



Out of School Care
for
The Children
of
Baines Endowed School
2023 - 2024

Established 1994

ABOUT THE CLUB

JB's and Earlybirds Out of School Care Club is a charity run for the children of Baines Endowed School. JB's Afterschool Club 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 the school day.

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 TV.

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

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.

FOOD AND DRINKS

Earlybirds children can choose toast with or without low sugar preserves, whole wheat cereals and fresh fruit. Children help to prepare their food and clear away after themselves thus promoting independence.

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. Occasionally we have a change, if there is a "bargain" at the shops!

Milk or water to drink.

All staff hold a Level 2 Food Hygiene Certificate.

STAFFING

The club is staffed by a manager, deputy and six 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 1:8 EY/KS1 and 1:10 KS2 maximum.

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.

Admission

Places are offered on a first-come first- served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Looked after children
2. Siblings of children already attending the club
3. Those already attending who require an increase of sessions
4. Children whose parents are working or training

Registration

When a place is available, parents will be given all the relevant club information, including:

- Registration form, booking form
- Behaviour Management policy
- Terms and conditions
- Use of images form
- Medical, allergies and additional needs form
- Club Handbook

Payment of fees

Fees are reviewed in April each year.

The fees for 2023/24 will be, Earlybirds £4.00 a session and JB's £8.00 a session.

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

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

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. Fees are due on the 1st of each month, excepting August. 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.

Arrival and Departure

Earlybirds: children are signed in by a parent. At the end of the session Key Stage 2 children, proceed to their classroom when school opens at 8.45. Club staff accompany EYFS and Key Stage 1 children to their classroom at 8.45 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 is accounted for. Children attending a school based activity are required to register before going to their club. 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 may be charged, at the Manager's discretion, you may also be asked to make a contribution to staff wages and any travel costs incurred.

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.

Safeguarding

We actively aim to create an environment, in which children are safe from abuse. 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.

GDPR

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 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.

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.

All staff working with the children hold a current Paediatric First Aid certificate.

The club is fully insured.

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 to discuss our work, have a chat or at an agreed time, 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

Club mobile number: **07951311320**

Mrs S. Harrison (fees): **jbsafterschool@gmail.com**

Ofsted Registration No: **EY273092**

Charity No: **1060239**

Ofsted

Applications, Regularity and Contact (ARC) Team

Ofsted

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M1 2WD

Phone:

0300 123 1231

This booklet is written to reflect our usual practise. You will be informed of any changes that have to be made.