

# Kingfisher Club Organisation



## **GENERAL INFORMATION**

Kingfisher Club provides before and after-school activities in a safe happy environment based in the Intervention Room, supervised by professional, experienced staff. Kingfisher Club is open during term time only, from Monday to Friday between 8am & 8.55am and between 3.30 pm and 5.30pm.

Children attending Kingfisher Club will be supervised at all times, the staff acting in loco parentis. The club will comply with environmental health food safety standards. Please note that the School accepts no responsibility for children on school premises between the above times if they are not attending Kingfisher Club.

Kingfisher Club is self-financing, no financial support is received from the school. All running costs must be met from fee income. Any profits made after costs, will be ploughed back into the Club for the benefit of the children, surplus funds will be used to support school activities and curriculum.

Children eligible to join Kingfisher Club are rising 3's (from the term that they are 3) to 9 year old pupils.

## **ACTIVITIES**

During Kingfisher Breakfast Club the children will be able to access a variety of free choice activities. These may include board games, drawing & colouring activities etc.

A programme of activities will be available at the start of each half term for Kingfisher After School Club. The children will be able to access a range of activities over the course of a week. It is anticipated that popular after clubs school clubs such as Maths, Gardening, Top Trumps, Lego etc will be available at various points in the year.

## **ARRIVAL ARRANGEMENTS**

Parents should bring their children to the Intervention Classroom via its external door. On admission they should alert staff to their arrival and sign children in.

Children must not be left until the supervisor opens the Club at 8.00am. The children must stay in the Club until escorted into their classrooms at 8.55am.

## **COLLECTION ARRANGEMENTS**

When arriving to collect children at the end of a session, parents should initially make their way to the Intervention Classroom. If children are engaged in an activity in a different part of the school the information will be displayed on the noticeboard. Once collected, parents should return to the intervention room to sign their children out.

## **FEE STRUCTURE AND BOOKING ARRANGEMENTS**

The cost of Kingfisher Breakfast Club will be £3.00 per day; parents who have two or more children attending pay £2.75 for their second and subsequent children.

The cost of Kingfisher After School Club will be £3.00 per hour; parents who have two or more children attending pay £2.75 per hour for their second and subsequent children.

Attendance Fees are payable on a weekly basis to the school office. Cheques should be made payable to Staffordshire County Council. (Please record that the payment is for Kingfisher Club at the back of cheques)

## **Persistent non-payment will result in place(s) being withdrawn.**

## **REFRESHMENTS**

Kingfisher Club will provide toast, cereal, milk and water for children arriving before 8.30 am. Children in Kingfisher Club for after school sessions will be provided with light refreshments such as toast, crumpets, oatcakes, fruit, vegetables, water and milk.

## **DISCIPLINARY MATTERS**

The schools behaviour policy will be followed in Kingfisher Club. Any discipline problems will be brought to the parents' attention by the supervisor. If the problem cannot be resolved, then the problem may be

referred to the Headteacher and if it cannot be resolved the child may, at the discretion of the governing body be asked to leave Kingfisher Club.

**SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES**

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies are entered in the school's Accident Book.

Kingfisher Club operates under the same procedures as All Saints First School and at least one member of staff at each session is first aid qualified.

**PLEASE NOTE:**

The Registration Form contains an AUTHORISATION giving the Club Manager/Play Leader permission to act "in loco parentis".

If the parent/carer cannot be contacted in time, the Club Manager will invoke that authority to take action to gain appropriate medical treatment for the child.

If you do not wish to give such authorisation please put this in writing and attach to your registration form.

**ALL SAINTS FIRST SCHOOL BREAKFAST CLUB CANNOT ACCEPT ANY CHILD TO ATTEND A CLUB SESSION UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER TO THE SCHOOL OFFICE.**

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**CODE OF CONDUCT AT KINGFISHER CLUB**



Dear Parent(s)

To ensure the safety of pupils using Kingfisher Club we have particular requirements regarding behaviour. Below is a copy of our agreed code of conduct. Please read this through with your child and return the agreement slip with your registration form.

**Every pupil should:**

- **Observe normal school rules**
- **Co-operate fully with staff at all times**
- **Be punctual at all times**
- **Avoid behaviour which might inconvenience others**
- **Be considerate to others at all times**
- **Respect requests and requirements made by staff**
- **Look after equipment and resources**
- **Abide by the rules and regulations of Kingfisher Club**

I / we have read the above Code of Conduct required of

(child's name) .....whilst at Kingfisher Club.

I / we agree to him/her following the code and acknowledge that should their behaviour not meet the standards required the Governing Body may withdraw their place in Kingfisher Club.

Signed .....(parent / carer)