

KIDS KABIN – OUT OF SCHOOL CLUBS

Based at Brook House Junior, St Marie's, Abbey Lane and Mundella and Norton Free Primary Schools

**PARTNERS: Nydia Beckingham 07815 805009
Julia Collinson 07887 704694
Abbey Lawless 07825 303441
e-mail kidskabinsheffield@gmail.com**

WELCOME TO KIDS KABIN

We would like to welcome you and your child/children to Kids Kabin, we aim to provide you and your child with an invaluable service and excellent care. Listed below is a summary of our working intentions and all our policies and procedures are available for your attention at each session.

FOR ANY QUESTIONS, BOOKINGS OR ANY CHANGES TO YOUR USUAL SESSIONS PLEASE CALL OR TEXT THE ST MARIES KIDS KABIN

PHONE ON 07852 877 121.

OPENING TIMES AND PRICES

We provide safe, friendly, quality childcare at an affordable price, just £12.00 per afternoon session from school until 6pm. We are open Monday – Friday term time only.

REGISTERING AND SETTLING IN

Children will not be accepted into the club until a completed registration form has been received, these can be collected from Kids Kabin or sent through the post or by email on request. All carers and children are welcomed and encouraged to come and have a look around before starting with us so that everyone becomes familiar with our set up and the staff so that you feel comfortable and happy to send your child to us. Once a child starts with us they will be made to feel very welcome and part of Kids Kabin, initially they will be kept a close eye on to ensure that they are happy and parents/carers will be informed of how they have settled in when they come to pick them up.

STAFF TRAINING

All our staff are sent on relevant playwork/childcare courses plus first aid, safeguarding, positive behaviour and health and hygiene plus any other appropriate courses as they arise.

POLICIES AND INSURANCE

Kids Kabin have their own insurance and registration documents along with all their own policies on display at each session. All parents are welcome to read or request a copy of any policy at any time.

FIRE DRILLS

We have regular fire drills which complement our policy so that all staff and children know exactly how to behave in case of an emergency. These are carried

out in a well behaved and orderly manner, these drills are then recorded in a fire book by a member of staff which is kept in the briefcase for reference.

SAFE AND SOUND

Kids Kabin is not a structured school environment, it is a place where children have freedom of choice, although of course we have certain simple rules such as:- we do not tolerate bullying, racism or belittling in any shape or form (see policies for equal opportunities and behaviour). Children and staff should respect each other and each child should be able to be confident and feel safe in our care.

ENROLLING AND PAYMENTS

Bookings are on a first come, first served basis until the club is full and then priority is given to siblings of the children already enrolled. If a child is booked into Kids Kabin and does not attend for whatever reason the child's place still has to be paid for, this is to cover staff, rent and resource costs which have to be planned well in advance and is a standard procedure within all childcare provisions. Payment is either weekly or monthly /termly which is only accepted in advance. Monthly payments must be received no later than the end of the week after they are given out. Failure to pay will result in our care being withheld. If payment is still not received then court action will be taken and all additional charges will be recovered from the debtor.

WHAT WE PROVIDE

Kids Kabin provides a wide range of activities to cover a child's social, physical, intellectual, creative and emotional need through play. We hold regular meetings to plan activities and a general discussion and airing of views.

We keep all our parents informed about their child regularly and as required when they pop in to collect them and staff are on hand to discuss any aspects of your child's progress at this time, however if there is a problem which arises with your child, the co-ordinator, Nydia, Abbey or Julia would only be too happy to meet you at your convenience to discuss matters further. (Please refer to the numbers at the top of the page.)

COLLECTION OF CHILDREN

No child is allowed to leave Kids Kabin on their own even if their carers usually allow them to walk home unaccompanied unless they are 10 years or over and we have a written, signed letter from their parent/carer stating what time and when they wish their child to leave the club. Only the nominated persons on the registration form will be allowed to sign for the child unless otherwise informed by the child's parent/carer in advance of collection.

If a child is not collected by their carer at the end of the Kids Kabin session and no one on their registration form can be contacted 2 members of staff will wait with the child for up to an hour. If an hour lapses and the child has still not been collected then Children's Social Care Out of Hours Emergency Service will be contacted on 0114 2052672 and the matter will be put into their hands. A letter will be taped to the usual collection door detailing the number to ring to locate their child. Ofsted will also be informed re the non-collection.

SNACKS

Children are provided with a variety of snacks and refreshments each evening which reflect Ofsted healthy eating guidelines.

STAFF TO CHILDREN RATIO

Kids Kabin is obviously not as quiet as a school classroom as it is a play setting but we are by no means rowdy and children are not allowed to scream and shout, children are well supervised to strict guidelines.

KEEP US INFORMED

Kids Kabin keep all their own records for the children attending and will not depend on the school for any clerical support whatsoever, this makes it very important for us to be informed of any changes in your circumstances or telephone numbers so that we can update our records as quickly as possible. All information will be confidential and stored locked away on site out of hours. It is really essential that if your child is not attending Kids Kabin for any reason when they are booked in, that you inform us before the session starts. This is so that we are not chasing around school and ringing contacts to see where your child is and therefore unable to concentrate on any other children at Kids Kabin until we know that your children are safe.

ACCIDENTS AND INCIDENTS

Minor accidents and incidents will be recorded in our onsite books and parents will be asked to sign the relevant book on arrival before taking their child home, a member of staff will explain what has happened and what action has been taken.

COLLECTION OF CHILDREN AFTER SCHOOL

Nursery and infant children will be picked up from their teacher and the juniors will either congregate at a designated area before being escorted in a proper and orderly manner or meet us at Kids Kabin if held in school.

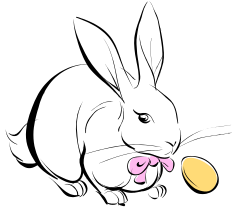
ILLNESS

In the event that a child is ill with a potentially infectious disease e.g. sickness, diarrhoea, conjunctivitis and chicken pox etc, the child should only return once all symptoms have cleared. Parents are required to make arrangements to collect their child if they become ill whilst in our care. If a child contracts an illness such as meningitis then we will seek immediate medical advice to protect other children in our care and act accordingly and Ofsted will also be informed of any infectious disease on 0300 1231231.

COMPLAINTS

In the unlikely event that you have a complaint with any aspect of Kids Kabin which you feel unable to talk or contact us about you are welcome to contact complaints information enforcements at Ofsted on 0300 1231231 and they will be happy to deal with any problem you might have.

We hope that this information will be of help to you but if you have any more questions please do not hesitate to contact Julia on 07887 704694, Abbey on 07825 303441 or Nydia on 07815 805009, email sbecks@sky.com.



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Abbey Lawless 07825 303441

e-mail sbecks@sky.com or abbey.b.lawless@gmail.com

KIDS KABIN REGISTRATION FORM

All information will be confidential and will not be shared with any third parties other than necessary appropriate professionals if required, e.g. Doctors.

Child’s name Date of Birth

Home address

.....Telephone no

Name of main carer of child

Mother’s name

Place of work

Telephone number work.....mobile.....

Father’s name.....

Place of work

Telephone number work mobile.....

Contact name in an emergency

Telephone numbermobile.....

Child’s Doctortelephone number

Nominated person(s) to collect child

Please list all persons eligible to collect your child

Any special diet, allergies, health problems

.....

Anything else we should know.....

Ethnic Origin

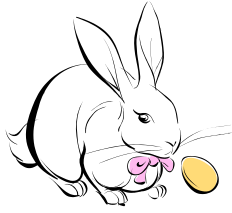
Which sessions will your child attend?

Mon Tues Weds Thurs Fri

Afternoon

Please state which class your child is in

Signed Date



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PAYMENT CONTRACT

Please tick below to indicate which type of payment you will make:

- Weekly (must be paid within the week care is provided)**
- Monthly in advance**
- Termly in advance**

Payments must be received within two weeks of invoice, if payment is missed then a 10% charge will be incurred and our care may be withheld. It is imperative that any parent/carer facing difficulties in paying their bill contacts either Nydia or Julia before they are in arrears so a suitable arrangement can be made.

Failure to pay before the next due bill is issued will result in automatic withdrawal of care for your child unless prior arrangements have been made with either Abbey, Julia or Nydia. If payment is not received after your child has been withdrawn from Kids Kabin court action will be taken and all additional charges will be recovered from the debtor.

If a child is booked into Kids Kabin and does not attend for whatever reason whether it be term time holidays, sickness, going to friends for tea or any other reason their place must still be paid for.

Please note a late payment charge may be added to your bill on the Co-ordinators discretion if your child is picked up late from Kids Kabin. We are only open and insured until 6pm prompt and this is to cover extra staffing costs and inconvenience.

PLEASE NOTE THAT DUE TO BANK COSTS WE NO LONGER ACCEPT BANK TRANSFERS FOR AMOUNTS UNDER £15.

Please sign below to confirm that you understand the terms and conditions stated above. Please note whoever signs the declaration below will be held responsible for all payments.

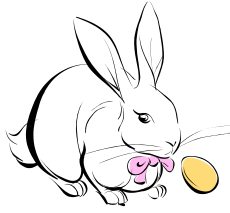
Name of parent/carer

I have read and understand the terms and conditions and will ensure that my childcare payment is received as indicated above

Signed

Date

The above must be signed before care of your child/children can commence with Kids Kabin.



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Please carefully read and sign the consent form below – thank you

In the event of a minor accident involving your child a qualified first aider will administer care and the details will be written in our first aid book and discussed with whoever collects your child on the same night, this person will be asked to sign the accident book to acknowledge and confirm that they understand our actions. Details of any accident will remain confidential and kept on our records for a minimum of 2 years.

In the unlikely event of your child been involved in a serious accident a qualified first aider will attend to him/her and instruct another member of staff to phone for an ambulance. Details of your child as per our registration form will be handed over to the ambulance crew and you will be informed as soon as possible. A member of staff will escort your child to the hospital and stay there until a parent/carer arrives and they are no longer required.

In the event of a minor accident involving my child I consent to a member of Kids Kabin staff who holds a First Aid certificate administering care to my child as required.

In the event of a serious accident whilst at Kids Kabin I consent to my child

----- **having emergency treatment or an operation as required if I am not available. I consent to a member of Kids Kabin staff authorising this treatment if judged necessary by the emergency services on my behalf.**

SIGNED ----- PRINT NAME -----

RELATIONSHIP TO CHILD -----

DATE -----