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OFSTED Registration No: 124970



# KAPZ Kids Club



## Breakfast and After School Club Prospectus



Exclusively for children attending Kensington  
Avenue School

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Dear Parents / Carers,

We would like to take this opportunity to welcome you to KAPZ Kids Club based at Kensington Avenue Primary School. This club provided by an independent Company and will be managed and run by the team.

We support the Government's initiative to help parents return to work and/or study and hope that this club will allow more of you who choose to, to do so.

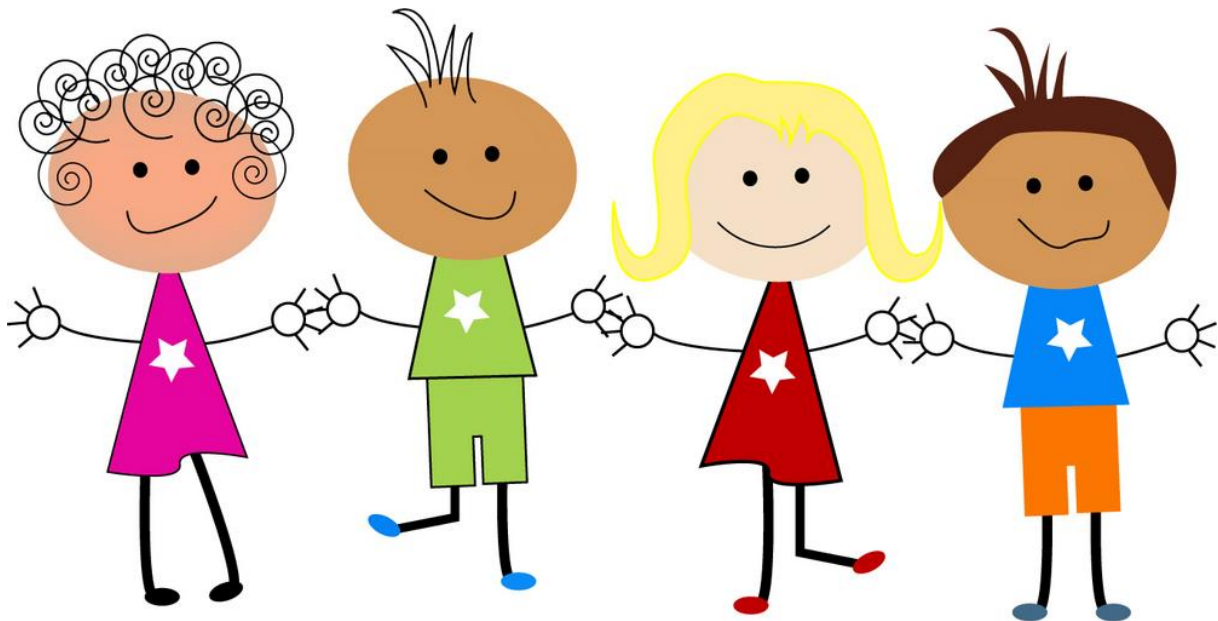
Thank you for choosing KAPZ Kids Club.

Pammy Bhambra

Sapna Bhambra-Patel

Emel Tahir

KAPZ Kids Club Ltd



## **AIMS AND OBJECTIVES**

We want you to feel confident that your child/ren are being well looked after.

In order to do this, we will aim to provide: -

- Quality care for your children in a safe, secure and welcoming environment that is fun to be part of.
- Appropriate activities that will promote their physical, creative, intellectual, social and emotional development.
- A plan of activities that is flexible enough to accommodate the interests and enthusiasms of all the children.
- Opportunities for feedback from parents, children and staff to the Management Team.

## **How are we going to achieve these aims?**

- By promoting Playwork principles.
- By having in place all the policies that are required of us by OFSTED, our regulatory body. Copies of these policies are held on site and are available on request.
- By employing qualified or experienced staff.
- By planning a variety of activities that balance: -
  - Planned activities with free choice.
  - Adult-led activities with child-initiated ones.
- By talking formally and informally to parents, children, and staff and through evaluation.

## **CLUB OPERATING TIMES AND FEES**

### **• Breakfast Club**

8.00am – 8:45am (last breakfast served at 8.30am)

Breakfast included.

£5.00 per session / £25.00 per week

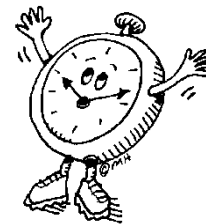
### **• After School Club**

3.15 pm – 6.00pm session.

Evening snack included.

Please book advance wherever possible.

You can book part session / part week sessions as convenient.



## **FEES**

**£5.00 till 4pm, £10.00 till 5pm, £15.00 till 6pm per day** if paid in the week your child attends or in advance. Fees will revert to £5.50 per hour if you do not pay as described above. Full fees are due for booked days whether your child attends or not. Please book in advance wherever possible.

## **PAYMENT OF FEES**

We accept payment in cash and card directly to the Club Manager at the Club.

You can also pay using childcare vouchers, by bank transfer or by debit card.

### **Bank Details:**

Account: KAPZ Kids Club Ltd

Number: 01036428

Sort: 309210

(If paying through bank transfer please add your child's name as a reference for our records).

You can pay →

- Weekly in advance.
- Monthly in advance
- Termly or Half-Termly in advance.

### **GENERAL NOTES**

- When a child first starts at the club, it may be for an agreed trial period.
- Part time bookings are available if there are spaces free. Priority will be given to those opting for a full-time place.
- The hourly rate of £5.00 will be rounded up to the nearest hour if the booked time is exceeded.
- We will impose a fine for late collection of children after the Club has closed – see page 7.
- If fees are not paid promptly as per the terms of our Family Contract, we reserve the right to insist on payment in advance and may ultimately remove your child from our Club.
- Fees will be reviewed annually at the end of the autumn term in December.

You may be able to get financial assistance with childcare costs through the Government's universal Credit/voucher scheme. We will inform this Department if a child for whom we have completed paperwork stops or reduces the claimed hours of attendance at the Club.

### **NOTIFICATION OF ABSENCE**

You can telephone Pammy on the club mobile which is 07984 303718 between **8.00 -8.45 am or 3.15-6.00pm.**

Or

Send a text to Pammy on the club mobile number during the school day.

Could you please notify us if your child is suffering from an illness that may be infectious.

### **NOTICE PERIOD**

Please give us 2 weeks' notice in writing if you are going to remove your child from the Club. If you do not do so, fees will be due in lieu.

### **MEDICINES**

We can only give medicine to your child if it has been specifically prescribed for him or her by your doctor. The medicine should be clearly labeled with the child's name and dosage details. We will ask you to give us written permission to administer the medicine and to sign our medicine records each time we give medicine to your child.

### **ILLNESS**

If a child becomes unwell at the club, the parents/guardians will be contacted. The child will be monitored, and a member of staff will wait with the child in a quiet place until he/she is collected.

### **ACCIDENTS**

Should a serious accident/emergency requiring urgent medical attention occur an ambulance will be called, and the parents/guardians will be contacted immediately. Should the ambulance arrive before the child's parents/guardians, a member of the Management Team will accompany the child in the ambulance as it may be appropriate to take the child directly to the hospital.

Accidents which do not require medical treatment will be reported to parents/guardians on the day they occur. They will be expected to sign our accident record book to acknowledge that they have been informed.

## **FIRST AID**

The Club has first aiders on duty every day.

## **SMOKING**

Smoking is not permitted in any area of the Club. This includes the outside play areas as well.

## **DELIVERY AND COLLECTION OF CHILDREN**

### **• Breakfast Club**

Children should be brought to the dining room by an adult unless we have been informed in writing that your child will arrive unaccompanied. At the end of the session, Club staff will take Reception, Year 1 and Year 2 children to their classes or class lines in the playground. Older children will be expected to make their own way to their class lines.

### **• After School Club**

Club staff will collect Nursery, Reception, Year 1 and Year 2 children from their classes. Older children will be expected to make their own way to the school dining room where a member of staff will be waiting for them. At the end of the day, at 6.00pm, all children should be collected from the dining room by a parent or named adult. If someone other than a parent or carer is to be collecting, s/he will be expected to provide us with an agreed password before the child can leave the club.

### **Lost Children:**

If a Key Stage 2 child who is expected at the After-School Club does not turn up: -

- A member of staff will contact the school office to check whether the child is absent from school or not.
- If the child is in school, all buildings, playgrounds and toilets will be checked.
- Manager will notify school of lost child and telephone parents.
- Manager will then inform the Police, then Social Services, and lastly, OFSTED.

### **Late Collection of Children:**

If a child is not collected on time: -

- Duty Manager will telephone the parents and then, only if parents are unavailable, the named emergency contact.
- If neither can be contacted, the telephone calls will be repeated after 15 minutes.
- Should half an hour elapse without us being unable to make contact with either parents or emergency contacts we will either pass on the responsibility for the child to the Social Services Duty Team or take the child to the local police station.

### **Fines for late collection after 6pm:**

We will impose a fine if you do not collect your child from the Club by 6pm.

After 6.00pm as follows: -

**Collection between 6.00pm and 6.15pm - £10.00.**

**Collection between 6.15pm and 6.30pm - £20.00**

**Collection between 6.30pm and 6.45pm - £35.00**

**Collection between 6.45pm and 7.00pm - £50.00**

Fines should be paid within 5 days. If a parent is consistently late, e.g., more than twice in a month, the management reserve the right to double the fines listed above. Failure to pay the fine and/or continual lateness could result in exclusion from the Club.

## **HOME ALONE**

Children can only be allowed to walk home alone if we have written consent from their parents or carers. Please see Club Registration form if you want to grant consent.

## **PARKING ON SITE**

Parents are not allowed to drive into the school or park on the school site in the morning but can use the school car park for the purposes of collecting their children from the club after 5.00pm.

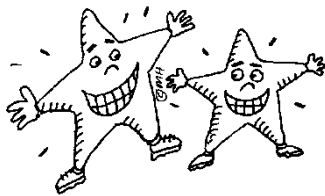
## **A FRAMEWORK FOR BEHAVIOUR**

All children coming to the Club have a right to play and enjoy what is on offer without fear of intimidation, harassment or physical or verbal abuse. Consequently, all children will be expected to behave appropriately. A set of Club rules will be drawn up with the children and these rules will be consistently applied by all staff. There will also be a clear set of consequences for breaking these rules which will be consistently applied. (Every child will start the day with a clean slate).

Racism, sexism and any other kind of discriminatory behaviour will be challenged and will not be allowed to continue within the Club. We will challenge any of the following whether from a child or a worker:

- Violent / dangerous behaviour.
- Abusive or bad language.
- Stealing.
- Leaving site without consent.
- Discriminatory remarks / behaviour.
- Damaging of property.
- Bullying.
- Breaking Club ground rules.

Misconduct by any child will be brought to the attention of the Manager. Three verbal warnings will be given to the child by a member of the management team and parents will be informed in writing. The ultimate sanction of immediate exclusion from the Club will be enforced should the management team deem it necessary.



We will strive to promote positive behaviour which encourages respect for each individual, co-operation with each other and opportunities for play within a safe and caring environment. The main way we will do this is by noticing and praising good or kind behaviour. We will also use a Good News Book and / or a sticker reward system as appropriate.

## **EQUAL OPPORTUNITIES**

### Statement

We recognize that many groups of people face discrimination in our society and the world over on the grounds of gender, nationality, race, disability, age, sexual orientation, and religious persuasion. We are committed to positive action to remove and/or counter discrimination in all aspects of our work, in our practice as employers, and in our work with children, families and other organisations.

### Aims & Strategies

Working within the Equal Opportunities frameworks of Kensington Avenue Primary School, we aim to:

- Welcome children of all races, beliefs and cultures.
- Welcome children from all social backgrounds.
- Welcome children of differing abilities accommodating children with Special Needs if we can meet these needs.
- Ensure that both boys and girls have equal access to all equipment and activities.
- Challenge and deal with all incidents of racism, sexism, and threatening behaviour.
- Wherever possible, employ staff who reflect the diversity of the local community.

## **COMPLAINTS PROCEDURE**

**Stage 1:** Complaints or concerns can be discussed with Pammy Bhambra.

**Stage 2:** Should you wish to take the matter further, please put your complaint or concern in writing to Pammy including full details along with names and dates as appropriate. She will acknowledge your complaint as soon as possible and fully investigate the matter within 14 days. You will be kept updated with what is happening and then give you a full reply with recommendation of any action to be taken. You will be advised if there is going to be any delay.

**Stage 3:** If you are not satisfied with the outcome, the matter can then be taken to the full Management Committee who will then investigate the matter and send you a reply within 4 weeks outlining how the complaint was investigated and detailing the outcome.

**Stage 4:** Should you still feel that your complaint has not been dealt with fairly, you can write to our regulating authority: -

OFSTED  
Clive House  
70 Petty France  
London  
SW1H 9EX

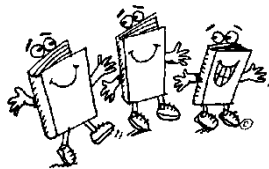
Helpline Tel: 0300 123 1231

## **ACTIVITIES**

Activities will be planned around a daily schedule as shown in samples below:

These activities will include: -

- Homework help
- Arts and Crafts
- Indoor and Outdoor Games
- Singing
- Reading
- Music
- Sports
- Cooking
- Storytelling
- Video
- Free Play



## **EYFS**

We will work alongside the school's Early Years teachers to support our Reception children to achieve their developmental goals.



## **FOOD**

We will provide snack foods with due consideration to dietary and cultural needs.

Samples below: **-BREAKFAST:**



Every day:  
Milk or water

followed by,

Choice of cereals with milk;

and / or

Toast with jam / marmalade / Marmite

The above options may vary depending on childrens likes/dislikes.

## **EVENING SNACK:**



Every day:

On arrival - Drink and a biscuit.

At teatime - Snack with a choice of options, for example:

Sandwiches or crackers with a choice of fillings, turkey ham, chicken, cheese, tuna and mayonnaise, jam, marmite, cheese spread, coleslaw, or cucumber.

Beans or spaghetti on toast.

and

Fresh fruit every day or crisps (once a week)

Water as needed.

## **KAPZ KIDS CLUB-FAMILY CONTRACT**

We value our relationship with parents and are committed to working in partnership with you to provide quality play and care for your children. Our terms and conditions for the provision of this service are summarised below. We will ask you to sign a copy of this contract for our records, so please make sure you have read and understood it.

### **What you and your child can expect from us: -**

- We will provide a varied and stimulating programme of activities which considers the needs of your child.
- We will keep you informed of fees and charges, programmes of activities, menus, and procedures.
- We will always welcome you to discuss our work, have a chat or take part in our activities.
- We will share and discuss your child's achievements, experiences, progress, and friendships.
- We will work with you to try and resolve any problems that arise with your child whilst s/he is in our care.
- We will listen to your views and concerns to ensure that we continue to meet your needs.
- We will be consistent and reliable to enable you to plan with confidence and peace of mind.
- We will challenge any behaviour that interferes with the safety and enjoyment of anyone at the club.
- We will inform you if your child is unwell.
- In an emergency, we will first try to contact you and then the emergency contact you have given us.

### **What we expect from you and your child: -**

- You and your child should understand the few, but simple rules that we have.
- You should tell us if your child is sick / suffering from an infectious illness.
- You should tell us if your child is arriving late or leaving early from any booked session.
- You should tell us if your child is not coming to any of the booked sessions.
- You should tell us if your child is being collected by someone else and **make sure** that your password is known to all collecting adults.
- You should tell us if there are any changes to your child's registration details.
- You should work with us to try to resolve any problems that may arise with your child whilst in our care.
- You should collect your child on time.
- You should pay your fees on time.
- You should pay any fines on time.
- You should let us know if your child has Special Educational Needs.
- You should tell us if your child has special dietary needs.
- You should tell us if your child has any allergies.
- You should tell us if your child is on medication.



Signature of parent .....

Date.....