

COOL KIDS CLUB

An illustration of three children playing jump rope. A boy in a green shirt and blue pants is jumping over a rope held by a girl in a purple shirt and a boy in a pink shirt and green pants.

Contact Number: 07792 112590

Oct 2019

COOL KIDS CLUB



Inside this information pack:

About B.A.S.C.	2
A Typical Day at B.A.S.C.	3
Registration & Fees	4
Sickness, Accidents & Emergencies	5
Supporting Information	6
Rules & Regulations	7
Booking Form	8
Registration Form	9



Located at: Hadrian Academy
Hadrian Avenue
Dunstable
LU5 4SR

Contact No. (during Club hours): 07792 112590
Emergency only: 01582 618400

Opening Times: 07.30 – 08.50; 15.00 – 17.25 pm

The Club is open to children aged 3-11 years, attending Hadrian Academy or Willow Nursery. The Club is situated on Hadrian's premises and has it's own entrance at the side of the premises. Please enter via hall door at side of school.

The C.K.C. provides a quality, relaxed environment for children, under the care of qualified staff. It is managed under the auspices of the Governors of Hadrian Academy.

The C.K.C.is committed to offering equality of access to its services to all families with respect to religion, race, culture and gender. In line with its Equal Opportunities policy, the Club will endeavour to the best of its ability, to cater for any special needs or disabilities. The Club has a range of policies and procedures to cover areas, such as accidents and sickness, health and safety and behaviour management.

The Club staff will supervise children until they are collected by their parents or named representative.

Mrs Ellie Webber—Play Leader and Mrs Jackie Kirby - Play Leader. All staff and volunteers have been subject to police checks.

A Typical Day

A Bit About Us

Breakfast Menu (sample)

- Wholemeal toast, muffins or crumpets with jam, marmite or margarine.
- Weetabix, Shredded Wheat, Rice Krispies or Corn Flakes
- Milk, water or pure orange juice
- Yoghurt

Afternoon Snack (sample)

- A biscuit
- Fresh fruit
- Juice or water

Afternoon 4.30pm Snack (sample)

- Either crumpets, muffins, toast or crackers

At the C.K.C. we provide a friendly, social environment where the children can relax or study before and after school.

Alongside various activities, we also provide breakfast in the morning and a snack in the afternoon.

We aim to help each child to reach their "5 a day" portions of fruit and veg. by including these items on our snack menu.

Please inform us if your child has any special dietary requirements. You may bring any food they need into the club, so your child will feel part of the group at snack times.



Please note:

Due to time restraints, please ensure your child arrives at the setting by 8.15am if they require breakfast.

Registration and Fees

A completed registration form must be on file for all children attending C.K.C. As part of this registration process, a copy of the Club's Rules and Regulations signed by the parent, must also be kept on file.

Children can attend the Club on a regular basis, e.g. morning and/or afternoon or on an occasional basis, as long as registration forms have been completed.

The fees below include a light breakfast/snack and a drink, so children do not need to bring food and drink with them. There will be a range of activities available to the children, some planned and some for self-selection. The activities will include drawing, painting and other craft activities, construction, jigsaws, books, board games, computer etc, as well as outside activities when the weather permits.

Fees and Payments

1. There is no registration fee.
2. Regular Attendance Fee, £4.00 per child per hour or part of hour. In the event that your child is attending an alternative extra-curricular club and wishes to attend the club for the second hour only, an amount of £1.50 retainer fee is to be paid for the first hour of Cool Kids Club. Children attending the whole of the after school session, e.g. from 3.15-5.25pm, will pay a fee of £7.00 for the whole session, payable weekly in advance.
3. Occasional Attendance Fee is £4.00 per hour or part of an hour, per child, per session, payable at time of booking.
4. Penalty charge for late collection: For up to 15 minutes late there will be a charge of £5.00 and for up to 30 minutes late the charge will be £10.00.
5. If three children are attending from a family, there will be a reduction for the 3rd child.
6. Bookings are made online via ParentMail on a first come first served basis. Late requests made 2 days before a session may be turned down and will incur an additional fee of £2 per child per session.

All bookings and payments are to be made online via your ParentMail account.

Cancellations can be made up to 2 days prior to a booking and will be credited to your CKC ParentMail account.

A refund for unplanned absences, including a child's illness, can only be given in exceptional circumstances, at the discretion of the Governors of Hadrian Academy, as costs are still incurred.

Sickness, Accidents & Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. The child will be cared for until collected.

In a case of a minor accident, basic first aid will be administered. In the case of an accident requiring more than basic first aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

All accidents and emergencies are entered in the Accident/Incident Log.

Please note: The registration form contains an authorisation giving the Club Organiser/Play Leader permission to act '*in loco parentis*.' If the parent/carer cannot be contacted in time, the Club Organiser will invoke authority to take action to gain appropriate medical treatment for the child.

If you DO NOT wish to give such authorisation, please indicate on the registration form.

C.K.C. cannot accept any child to attend a Club session, unless a completed signed registration form is submitted by the parent/carer.

Rules and Regulations

- A registration form must be completed by all parents/guardians before a place can be allocated.
- Payments are submitted at the time of your advanced online booking via your ParentMail account.
- The rates for the C.K.C. is £4.00 per hour or part of an hour.*
- To ensure your child's safety, please make sure the C.K.C. is informed of any changes in circumstances.
- Session 1) 7.30 am—8.50 am is £4.00; Session 2) 3.00/3.15-4.30 is £4.00 and Session 3) 3.00/3.15-5.25 is £7.00. In the event that our child is attending an alternative extra-curricular club and wishes to attend the club for the second hour only, then a retainer of £1.50 is to be paid for the first hour of Cool Kids Club.
- Late bookings made within two days will need to complete a paper copy and will incur a £2 extra charge per child per session.
- Credits will be added to your CKC ParentMail account against any cancelled sessions of any child if cancelled at least 2 days in advance. Credits for unplanned absences, including sudden sickness of the child, can only be given in exceptional circumstances (at the discretion of the Governors of Hadrian Academy).
- If on collection of your child, the time exceeds your allocated session, you will be charged for the following session. Children not collected by 5.25pm: for up to 15 minutes late there will be a charge of £5.00 and for up to 30 minutes late, the charge will be £10.00.*
- The Play Leader will not allow a child to be collected from a session by anyone other than those adults nominated on the registration form, without written permission from that child's parent/guardian.
- Sickness, accidents, first aid and emergencies: If a child becomes ill during a session every effort will be made to contact one of the people listed on the registration form to arrange collection of the child. The child will be cared for until collected and any first aid administered. In the event of a serious accident, every effort will be made to contact the parent/guardian and in the event of an emergency, an ambulance will be called.
- It is made clear that the Club CANNOT accept responsibility for a child's possessions or valuables whilst they are attending the Club. The child will not need to bring any food/drink with them, as a light snack and drink will be provided.

Signature of parent/guardian.....

Full Name (Printed).....

Date Signed.....

Supporting Information

The following Club policies are available on request:



**If you require
a copy of
any of the
documents
mentioned,
please contact
Ellie Webber or
Jackie Kirby
Club Leaders**

- Complaints Procedure and Policy
- Health and Safety Policy
- Safeguarding Children Policy
- Accident Procedures
- Special Needs Policy
- No Smoking Policy
- Sickness Policy
- Registration Procedures
- Equal Opportunities Policy
- Behaviour Management Policy
- Administration of Medicines Policy
- Missing Children Policy
- Uncollected Children Policy
- Outside Procedures
- Prevent Duty Policy
- Mobile phone and camera policy
- Code of conduct policy
- Site safety and Secure Access policy