

BIRKENHEAD SCHOOL



FUN CLUB

Information for Parents

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MANAGER—Mrs Jan Dorney

DEPUTY—Miss Kate Bertram

Telephone: 0151 651 3041

Email: nursery.school@birkenheadschoo.co.uk

Welcome to Birkenhead School Fun Club.

The aim of the Fun Club is to provide a service for families who need to arrange care for their child outside School hours. This Club is not an extension of School, but time to relax, play and enjoy being with friends in a caring, stimulating environment.

The Club operates at the end of the School day. Families will need to register with the Club before their child attends and we will try to be as flexible as possible when taking bookings.

The club will cater for children from 3-11 years of age. Fun Club is registered with OFSTED and subject to regular inspection.

Opening Times

Fun Club will collect the children from School and remain open until 6.00pm. We do ask that children are collected no later than 6.00pm as we will not be able to offer care after this time. Any parent who does not comply with this request will be subject to an additional charge except in circumstances judged exceptional by the Manager.

Organisation

There are several areas available for the children. *The chill out room* is used by children to read a book, or watch a film. It is equipped with computers and a working area where homework can be completed. The *activity room* is equipped with construction games, toys and puzzles, imaginative play and art resources appropriate to the age ranges of the children. There is also a *kitchen* where children can participate in cooking activities. The children are also able to play outside in the school grounds with basketball nets, scooters, goal posts and lots more beside.

Caring for your child

As you will gather, we are able to offer a wealth of activities to keep children engaged. Our lead play staff have attended training in Playwork and are skilled and experienced in the care of children. They assist children in planning their own games and activities as well as planning for some structured activities throughout the week. Children are able to select the activities in which they participate and staff ensure everyone feels included.

We have sufficient staff for ratios of:

1 member of childcare staff: 8 children 3—8 years

1 member of play staff: 12 children over 8 years

All staff employed within the building have had a CRB disclosure to ensure their suitability to work with children.

Afternoon Tea

During the first hour of Fun Club, when our experience shows that children are invariably hungry, the children will be given a light tea. Throughout the week it is anticipated that the children will be involved in preparing two of their teas as a healthy eating activity. Drinks are continuously available throughout the session.

Children learn best when actively involved, and having the opportunity to eat what they have prepared is not only fun but promotes decision making and independence skills. ***Please note that this light tea is not intended to replace their meal at home.***

Behaviour

Although enjoying a more relaxed atmosphere than in the classroom, the children attending Fun Club still need to adhere to a standard of behaviour that shows respect for others and allows everyone to enjoy themselves. Fun Club follows the Behaviour Management Policy so that staff treat all children fairly and encourage positive behaviour. Parents are contacted if a child is causing disruption within the Club and their membership may be withdrawn from Fun Club in extreme circumstances.

Term Times and Holidays

Fun Club is open throughout the School year for families of pupils wishing to use the service. During School holidays Fun Club provides care before and after the School's Holiday Activity courses. This includes a light cooked tea. Families may view the full range of holiday activities available by accessing the school website *www.birkenheadschoo.co.uk*

Registration and Booking

All children must be registered before attending Fun Club. However registration does not commit you to using the facility. To register, you need to complete:

Medical Consent Form
Registration and Booking Form

We must adhere strictly to regulatory adult:child ratios and to help us do this we ask you to book as far ahead as you can. We ask for at least 24 hours notice and cannot guarantee a place where late notice is given. We recognise that occasionally emergencies do arise or parents are delayed and in these circumstances we will do our best to accommodate late bookings.

All relevant forms are available via the website and are also included in the centre of this booklet.

Where to Find Us

We are located on the main School campus, close to the junction of Beresford Road and Shrewsbury Road

We are in the same building as the Nursery, which is adjacent to but set back from the Music School. The entrance faces Shrewsbury Road. Please ring the bell to gain access.

Policies and Procedures

Our care is provided within a framework of policies and procedures which cover:

Equal Opportunities	Settling Policy
Special Educational Needs	Admission Policy
Routines & Organisation	Home Visit Policy
Staffing and Employment	Health & Safety
Complaints and Procedures	Child Protection
Accident Procedure	Lost Child
Staff Development	Late Collection
Behaviour Management	Cleaning
Action in case of Fire	Student Policy
Working in partnership with Parents	Confidentiality Policy
Working in partnership with Prep School	Medical Policy
Outdoor Policy	Food and drink Policy
Key Person Policy	

All policies & procedures are available for parents to see and are displayed in the office.

Any queries or concerns should be directed to one of the Playwork staff, the Manager or Deputy Manager: 0151 651 3041

Parents may also contact OFSTED regional branch: 03001231231

Fun Club Staffing and Fees for September 2010-2011

Staffing

The people looking after the children when they come to Fun Club have lots of ideas for games and activities and are good at listening and helping. They will try to make Fun Club like being at home – but with lots more things to do and lots of friends to play with!

The Fun Club Manager is Jan Dorney

The Fun Club Deputy is Kate Bertram

The Fun Club Supervisor is Rachelle Barton, who is assisted by 3 Playworkers

Fees

Afternoon collection until 5.00pm	£6.85
Care from 5.00pm – 6.00pm	£3.50
Missed session without cancellation	A charge will be made for the sessions booked, as though the child had attended;
Late charge fee	£20.00 after 6.00pm

Unless specified by the parent all Fun Club fees will be claimed by direct debit in arrears on the 20th of every month.