tolerate, from any member; bullying; aggressive; confrontational or threatening behaviour; or behaviour intended to result in conflict.

**If a child has any signs of Covid they must not be brought to the club, a child displaying symptoms while at the club will be treated following the school guidelines.**

### **Illness**

We are unable to care for children who are unwell.

Please inform the club of any infectious illness your child contracts or if your child has had sickness or diarrhoea.

### **Accidents and First Aid**

Every reasonable precaution is taken to ensure the safety of the children at all times and the club is fully insured. All members of our staff hold a current Paediatric First Aid Certificate.

## **Complaints Procedure**

JB's and Earlybirds is run for the users. We value your opinions. If you have any queries, comments or need to discuss matters concerning your child, please feel free to speak to the Manager or a member of the Management Committee.

All written complaints will be acknowledged within five working days of receiving the complaint and a full written response will be within a month of receipt.

Alternatively contact Ofsted.

Address at the end of this booklet.

## **PLEDGE TO PARENTS**

We value our relationship with parents 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.
- Be available to discuss decisions about the running of the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **CONTACT INFORMATION**

JB's and Earlybirds

Baines Endowed School

Station Road

Thornton

FY5 5HY

Club Manager: Linda Barrow

**Club email: [jbsclub@hotmail.co.uk](mailto:jbsclub@hotmail.co.uk)**

Club mobile number: **07951311320**

Mrs S. Harrison (fees): **[s.harrison@bainesendowed.lancs.sch.uk](mailto:s.harrison@bainesendowed.lancs.sch.uk)**

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