



**Consett Infant School and  
Beechdale Nursery School  
After School Childcare  
Parents' Handbook**

## **ABOUT THE CHILDCARE**

Our After School Childcare for children attending Consett Infant School and Beechdale Nursery School and siblings at Consett Junior School opened in November 2015, and can provide up to sixteen childcare places for children aged 3 to 11 years. This provision is open from 3.15pm until 6.00pm weekdays, during term time.

We are based at Consett Infant School and children attending from Beechdale Nursery and Consett Junior School will be escorted to the childcare by school staff each afternoon. We have access to the school hall, library and outdoor environment. The hall is used for snacks, crafts, construction, creative play and film watching. The outdoor area is used for physical play and exploration, while the library provides a quiet space for exploring iPads, reading and sharing stories together.

### **Aims**

The childcare aims to provide a safe and secure and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities similar to those found within the home.

### **What we offer**

We offer a wide range of activities, incorporating cookery, craft, needlework, board games, reading, imaginary play, construction, sport and much more. During their time at the childcare children choose activities that suit them best.

A snack and drink are provided each day; however this is not intended to substitute a main evening meal that the child may receive at home. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

### **Staffing**

After school childcare is staffed by a Higher Level Teaching Assistant already employed by our school, along with a play worker. Our aim is to provide a smooth transition between school and childcare. We also have school staff available to cover absences, when regular staff are ill or attending courses. All our staff have significant experience of working with children. Staff are expected to undertake professional development training. All staff members undertake a criminal record check in line with school safeguarding procedures. We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

If you have a query or concern please speak to the relevant member of staff.

## Organisation

Our After School Childcare is run as part of our school provision and overseen by our governing body. We maintain a close working relationship with staff from both the Infant school and Beechdale Nursery in order to ensure continuity of care.

## Policies and procedures

The childcare operates under a number of policies and procedures, copies of which are held at the childcare, and are available at your request.

## TERMS AND CONDITIONS

### Admission

It is our intention to make our After School Childcare accessible to children and families from both Consett Infant School and Beechdale Nursery School. Admission to the childcare is organised by our Administrative Manager Mrs Raine, and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending. Please see Admission and Fees Policy for further details.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

Re-enrolment is required at the end of the summer term. Places will not be kept open for children unless a new registration form is completed.

### Payment of fees

Our After School Childcare aims to keep fees to a minimum, whilst still raising enough income to cover our running costs

The fees are currently: 3.15pm – 4.30pm = £6.00

3.15pm – 5.00pm = £7.00

3.15pm - 5.30pm = £8.00

3.15pm – 6.00pm = £9.00

***Please note if your child is attending an After School Club as part of the Infant school offer please reduce the payment by £3 for that night.***

Fees are payable one month in advance by ParentPay or childcare voucher.

The price per session per child applies to all children. This is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Bank holidays and professional days will not be charged for.

Non-payment will result in your place being terminated. Please ensure fees are paid promptly.

If you are having difficulty paying fees, please speak in confidence to our Administrative Manager or Head Teacher.

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

One month's notice of termination of changes in attendance must be given.

Requests for changes to days should be made to the Administrative Manager and will be accommodated where possible.

### **Temporary changes**

Please remember that our Administrative Manager will need to know if your child (or children) will not be attending the After School Childcare for any reason.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this handbook.

### **Arrival and departure**

Children are escorted from Beechdale Nursery School to the After School Childcare by a member of their school staff. Children at the Infant school will be handed over to the after school staff by their class teacher. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed for each child collected.

Children should always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named person, please let our Administrative Manager know by 4pm.

The childcare finishes at 6pm. If you are delayed for whatever reason please telephone the school to let us know. A late payment fee of £2 per 15 minutes will be charged if children are collected after 6pm. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

### **Child Protection**

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

## **Equal Opportunities**

Our After School Childcare is committed to equal opportunities. Strategies used to realise this goal include:

- Premises used by the childcare provide a high level of accessibility to the community at large.
- Menus include sufficient variability to provide for the cultural mix of the childcare's children.

## **Special Needs**

Our After School childcare will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs.

We will endeavour to accommodate all children of all ability, whilst working within the childcare's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

## **GENERAL INFORMATION**

### **Behaviour**

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

The childcare also operates 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 childcare including children, staff and visitors.

Our After School Childcare 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

Our After School Childcare will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

The childcare has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the childcare.

### **Illness**

We are unable to care for children who are unwell.

Please inform the Administrative Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the childcare for 48 hours after the illness has ceased.

### **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the childcare is fully insured. All of our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

### **Medication**

Please let the Administrative Manager know if your child is taking prescribed medicine. Please speak to them if medication needs to be administered during childcare time.

## **Complaints Procedure**

Our After School Childcare is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Administrative Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

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.

A full copy of our complaints procedure and policy is available on request.

## **PLEDGE TO PARENTS/CARERS**

We value our relationship with parents/carers 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 running the childcare.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## CONTACT INFORMATION

After School Childcare  
Consett Infant School  
Teasdale Street  
Consett  
Co Durham  
DH8 6AF

Childcare Telephone Number:

*mob: 07562 327765 please use between 3:15 and 6pm*

school number: 01207 504464

*(Please leave a voice message if there is no reply.)*

### Childcare Staff

School Administrative Manager:  
After School Childcare Leader (HLTA)  
After School Childcare Support Leader (HLTA)  
Playworkers:

Mrs J Raine  
Mrs M Gates  
Mrs D Shaw  
Mrs A Down  
Mrs C Davies