

St Joseph's Primary



**Breakfast/Waiting
Happy Kidz Club**



Handbook

Happy Kidz

Before & After School Care at St Joseph's Primary

INTRODUCING BREAKFAST/WAITING/HAPPY KIDZ CLUB

STAFFING

ADMISSION

Page 3

FEE STRUCTURE

Page 4

NON ATTENDANCE

AFTERSCHOOL MEETING POINT

BREAKFAST CLUB AND AFTERNOON SNACKS

Page 5

POLICY ON CONFIDENTIALITY

CHILD PROTECTION

PROGRAMME OF ACTIVITIES

Page 6

COLLECTION

BEHAVIOUR POLICY

Page 7

GUILDINES FOR CHILDREN

HEALTH AND SAFETY

MEDICATION

Page 8

INTRODUCING THE Breakfast/Waiting/Happy Kidz CLUB

ST JOSEPH'S PRIMARY SCHOOL'S WRAPAROUND CARE

The Club offers up to **50** before and after school places for children who attend St Joseph's Primary School, Monday to Friday from 8am until 5:30pm. The club will operate term time only.

STAFFING

The Happy Kidz staff will be employees of St Joseph's Primary School.

The ratio of adult supervisors to children will be 1:10.

ADMISSION/CRITERIA

No child will be admitted unless correctly completed application and medical forms have been received.

You will need to contact the office by 10th June to confirm if your child is keeping the same days as last year.

All available spaces will go live on **3rd July at 12pm. (All entries before this time will be void)**

1. Children who previously attended Happy Kidz on a regular basis.
2. Priority will be given to P1 siblings of children already attending club.
3. Places will be given on a first come first served basis.
4. Where the club is oversubscribed, priority will be given to children requiring fulltime places.
5. We will operate a waiting list and when a place becomes available you will be contacted.

If you have any queries, please do not hesitate to contact The Happy Kidz Coordinator, Ms Caroline Warke at cwarke285@c2kni.net

We welcome your suggestions for improving the club and its activities.



FEE STRUCTURE

Breakfast club £5 (this includes breakfast)

Session	Cost
Breakfast club 8am – 8:45am	£5.00 includes breakfast
Waiting club 2pm – 3pm	£5.00
Happy Kidz Club 2pm – 5:30pm	£5.00 p/hr (includes snack)

- Fees are charged by the hour or part thereof i.e. 2hrs 01mins will be charged 3hrs. 5pm-5:30pm is charged at £5.
- Parents need to give 1-month notice if they wish to cancel a session, failure to do so will result in all your booked sessions still being charged. Eg: £5.00 p/hr.
- We accept the following Childcare Vouchers:
 - Employer for Childcare/HMRC/NICSS
- Late payment will result in the child's place being suspended until payment is received. If this continues the child will lose their place.
- Parentpay is our preferred method of payment.
- Bookings must be made 1 month in advance. We will do our best to accommodate in an emergency.
- The club will operate a signing out sheet. This must be completed by a member of staff. All parents must inform a member of staff before leaving with the child.
- If your account continually falls in arrears, the child will lose their space and given to the next child on the waiting list.
- Continuous (2 or more) late pick ups will result in the child losing their place and be given to the next child on the waiting list.



NON ATTENDANCE

If a child is unable to attend on a day we ask that the parent rings the school by 1pm to notify The Happy Kidz team they will be absent. Charge still applies.



AFTERSCHOOL MEETING POINT

P1, P2 and P3 children will be collected from their classroom by a member of Happy Kidz. All other children will meet in the assembly hall at the end of the school day where they will be met by a member of the Happy Kidz staff.



BREAKFAST CLUB AND AFTERNOON SNACKS

We offer a continental snack to the children during the afternoon session.

Breakfast will include toast.

Please note we are an allergy aware school.



POLICY ON CONFIDENTIALITY

The Happy Kidz will operate in accordance with the provisions of current Data Protection Legislation.

All information contained on your child's records is treated confidentially and will be safely stored away.

CHILD PROTECTION

The Happy Kidz staff have a duty to ensure that the safety and welfare needs of the children are met.

If we feel there are grounds for concern about a child's welfare, we are obliged to inform the school Designated Child Protection Officer.

(Mr Conor Donnelly)

PROGRAMME

Afterschool club will have a weekly programme of activities these will include:

- Group Games
- Art & Crafts
- Movies
- Puzzles and Board Games
- Outdoor Play
- Quiet Reading Time
- Ipads

Waiting club activities include reading, board games, group games and outdoor play.



COLLECTION

You **must** inform us beforehand if anyone other than yourself will be collecting your child/children from Happy Kidz.

If staff are in doubt, they will ensure the child does not leave the premises.

The Happy Kidz Club operates until **5:30pm** Monday – Friday. Parents are expected to comply with these times and to collect their children promptly.

Please collect your child from the assembly hall/playground each day. The only access for Happy Kidz is via the school car park. Please note that the Kerrsland Gate and side gate from Holland Drive will be locked at 3:15 each day.

There will be a charge of **£20 if you are late (after 5:30pm)**. If the child is persistently collected late (3 times) the child's place at the club will be cancelled and offered to another child on the waiting list.



BEHAVIOUR POLICY

Children should be free to play without fear of being hurt or bullied.

We believe that a positive behaviour approach is necessary to ensure the safety and well-being of all children at the club. The schools existing policy on behaviour applies to the Breakfast, Waiting and Happy Kidz Club.

We have set clear boundaries and guidelines for the children to follow and we expect children to be well behaved and mannerly at all times.

PERSISTENT OR MORE SERIOUS MISBEHAVIOUR WILL RESULT IN CANCELLATION OF THE CHILD'S REGISTRATION.

Positive Behaviour Policy

- H. Help each other.
- E. Everyone is kind and thoughtful.
- R. Remember to always try your best.
- O. Our club is clean and tidy.
- E. Everyone has kind words and hands.
- S. Smile, share and show you care.

HEALTH AND SAFETY

For reasons of safety, a member of staff will supervise children at all times. Children will not be allowed in any of the classrooms or outside without a leader present.

All accidents and injuries will be recorded in the accident book.

First Aid boxes are provided on site. First Aid will be administered by a member of staff.

MEDICATION

The Happy Kidz club must receive written consent from a parent or guardian for any medicine that is to be administered during program hours.

All medications should be labelled with your child's name, the name of the medication, the dosage amount, and the time to be given.

Medication shall be in the original container with the prescription label or direction label attached.

A '**Medical Consent Form**' must also be completed.

All medication must be handed to the staff on arrival or left with Caroline at School Office.

Where a child needs to use an inhaler one should be kept at Club or handed to staff upon arrival. It will be kept in an easily accessible place, known to the child and all members of staff.



Full list of policies can be found on the School website.

Updated June 2026