

# **COOL KIDS**



## **Parent Handbook**

### **St. Joseph's Primary School**

# **COOL KIDS CLUB**

## **Aims**

- To provide an after school child care service to support working parents.
- To provide a quality service, which offers a play based programme for children aged 4-11 years old.
- Additionally we aim to provide a homework facility for children aged 8-11 years.
- To ensure that children receive quality childcare from trained staff in a safe and caring environment.
- Skills development will be paramount, in particular in the areas of social, emotional and communication.

## **Ethos**

- The caring, happy ethos of the school will be transferred to the after school care.
- Children will be treated with care and respect so that all their needs are met.
- The environment will be relaxed and informal with the emphasis on developing social, emotional and communication skills amongst the children.
- Development of sporting and creative skills will be enhanced through club activities and through buying in expertise during the year.

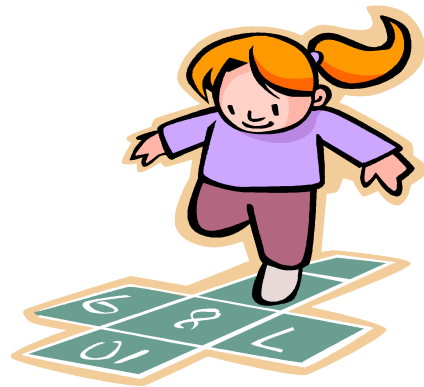
## **Objectives**

- Children will become independent young people responsible for their belongings, school bags/lunch boxes and coats.
- Children will show respect at all times to staff and other children.
- Children will understand that they are responsible for their safety in abiding by safety rules.
- Children will follow a programme of activities that will be child led, which will develop personal, social, emotional and communication skills.
- Children develop skills related to creative and expressive activities.

## **Constitution of Cool Kids**

- The project will be known as Cool Kids Club
- Cool Kids will operate as a child-care service from 8am - 8.45 and 2.00pm -5.30pm daily Monday – Friday.
- The main aim of the service will be to enable mums and dads to return to part-time or full-time employment by offering affordable after school care for their children.
- The project will be managed under a two-tier system where a senior management team will be in charge of administration of the project and a middle management team will be in charge of operating the project.
- Financial management will be the responsibility of the Senior Management Team.
- A member of The Senior Management Team will oversee the weekly accounts system operated by the leader in charge of Cool Kids.
- The accountant member of The Board of Governors will carry out an annual audit of the accounts of The Cool Kids project.
- Parents will be offered days and times to book the service, which they require.
- The Senior Management Team will meet on a regular basis to ensure the smooth operation of the service.
- The middle management team will meet at least once a month to discuss issues arising from the operation of the service.
- Issues arising from these meetings should be brought to a member of the Senior Management Team for discussion at their next meeting
- A finance report constructed by the treasurer, will be presented at each senior management meeting. For discussion.

- Account No.2 will be used as the banking system for all monies associated with the project.
- The principal (chairperson) and the treasurer will be the signatories on this account.
- A cheque account will be set up to record all money transactions.
- Cheques should be made payable to St. Josephs P.S.
- Accounts will be updated weekly by the leader in charge and given to the treasurer for verification every Friday.
- An annual General Meeting of the service will be held in May when parents will be elected at this meeting.
- Minutes of all meetings must be recorded and filed appropriately.
- Parents will receive the handbook containing all policies and procedures pertaining to the service.
- Parents will agree to support the policies and procedures in place for the efficient running of the service by signing an agreement form upon taking a place.
- Any changes to the constitution will be discussed at The Annual General Meeting in May each year.



## ADMISSIONS POLICY

Parents pack will include the following information:-



1. Aims, objectives, ethos of the centre.
2. Opening/closing times
3. Holiday Closures
4. Contact information

- **Children must be attending St. Joseph's Primary School**
- **Places will be allocated according to availability with the following priority.**

1. Parents block booking the facility 5 days per week.
2. Parents block booking the facility for less than 5 days.
3. Places will be allocated on completion of a request for service form in first come first served basis.
4. Daily booking if places available – leader must inform school secretary of days available for information to be communicated to parents who ring in.

- Single parents will be given priority if block booking.
- Special needs children will be catered for in so far as our resources allow.
- A registration form and all consent forms must be completed before a child can be admitted to the Centre.
- Parents have obtained a copy of The Cool Kids Club Policy and Procedure booklet and completed and returned their acceptance of all policies.

## Settling In Policy

We want all the children who attend Cool Kids to feel happy and safe in the absence of their parents. As each child is an individual, there are no hard and fast rules to settling in but we would suggest the following guidelines to make the transition from home to Cool Kids as easy as possible for you and your child.

We would therefore:

- Encourage parents to accompany the child on a short visit to the after schools before the child starts.
- We will support the family for as long as it takes to settle your child into Cool Kids. Parents should feel free to talk to the leader or any member of staff at any time.
- Children make choices about their play.
- Children will not be forced to join in activities, especially large group activities.
- We let the children take the initiative in exploring or joining in.
- We also welcome children entering Primary one to join cool kids during the summer, as they will become familiar with friendly faces before September.

There are certain times which may be stressful for your child e.g.

- When parting from parents.
- If the child has an accident when a parent is absent or if a child feels unwell.

In these situations we will give extra support to the children and parents will always be informed if their child has been upset during the day.

Expectations of parents

- Parents are asked to give any relevant information or concerns about their child that may help the staff settle your child in within the first few days.
- All users of the centre are encouraged to participate in our fundraising events.

# Health & Safety

All staff members must read and familiarize with the Cool Kids Health and Safety Policy.

It is important for all staff to know where the following are kept:-

- ✚ **The First Aid Kit** – The First Aid Kit should be checked on a daily basis to ensure it is fully stocked and all used equipment is replaced. This is accessible to all staff at all times.

The Co-ordinator is the designated First Aider.

- ✚ **The Accident book/incident report forms** – These are accessible to all workers. If there is an accident, for example a cut finger, a bee sting or a child falls over, this must be reported in the book and the Co-ordinator informed.

- ✚ **The registration and consent form** – All the children must be registered by a parent/guardian before they can participate in club activities. All consent forms must be signed before a child leaves the club with a member of staff.

- ✚ **The Daily Register** - A register of children must be taken daily as children arrive. This is important and must be kept up to date in case of an emergency in the building.

- ✚ **Fire Drill Procedures and Fire Book** – Staff must familiarise themselves with the following:

- ❖ The Fire alarm, its location and sound.
- ❖ Where fire extinguishers are located and what types of fire they can be used to extinguish.
- ❖ The Fire Drill
- ❖ Fire Drill Book – where it is kept.

- ✚ **Fire Safety Procedure** -

- ❖ Fire drills will be held once a month to allow all children to experience the routine.
- ❖ They are organised by the co-ordinator of the Play Centre.

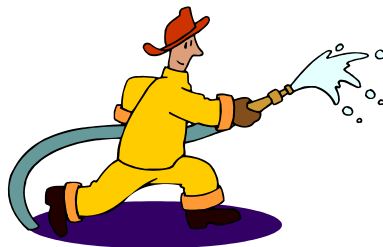


- ❖ The other members of staff and the children are not alerted before hand so that practices can be as realistic as possible.
  - ❖ Glassed covered fire alarms are located in all corridors; fire extinguishers are located in relevant places.
  - ❖ A record of when fire drills take place will be kept and the time taken to evacuate the building is recorded.
- ✚ **Fire Drill Procedures** – In case of a fire each member of staff is assigned to particular duties.

The following procedures are taken by members of staff:

- ❖ When the alarm sounds children stop and wait for instructions to line up. Staff will reassure them and line them up calmly and quickly.
- ❖ Lead them out of the building – take a head count as they leave the building.
- ❖ Check all the rooms and toilets and collect the register.
- ❖ Once outside the building the children are lead to the bottom play ground where the register is called, and there is another head count.
- ❖ Make sure everyone is accounted for – Staff and Children.
- ❖ Phone the fire brigade at the nearest working phone.
- ❖ Remain in the bottom play ground until parents can be contacted or the building is deemed safe to return.

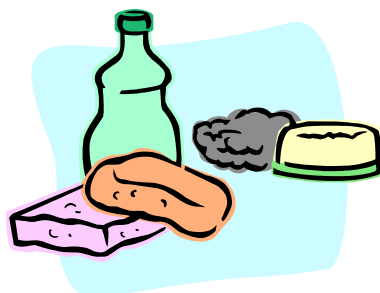
All staff will be trained in the clubs emergency procedures in the case of a fire or any other situations requiring evacuation of the building. All children will be told what to do.





# COOL KIDS CLUB

- **Personal hygiene and safety when working with food Cool Kids Club Staff should endure that they:**
- **All food will be prepared in the staff room both with children or for the children.**
  - Wear protective clothing to prevent cross-contamination, i.e. Cleaning aprons, head covering, rolled up sleeves
  - Wash hands and remove jewellery before beginning work
  - Avoid spreading bacteria by sneezing or coughing over food
  - Wash hands after visiting the toilet
  - Keeping work areas clean and organised
  - Use separate chopping boards and utensils and wash hands between handling raw and cooked foods to prevent cross-contamination
  - Take care with hot saucepans/frying pans and sharp knives
  - Move around the room carefully without rushing or running, and with due regard for others
- **Routines and procedures should include:**
  - Washing up and cleaning, equipment and surfaces disposal of refuse
  - The purchase of food for school use (checking the 'use by' and 'best before' dates)
  - The storage of foods, including stock rotation that take into account shelf-life
  - The checking and recording of food temperatures
  - The checking and recording of fridge and freezer temperatures as per procedure already laid in place
  - The following of a set menu plan as laid down by the club leader
  - All kids club staff should have basic food hygiene training, they should be in possession of a recognized certificate.



## **POLICY ON ILLNESS AND INFECTIOUS DISEASES**

Children reporting to ‘Cool Kids Club’ who are complaining of being sick the following procedures should be followed:

- Check temperature using head thermometer
- If child has a temperature contact the parent to seek advice
- No medicines will be administered unless a medical consent form has been completed by the parents giving details of illness and dosage required
- All children who take ill during school day and have been sent home, must be logged in the daily report book

Incubation periods for common illnesses will be followed from the chart.

Measles	5 days from onset of rash	
Mumps	5 days from onset of swollen glands	
Rubella	5 days from onset of rash	
Chicken pox	5 days from onset of rash	
Head lice	None	Please inform teacher if head lice are found so that all of the parents of the classes can be alerted to check heads.
Hand/Foot/Mouth disease	None	
Ringworm	None	
Scabies	Until treated	
Vomiting/Diarrhoea	24 hours after the bout	

- A list of infectious diseases and incubation periods will be posted on the wall of Cool Kids.

## Concern Policy

We have a procedure in place for any concerns or comments.

The Policy provides a means by which users of the Centre can comment on the behaviour, activities or workings of the group.

The centre will operate an 'Open Door Policy' where parents/carers can speak to staff at collection time.

If, for any reason, any child or parent feels that they have cause for complaint then the following procedures should be followed:

- **The parent of the child should consult a member of staff and express their concerns.**
- **If unhappy with the response, or it is a member of staff who is the cause of the problem, then the parent or child should make arrangements to meet with the Leader.**
- **If the meeting with the Leader fails to produce a settled result, providing the Leader has spoken to the parent or child, the next course of action will be for the leader or parent to arrange a meeting with Mrs Wylie (Principal, St Joseph's Primary School).**
- **If the complaint is about the Leader, then the complaint should be taken to Mrs Wylie.**
- **All complaints will be fully investigated.**
- **All staff will adhere to the confidentiality policy when dealing with complaints and comments.**
- **Comments and complaints will be used in a constructive manner to improve the service.**
- **All issues and outcomes will be documented,**

We hope you will be satisfied with the quality of care Cool Kids provide for your child(ren) and that any discrepancies that occur will be sorted out immediately for the benefit of the person or persons concerned.

We operate an open door policy and concerns or comments can be shared with staff at any time. A comments book is also available for use at your convenience. This provides the Centre with a valuable tool to evaluate the service we provide.

## **COMMUNICATION POLICY**

It is essential that the staff in the Cool Kids Club and parents/guardians of children the club, have clear lines of communication. The following procedures are in place to safe guard the children in our care.

- . Parents will be provided with parent/guardian booklet containing all policies and procedures and acceptance form to be completed by parents.
- . An application form must be submitted from each family requesting child care
- . A contact number for parents must be given and updated if changed.
- . A second contact number must also be supplied as back up.
- . It is the responsibility of parents to inform staff of any changes to these numbers.
- . The name of the person authorized to pick up the child(ren) must be submitted on the application form and this person should be over 18 years old.
- . Any change of pick up arrangements must be reported to the leader in charge either by note or telephone call.
- . The school monthly news sheet will keep parents up to date with any information, relevant to their child.
- . Notes to parents regarding The Cool Kids Club will be sent as required
- . Staff will be available to discuss concerns/problems with parents on a daily occurrence or as when deemed necessary.
- . We operate an open door policy. Come in and get any issues sorted.

## Fire Drill Policy

All staff should familiarise themselves with the layout of the building as soon as possible. Take note and remember

- ❖ The main exits
- ❖ Emergency escape doors and routes
- ❖ Position of the fire warning emergency switches
- ❖ The distribution of fire-fighting equipment.
- ❖ Practice fire drills.



## **Internal procedures for handover and supervision**

- . Children will be collected up for the Cool Kid's log cabin at 2pm daily by a classroom assistant and brought to the log cabin.
- . Staff take a daily register of all children attending, children are signed in and signed out at the time they are picked up.
- . At handover time parents/guardians will come to the centre to collect children personally.
- . No child is 'sent out' to wait on a parent/adult.
- . Children going to the toilet will be checked on if they have not returned within four minutes.
- . Member of staff who granted permission to the child is responsible for the follow-up after 4 minutes if child has not returned.
- . **In the event of a child not returning to the supervised area the following procedures will be followed.**
- . If a child has not returned and is not in the vicinity of the toilet area, staff member must tell the leader in charge.
- . Staff members must alert the principal if a child is still missing after 5 minutes.
- . All staff will search school/outdoor areas for the child.
- . If child does not turn up after full scale search the leader in charge must contact parents to report the incident.
- . In collaboration with parent a decision will be taken as to whether police should be informed.
- . Incident must be recorded in detail in the Incident Book.
- . If child returns to centre, child must be spoken to by a member of staff regarding his/her safety.
- . Parents must be informed **at** pick-up time.

# Parents Consent

**Children cannot be taken out of the school without parents consent.**

Dear Parents,

Please complete and return this consent form immediately, as your child cannot leave Cool Kids grounds without your permission.

Name of Child \_\_\_\_\_

I give my consent to allow my child to

- Visit Castle Gardens \_\_\_\_\_
- Walk to the park \_\_\_\_\_
- Receive sun cream when it's hot \_\_\_\_\_
- Visit the Island Centre \_\_\_\_\_
- Change children's clothes \_\_\_\_\_



**. It is parents responsibility to complete and return all current forms.**

**. No consent ..... no visit for the child.**

## ADMINISTERING MEDICINES

It is not our policy to administer medicines but in the event that a child must be given medicine while they are in the centre:

- ✚ Parents are obliged to complete a consent form which must be given to the Leader.
- ✚ Medicine must come directly to the Leader and be locked in a secure place.
- ✚ No child should take medicines into the centre, unless they are handing them directly to a staff member.
- ✚ The medicine should be clearly labelled with the child's name, dosage, time required and any other relevant information.
- ✚ When medicine is administered by the Leader this must be witnessed by a member of staff.
- ✚ A 'permission to administer medicine' form will be signed and dated by parents.
- ✚ If a staff member administers medicine this is recorded and a slip is sent home with the child detailing the time and amount given. This is signed by the staff member.
- ✚ The staff member must also record on the 'Administration of Oral Medicine' sheet Child's name, date, medication, time given and signed.



## COLLECTION POLICY

### **Collection Points:**

- Collection between 3 pm and 5.30 pm is generally from the Cool Kids log cabin at the back of the school. In the event of good weather, collection is from the boat, ride and slide area at the back of the school.

### **Collection Procedures:**

- Upon enrolment, parents will complete an authorisation form providing details of who will be collecting their child.
- Parents will introduce the person responsible for collecting their child to the club leader beforehand so she is fully aware of the identity of that person.
- Parents will communicate to the club leader any information regarding changes to the authorised person responsible for collecting their child.
- In the case of emergency changes, the parent will telephone the club leader and give details of the changes.
- If an authorised person is not collecting the child and a different person turns up unannounced, the club leader or member of staff will comply with the following procedures:
- Ask the person to wait while you check their identity, ID may be required.<sup>1</sup>
- Bring the child with you while you telephone either parent.
- Remind the parent of the procedures for handing over children.
- Only when satisfied that this person is the parents choice for collecting their child, do you hand over the child.

To ensure the children's safety, club staff will only hand over to the person named on the authorisation form (completed upon enrolment) or to someone else with oral/written consent from the parents. Staff will record the time that each child is collected.

## **Child Protection Policy**

Cool Kids After School is committed to creating a safe environment for children, which is free from harm and abuse and where any suspicion of abuse is dealt with promptly and appropriately.

We aim to safeguard the children's welfare by protecting them from neglect, physical, sexual and emotional abuse.

We will comply with the child protection guidelines as laid out by Down Lisburn Trust Child Protection Committee Procedures in conjunction with the Northern Ireland Children's Order (1995). Children are also protected under the Health and Safety policy which can also be referred to.

We will endeavour to safeguard children by:

- All staff are trained in School Child Protection Procedures annually.
- All staff are aware of and comply with the Code of Practice for St. Joseph's PS.
- Information on Child Protection and Good Practice is shared with all children, parents, staff and volunteers.
- Working in Partnership, sharing information about concerns with agencies that need to know and involving parents and children appropriately.
- If a child makes a disclosure staff will inform Designated or Deputy Designated Leader or Principal immediately.

### **Staff**

- We will ensure all staff/volunteers will undergo vetting/police checks before commencing work in the centre.
- All staff/volunteers will undergo an induction period where all policies and procedures will be explained in depth.

The school child protection policy is available for all parents in school.

## MULTI – ACTIVITY POLICY

- To ensure variety of activities for children placed in our after schools care club, the facilities available in the school will be timetable for use during the week.
- The following areas will be used:-

1. The Log Cabin
2. The Playhouse/Slide Area
3. The Computer Suite
4. The Assembly Hall
5. The Lower Playground
6. The Staff Room



- For all areas, the following procedures must be followed:-
  - ✚ Ratio of 1:8 must be adhered to in all of these areas.
  - ✚ Staff members must check area for risk assessment before use and ensure area is safe.
  - ✚ Use of 'Red Spot' to be taken on board for safety reasons.
  - ✚ Red Spot to be displayed near all areas.
  - ✚ If leader needs help – child is sent to another leader with spot to alert them to the fact that help is required.
  - ✚ A multi activity consent form, outlining types of activities in each area will be given to parents, who will sign their consent to all children to move around different areas.
  - ✚ Child protection procedures must be followed in all areas.
  - ✚ Area must be tidied up before leaving.
  - ✚ A head count of children must be taken before moving off to another area.

## ACCIDENT/INCIDENT POLICY

- The names of staff members who hold a current First Aid certificate must be posted on the wall.
- A First Aid Box must be stocked and kept in the First Aid Cupboard
- Accident/Incident Book must be available to staff at all times to complete should any accident minor or otherwise occur.
- Staff will be trained in the importance of completing this book for all accidents or incidents.
- Staff member must report any recorded incident/accident to the adult who collects the child.
- Staff are required to spend time with the child, ensuring they are comfortable and any wound is taken care of, (minor injury)
- Encourage child to return to play activity when feeling better.
- Follow procedures for emergency situations for a more serious incident.
- One member of staff stay with child other member of staff must contact parent/guardian immediately.



- Follow parents advice.
- If not available, inform principal or deputy and take advice on dealing with the situation.

- Telephone emergency services in the case of serious incident or bring/send to hospital with senior management personnel.
- Staff must wear disposable gloves when treating all injuries.



## Financial Policy

- Staff will operate charges as detailed in the table opposite.
- More than two children will be charged at the rate of two only.
- An invoice will be issued detailing the hours and amount owing every fortnight.
- Parents can pay cash or by cheque **made payable to St Josephs P.S.**
- Cheques which are returned with a charge from the bank will be returned to the parent who must pay the amount owed and the charge levied by the bank.
- Cool Kids accepts Employer for Childcare payments which have to be set up by this organisation.
- Parents can also use Tax Credits for Childcare

# COOL KIDS PRICES

Below are the prices per session for the new term.

Session	Times	Cost
1	2.00pm-3.00pm	£4.00
2	3.00pm-4.30pm (Homework Club)	£5.00
3	4.00pm-5.30pm	£5.00
4	2.00pm-5.30pm (Cool Kids)	£13.00
5	3.00pm-5.30pm (Homework Club)	£8.00

# Breakfast Club

Prices : £1 for morning session

**Late Fee Charge** Any children not collected before 5.30pm – A late fee of £5 will be charged.

In line with our financial procedures, Co-ordinator will issue invoices fortnightly. These will include money paid and balance owing.

Please use the BLUE envelopes for Cool Kids. Please do not mix school money and Cool Kids Money. **The new system for billing will be organised as follows:**

The new system for billing will be organised as follows.

1. Bills will be distributed on a fortnightly basis.
2. These should be paid **within 14 days** of receipt of the bill.
3. If your bill remains unpaid, **you will receive 1 reminder**, as part of your next bill.
4. Unfortunately, if the bill is again unpaid (after 14 days) then we will have no other option other than **to remove childcare provision** for your child(ren), until such times as the remaining bills are settled.

## **Summer 2015**

Session 1 – 8am -1pm (**Prices to be confirmed**)

Session 2 – 12.30pm – 5.30pm (**Prices to be confirmed**)

Full Day- **Prices to be confirmed**

Booking Fee of £100 must be paid at time of booking to secure a place. This will be deducted from your final bill. If your child does not attend the summer scheme, then the booking fee cannot be returned.