

## BEHAVIOUR & DISCIPLINE

Children can behave in ways which are unacceptable at times and of course this must be addressed. Clear boundaries, according to the child's stage of development will allow them to understand what is expected of them. Where necessary staff will adopt an approach of distraction, discussion, praise and reward. If necessary, staff will talk to the parents to see if they can help and if there is a pattern of undesired behaviour then the behaviour policy will be followed.

If a child's behaviour is concerning Grove staff the following steps will be taken:

- The child will be given a verbal warning and explanation about why their behaviour is unacceptable. They will also have the opportunity to discuss this with the member of staff.
- If behaviour persists they will be issued with a strike and again this will be explained to the child and will be recorded on a chart. The child's parent will be informed at collection.
- If 3 strikes are issued then a letter will be sent home
- If a further 3 strikes are issued then a consideration will be made to remove the child from the setting for a specified period of time.
- Every half term the strike list will be restarted.

Warnings and strikes will be recorded on an individual chart so that behaviour can be monitored parents will be asked to sign the form for each entry to ensure that they are aware of their child's behaviour. If a child receives a warning or strike in breakfast club they will receive an email from the office informing them of the behaviour and will be asked to sign the form when they next attend.

### What warrants a strike?

A warning/ strike will be issued in cases of

- Fighting/ physical violence
- Swearing
- Rudeness to others or staff
- Not following instructions
- Name calling.

We will not tolerate swearing, physical or verbal abuse at The Grove.

*Welcome to the*

## MAPLE GROVE COMMUNITY GROUP

We offer a rich and stimulating educational environment, encouraging children to grow in confidence and enjoy early years development. Our carefully planned activities capture their imagination & feed their curiosity.

Our experienced team plan an exciting range of activities to help each child to develop at a pace that suits them individually including children that have more complex Additional Needs

Although the provision is mainly aimed at children of working parents the facilities are open to all children who may wish to use it providing places are available. We actively encourage equality of opportunity for all children and their families and take positive action to eliminate discrimination.

Our Aims are...

- ✓ ***To create a happy, secure and safe environment for children to learn through play***
- ✓ ***To provide good quality Out of School Childcare for children of 3 years – 11 years***
- ✓ ***To serve Westwood Primary and Maple Grove Pre School children as a priority***
- ✓ ***To be sensitive to the needs of individual children***
- ✓ ***To provide a choice of fun activities relevant to ages & stages***
- ✓ ***To provide a balance between relaxing in a comfortable environment, or for those with inquisitive minds having stimulating surroundings***
- ✓ ***For children to acquire new skills through play***
- ✓ ***For children to develop good relationships with other children and adults.***

## WE OFFER FLEXIBLE CHILDCARE & EDUCATION;

Our flexible approach means that we aim to tailor childcare provision to suit the needs of both our children and their families between the hours of 7.45am to 6pm both during term and school holidays

**'Breakfast Club'**- from 7.45am to start of school during term time.

We provide a choice of cereal, yogurt or toast on arrival, followed by a choice of activities before being escorted to school at Westwood Primary.

**'After School Club'** – from the end of school to 6pm during term time.

Our staff collect children from both Westwood Primary school sites only. On arrival at the club we provide a light tea followed by a choice of carefully planned activities which includes arts & crafts, messy play, board games, books, sporting activities, outdoor play, TV, smartboard, etc

**'Holiday Club'** – 7.45am to 6pm, during school holidays/teacher training days. A varied timetable of activities are planned around a theme of fun and stimulation, tailored to the age range and developmental stages of those attending. Children are provided with nutritious snacks and drinks but you are required to provide a packed lunch. Planned outings and trips take place periodically throughout the holiday. This club is extremely popular so book early to avoid disappointment

## SESSION TIME/COST

<b>Breakfast Club</b>	7.45am to school time	£3.75
<b>After School Club</b>	School to 4.30pm	£5.70
	School to 6pm	£11.30
<b>Holiday Club</b>	Session 1 (7.45am to 9am)	£3.75
	Session 2 (9am to 12pm)	£11.25
	Session 3 (12pm to 4pm)	£15.00
	Session 4 (4pm to 6pm)	£7.50
	Full Day 7.45am to 6pm	£32.50

We also offer 10% discount for 2<sup>nd</sup> child and 5% for 3<sup>rd</sup> child.

## FOOD FROM HOME

Snacks both hot & cold will be provided in all clubs (Breakfast, After School & Holiday); this will include drinks and food. Children will therefore only need to bring food from home i.e. packed lunch, if they are attending holiday club at 12.

Packed lunches will be stored until required in a fridge, they should be brought in a plastic lunch box with a plastic drinks bottle if required- no glass or breakables please. They must also be clearly marked with the child's name.

Childhood allergies are on the increase, and for some the symptoms can be severe. For this reason we ask parents not to put any nuts or peanuts into children packed lunches, even though we discourage the sharing of food/drinks brought from home with other children at the group.

Please also ensure that the following items **are not included** in the packed lunches for safety reasons: -

- Fizzy Drinks
- Hot Soup/Drinks in flasks
- Chewing/Bubble Gum
- Peanuts or nuts

## **DROPPING OFF / COLLECTING FROM SCHOOL**

**Westwood Primary School;** Reception, Y1 & Y5, children will be escorted into the school foyer in time for the start of school from where they can make their own way to their classrooms. Children will be collected from the school library/hall at the end of the school day and escorted to the After School Club.

**Westwood Primary School;** Y2, Y3, Y4 & Y6, children will be escorted to the school foyer in time for the start of school from where they can make their own way to their classrooms. Children will be collected from the school foyer at the end of the school day and escorted to the After School Club.

### **Please note:**

- Parents should advise the appropriate school that their child will be attending the After School Club so that the child can be sent to the foyer for collection by our staff.
- Should a child who is due to be collected by our staff not arrive at the appropriate school foyer, the school will be informed immediately and the emergency contact name will be contacted.
- The Grove is not responsible for your child until they have been accounted for by our staff and marked on our attendance register.
- Should your child be attending other Out of School activities or on a school trip, prior arrangement MUST be made with Westwood Primary School to walk them over to The Grove.
- We reserve the right to withdraw this facility if child/parent abuse it.

## **EXCURSIONS/TRIPS**

From time to time excursions/trips will be organised

- Suitable adult ratios will be maintained at all times.
- Parents will be asked to sign a consent form giving their permission for their child to leave our premises.
- Trips will be part of our timetable and will take place as part of the session, this means that the club will not hold a normal session at the same time. If the child wishes to attend the club at these times they must participate in the trip and pay any additional fees required, (the group reserves the right to introduce these trips as part of a timetable whenever they feel necessary).

## **STAFFING**

A ratio of 1 adult to 8 children for under 8 years old, and 1 adult to 4 children for under 5 years old, will be maintained at all times. The staff are all registered with OFSTED & at least half will be relevantly trained.

The Grove Co-ordinator will attend regular meetings with the Group Manager to report on progress of the scheme.

## **ADMISSIONS POLICY**

All children must be registered with the Out of School Club before they can attend. A registration & booking in form can be obtained from 'The Grove' or by phoning Maple Grove Community Group on (01354) 660543. An induction session with the parent to check personal details and discuss policy & procedures must take place before the child can attend.

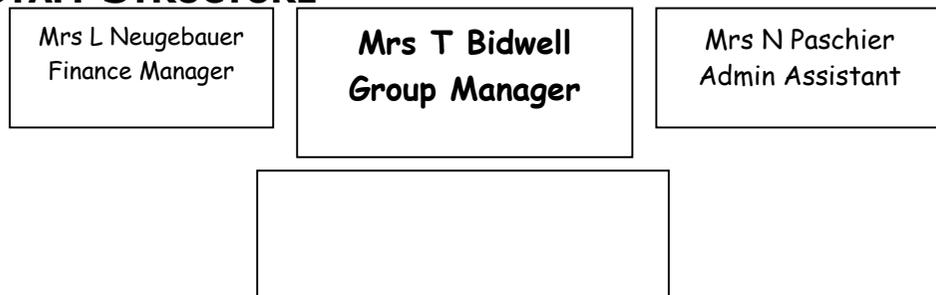
**Breakfast Club/ After School Club** -Priority will be given firstly to children that attend the Pre School then to children that attend Westwood as this is the only school we collect from.

**Holiday Club** -Priority for these places will be given to those children who attend the Breakfast Club & After School Club on a weekly basis, and then children who attend Westwood Primary School. After that places will be available to children of the appropriate ages throughout the community and we shall endeavour to advertise spaces across the community.

The Grove accepts children of Pre School age from rising threes through to the end of year six (11 years old), and into the first October half term of senior school if parents so wish.

Places will be allocated subject initially to the above criteria then on a first come first served basis. We operate a waiting list held in date of registration order.

## STAFF STRUCTURE



<u>Playworkers</u>		
Rachel Cross	Sarah Cowley	Mel Jones
Kirsty Stanyon	Kay Dedman	Lindsey Hinton
Bev Goodwin	Kerry Allen	Shannon Clark
Zoe Barnes	Erika Ringham	Courtney Hawkins
Nicole Revell	Eve Mackenzie	

## TERM & HOLIDAY DATES 2020 / 2021

**Term Time Clubs:** **Mon 7<sup>th</sup> Sept (Pre-schoolers 10<sup>th</sup> Sept) – Thurs 22<sup>nd</sup> Oct 2020**

**Holiday Club:** **23<sup>rd</sup> and 26<sup>th</sup> -30<sup>th</sup> Oct 2020**

**Term Time Clubs:** **Mon 2<sup>nd</sup> Nov – Fri 18<sup>th</sup> Dec 2020**

**Christmas Hol Club** **21<sup>st</sup>, 22<sup>nd</sup> Dec, & 4<sup>th</sup> Jan 2021**

**Term Time Clubs:** **Tues 5<sup>th</sup> Jan – Fri 12<sup>th</sup> Feb 2021**

**Holiday Club:** **15<sup>th</sup> – 19<sup>th</sup> February 2021**

**Term Time Clubs:** **Mon 22<sup>nd</sup> Feb – Fri 26<sup>th</sup> March 2021**

**Easter Holiday Club:** **Mon 29<sup>th</sup> Mar – Mon 12<sup>th</sup> Apr 2021  
(Closed 2<sup>nd</sup> & 5<sup>th</sup> Apr)**

**Term Time Clubs:** **Tues 13<sup>th</sup> April – Fri 28<sup>th</sup> May 2021**

**May Day Hol Club:** **Closed Mon 3<sup>rd</sup> May 2021**

**Holiday Club:** **Mon 31<sup>st</sup> May – Fri 4<sup>th</sup> June 2021  
(Excluding Mon 31<sup>st</sup> May)**

**Term Time Clubs:** **Mon 7<sup>th</sup> June – Thurs 22<sup>nd</sup> July 2021**

This includes five days for staff training when the Holiday Club will operate. Please note these dates may be subject to alteration, prior notification will be given.

## HEALTH & HYGIENE

### Injuries whilst in the group

Although extremely rare, should a child receive a significant bruise, cut or bump, this will be dealt with by the First Aider. They will use their judgement whether a doctor or ambulance should be called, and in the mean time you will be contacted. Minor injuries such as bumps or trips will be dealt with and recorded in the accident book. A carer will never be presented at the close of a session with a child who has a significant injury without an explanation. The person collecting the child will be asked to sign the accident book confirming that they have been informed.

### Prior injury/Notification of injury at home

If a child is presented at our group with a prior injury, parents will be required to complete a form stating where, when and how the injury occurred, also if any medical treatment was sort or given.

### Asthma Sufferers / Other Life Threatening Illnesses

Children with asthma or life threatening illnesses need to have their medication close at hand. Medication will be kept in a locked cupboard out of children's reach. Parents will be asked to provide a Medical Health Plan from their Health Centre giving details of when/what/how the medicine should be administered. **This MUST be in place before the child is able to start at the 'Grove' and has to be reviewed each term.**

**Plasters:** you will be asked to inform us if your child has a plaster allergy

### Other Safety information

- The entire school group operate a NO SMOKING & DOG FREE zone

## SAFETY

The safety of children and adults is of paramount importance.

**Environment:** Safety checks on equipment and premises both indoors and out are carried out regularly. Outdoor space is securely fenced and external gates locked. The rooms have specifically designed furniture, fittings and toilet facilities of the correct height and size. The Grove is well resourced for the curriculum with quality toys, equipment, books and a computer with wonderful interactive learning software. Fire routine practices are carried out half-termly.

**Supervision:** A Daily attendance register will be taken to record time of arrival and departure; it will be used during the regular fire drills. All children will be supervised by adults at all times and will always be within sight of an adult.

### Checking in and out policy

When dropping children off at the club, all children must be escorted into red room and signed in by parent/guardian/named person ('Named Person' being a person named by the parent/guardian and who's details are held by the group as someone likely to collect that child, over 16), under no circumstance must the child bring themselves into the group. Again when collecting children they must be collected from red room by parent/guardian/named person who must sign them out – a register for this purpose will be kept near to the door for your convenience.

**Uncollected children:** Under emergency conditions they will be kept under supervision until an authorised collector arrives.

**School collection:** Please notify The Grove if you collect your child from school if we don't know the whereabouts of your child when they are due to be with us we will phone you to check that they are with you and safe.

**Refreshments:** Childhood allergies are on the increase, and for some the symptoms can be severe and even life threatening. For this reason we ask parents not to put any nuts or peanuts into children's packed lunches, even though children are discouraged to share food. Should parents wish to bring in birthday cakes, we can only accept those purchased from high street stores and not home-made, this way we can monitor their contents.

## ABOUT US

'The Grove' Out of School Club is part of the Maple Grove Community Group, it is a registered charity and run by a Management Committee according to the Pre School Learning Alliance Constitution. We are registered with the OFSTED Early Years Inspectorate.

***The Management Committee*** consist of Parents/Guardians of children attending the group along with a small number of co-opted people from the Primary School and the local community. It is important that parents are involved in the Management Committee as they act as representatives of the other parents' view. *A list of the current committee & their contact details are available on request.*

***The Fundraising Committee*** is run similar to a school's Parent Teacher Association. It raises funds to pay for such items as parties, toys and books, outdoor equipment etc. These funds are an essential part of the groups activities and help to keep fees as low as possible. Anyone who is interested in becoming part of our Management Committee or Fundraising Committee, should contact the Group for further details.

### Policies/Procedures/Operational Plan

Complete copies of these are available on request

## CHILD PROTECTION

We comply with the procedures approved by the Area Child Protection Committee. We intend to create in our group an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

All staff are appropriately trained and also checked by OFSTED and the Disclosure Barring System.

## PARENTAL CONCERNS

All concerns should be dealt with in the first instance through contact with the Grove Co-ordinator or Group Manager. Should they not be able to resolve the matter, please submit the details in writing to the Chair of Management Committee who will contact you within seven working days or alternatively, our registering body OFSTED telephone no. 0300 123 1231

## REGISTRATION

An administration fee of £5 is payable annually initially at time of registration and then on 1<sup>st</sup> September each year thereafter.

Records will be kept of all children attending THE GROVE. No child will be able to attend unless the registration process has been completed.

The following information will be required:

- All emergency contact numbers
- All relevant medical information including name & telephone no. of family doctor
- Detailed information on illness/allergies/food intolerances
- Special Educational Needs
- Consent to anaesthetic & medical treatment in the case of an emergency
- Names of those authorised to collect the child

## BOOKINGS & PAYMENT OF FEES

In order to keep charges as low as possible we set and manage very tight budgets, for this reason we must implement our policy of payment of fees rigorously. This means that, in accordance with our policies: -

### Regular Bookings

- Block bookings can only be made half-termly, in ADVANCE. Booking forms for each half term will be given out from 'The Grove'.
- To secure those bookings, parents should return the booking form with full payment by the date specified.
- Places will not be allocated until payment is received therefore until this time places will not be guaranteed.
- If under unforeseen circumstances you need to cancel pre-booked/paid sessions, then;
  - **If more than 7 days notice is given a 50% credit will be shown on your next booking in form.**
  - **If less than 7 days notice is given then No Refund will be given.**
- Any additional sessions that are required must be paid for at the time of booking.
- Should you experience difficulties in paying fees half termly, you should speak to the Grove Co-ordinator or contact the Finance Manager before the due date on the booking form.

## Emergency/Ad hoc bookings

- Sessions booked on the same day, as the child is to attend, **MUST** be paid for on collection of the child. If payment is not made your child's registration may become invalid.
- Sessions booked with 48 hrs notice, will only be added to the register when full payment is made. After 48 hours and with no payment, your booking will be automatically erased from our system and your child will not be collected from school. It is very important that parents arrange payment or make contact with the staff, as we never want to leave a child at school who is expecting to attend The Grove.

## HOW TO PAY

- **Internet Payments can now be made!! Please see the office for further details!!**
- All payments should be placed in an envelope along with your booking in form, your Childs name should be written on the front of the envelope.
- We expect that some parents will want to pay in cash. Receipts will be given.
- For those entitled to nursery education funding can opt to use their hours to include Breakfast and After School Club.

## CHARGES FOR LATE COLLECTION OF CHILDREN

These will be charged if you are very or persistently late, and are at the discretion of the Grove leader. **Charges are £1 per min** after the first five minutes.