



# The Sunshine Club

## St Vincent's Out of School Club

### Parents' Handbook

#### **Breakfast Club**

Sessions: Monday to Friday 7:40am-8:45am

#### **After School Club**

Sessions: Monday to Friday 3:25pm to 6:00pm

#### **Contact details:**

Email: [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk)

Mobile number: 07561 844 575

Manager: Ivana Beckett

Team Leader: Margaret McGagh

Ofsted Registration Number: EY343794

**VERSION 2017.4**

## About the Club

Welcome to St Vincent's Breakfast and After School Club - 'The Sunshine Club'. The Sunshine Club provides breakfast and after school sessions for pupils at St. Vincent's Catholic Primary School from Reception to Year 6.

The club will reflect the ethos and aims of the school. Both breakfast and after school sessions at the club will be located in the junior department hall. The Sunshine Club will also have the use of the library, Year 3 corridor, the cabins and the junior playground and field in good weather. For Reception pupils there is the option to choose the nursery setting for both breakfast and after school sessions. This is subject to availability and if spaces have been filled, the school setting will be offered.

Safeguarding is our highest priority at The Sunshine Club. We are committed to building a culture of safety in which the children in our care are protected from abuse and harm. The club's safeguarding procedures comply with all relevant legislation and with guidance issued by Trafford Safeguarding Children Board (TSCB).

Parents can relax in the knowledge that their child is safe and well cared for within the same family ethos as the school and nursery. The Sunshine Club is open during term-time only. For term dates, please refer to the school website.

### **What we offer**

The school and nursery family ethos, play and play work principles are at the heart of our provision. Children have the opportunity to relax, do homework, join in with indoor and outdoor activities, play and have fun.

We conform to the Early Years Foundation Stage Guidance. Activities are child-led, helping children to develop positive attitudes to independent learning through play and positive relationships with the children and adults at The Sunshine Club.

At the club we offer an extensive range of age-appropriate activities e.g. arts and crafts, sports including football, basketball, cricket and athletics; construction, den building, board games, small world activities, drawing and colouring, computing, library time, role play, cooking and creative activities. Some of these are seasonal and dependent upon availability of coaches but we aim to provide a range of activities and are always open to suggestions from children, parents and staff.

We promote physical play both indoors and outdoors, the children have access to the outdoor play equipment, as well as gym equipment in the hall.

After school the children at the club have supervised access to ICT facilities and also have the opportunity to have a quiet area for working should they choose to do so.

### **Staffing**

Staff are employed by the governing body of the school and are subject to enhanced DBS (Disclosure and Barring Service) checks. They also receive appropriate safeguarding, first aid and food hygiene training and other training as required. The staff are responsible for following all club policies and practices. Designated staff members are appointed with responsibility for Safeguarding, First Aid, Special Educational Needs, EYFS, Health and Safety, Equalities and Inclusion.

Our Club is staffed by manager Ivana Beckett, team leader Margaret McGagh and 12 playworkers. In addition, we sometimes have volunteer staff. **We aim to provide a smooth transition between school and club.**

All of our staff have experience of working with children and undertake professional development training.

Staff also have designated roles:

**Margaret McGagh:** Designated Safeguarding Officer, First Aid Co-ordinator

**Ros Cartledge:** Special Education Needs Co-ordinator/ Equalities and Inclusion Co-ordinator  
**Kim Carpenter:** Health and Safety Co-ordinator  
**Jackie Regan:** Fire Safety Officer, Deputy Designated Safeguarding Officer  
**Angela Gibbons:** EYFS Key Person  
**Anne Marie Rainey:** EYFS Key Person  
**Joanna Majchrzak:** EYFS Key Person  
**Jessica Parsonage:** EYFS Key Person

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this handbook).

## Dropping off and Collection of Children

### **Breakfast Club**

Children should be signed into the club at the desk in the junior hall or nursery as appropriate and handed over to a member of staff. Children can be dropped off at any time during the breakfast session, however please note that breakfast is not served after 8:20am.

At 8:45am Reception and KS1 children will be taken to their classrooms. KS2 children will be escorted to their classrooms from the junior hall for 8.50am.

### **After School Club**

Reception children are collected from their classrooms at 3:30pm. Each class has a list of children attending the club each day and children from Year 1 and Year 2 are taken to the infant hall to be collected if they are registered to attend. They are then escorted by the members of staff to the junior hall or nursery for Reception children. Children from Year 3 - Year 6 are met outside the classrooms by members of staff and escorted to the junior hall.

A register is taken at the beginning of each session. If a child is on the register but is not present and we have not been informed of their absence, then the parent will be contacted to confirm the reason for non-attendance. It is therefore important to keep us informed if your child is not attending for any reason. You can leave out of hours' messages using the sunshine email or the club's mobile phone.

If your child is attending an after school activity prior to attending after school club, a list of activities provided by the office will be used to inform the after school club. Pupils will be collected from the after school activity by a member of staff from the Sunshine Club and taken to the club.

Children who attend the club must be collected by a responsible person aged 16 years or over. A password should be provided to the person collecting your child(ren) when not collected by parents. Parents should wait at the desk for their child(ren) to be brought to them and then sign them out.

### **Late Collection**

Late collection by parents incurs a cost to the club in staff overtime fees. If children are collected after 6:00pm there will be an additional charge to parents of £10 per 20 minutes. The additional charge will be added onto your following invoice. If your child has not been collected from the club, staff will use all contact details provided by you to contact the parents/carers of the child.

Where contact cannot be made with any of the emergency contact numbers and the child has still not been collected by 6:30pm, the club staff will contact non-emergency local police on 101 to explain the situation. This may also necessitate a telephone call to Social Services if parents or emergency contacts cannot be reached after this time. Please see our **Uncollected Children Policy** for more details.

The Manager and Headteacher will be kept informed.

## Induction

You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session, time will be set aside for an induction. The induction will include running through club rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

See our **Child Induction Policy** for more details.

## Meals / Menus

Parents and carers are asked to advise the club if their child has any specific dietary requirements. They will be required to complete a Health Care Plan to provide us with details of any allergies / intolerances the child may have.

**Breakfast Club** - Breakfast is served until 8:20am. Children are offered a choice of items including milk, fruit juice, toast, fruit, yoghurts and a range of cereals.

**After School Club** - Children are offered a range of snacks e.g. pitta breads or sandwiches with a range of fillings, crackers, breadsticks and yoghurts. Drinking water is available throughout the session and fruit is available every day.

## Behaviour

Our aim is to create a fun learning environment where children are expected and encouraged to act kindly and considerately towards their peers and the staff. Children and staff have created rules for acceptable behaviour whilst at the club. These are displayed at the club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers: The club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs or circumstances. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. See our **Suspensions and Exclusions Policy** for full details.

### **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor, bullying, aggressive, confrontational, or threatening behaviour or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

## Special Educational Needs and Disabilities (SEND)

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff training programme includes specific elements relating to children with special needs. For more details on equal opportunities and special needs, see our **Equalities Policy**.

### **Equal Opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of harassment.

## First Aid

### **Medication**

If your child needs medicine which has been prescribed, such as EpiPen or inhalers, an individual Health Care Plan will be necessary. Staff can only administer medication which has been prescribed by the doctor and permission forms must be completed by the parent/carer in advance.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information as necessary. If your child suffers from sickness or diarrhoea, you must keep them off for at least 48 hours after the last bout of illness.

### **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected.

Please inform the manager or team leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

### **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

## Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

## Terms and Conditions

### **Admission**

Our club aims to be accessible to children and families from St. Vincent's school. Admission to the club is organised by the manager and finance administrator who run a waiting list when the need arises. The

waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately by the Nursery e-system.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

The re-enrolment is for the whole of the academic year; a one month's notice is required to cancel a place or change the attending pattern and written notice is required by email.

To register your child or to request extra sessions, we require as much notice as possible, in writing to [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk); sessions will be added subject to availability.

## Payment of fees

### Breakfast Club

1 Child £5.20 per session; 3+ Children £4.95 per session per child; Ad hoc bookings £5.80 per session per child

### After School Club

Regular bookings 1 Child £10.65 per session; 2 Children £10.25 per session per child; 3+ Children £10.05 per session per child; Ad hoc bookings £11.25 per session per child

Fee increases are due each September; fees are published on the website prior to enrolment.

## **Fees schedule**

Fees will be due on a **monthly** basis with an invoice being produced on the 1<sup>st</sup> of each month for the month ahead for payment **within 5 working days**. It will be based on the amount of sessions that the child is booked in that month, therefore, you can expect the invoice amount to be different each month based on the number of sessions and taking into account any half term holidays etc. All invoices will be sent via email only. Invoices are paid in advance and are non-refundable; additional (ad-hoc) sessions to the booked pattern will be charged on the following month's invoice.

The invoices are sent from this email address: [office@stvincentsnursery.com](mailto:office@stvincentsnursery.com)

It is important that you add this email address to your safe senders' list otherwise, if not earlier, you might find our email in your spam folder later. If you do not receive our invoice via email, please check your spam folder or contact us if you have any queries. It is important that your email address is up to date; please also notify any future email/details changes as necessary.

## **Ad-hoc Sessions**

Any sessions that fall outside the regular booking pattern will be treated as ad-hoc and are strictly subject to availability. The **MUST** be requested in writing by emailing [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk) where it will be picked up by the manager or finance administrator; you will receive a written notification of acceptance or decline of any requested ad-hoc sessions.

The ad-hoc fees will apply to ALL sessions booked outside the regular booking pattern. The sibling discount will not apply to any ad-hoc sessions.

## **IMPORTANT:**

Ad-hoc sessions are not guaranteed and should only be considered as 'booked' once you receive a confirmation email from [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk)

## Payment Arrangements

### **Fast Payment/online payment**

Club fees can be paid by using secure online banking. The invoice will inform the bank details for you to be able to process payment. Non-payment may result in withdrawal of your child's place at the club.

## Childcare Vouchers

The club accepts all type of childcare vouchers from all known providers. St Vincent's Nursery has accounts with the greater number of these providers and vouchers should be paid into St Vincent's Nursery's account; please email the sunshine club's email for the account number of your voucher provider, if needed. However, you should otherwise be able to register with St Vincent's Nursery as a childcare provider by searching with the post code (WA15 8EY).

### **IMPORANT:**

When making payments using either method above, please ensure that you clearly identify your child(ren)'s name as follow: **Forename + Surname + Inv. No.**

Any payments for more than one child must be split per child (as per the terms and conditions on the child's booking form). If parents fail to split payments, the system will be unable to reconcile payments which means that it won't be able to deduct it from the children's invoices. This will result in parents having to deduct it from the invoice total themselves and potentially incurring £25 admin fee charge.

Any payments which we have received, including vouchers, will be clearly noticeable on all invoices.

## Changes to days and cancelling your place

We will require one month's notice to reduce sessions within the regular booking pattern or cancel your place at the club. If you wish to increase sessions as part of your regular booking pattern, this can be done with one week's notice, subject to availability.

## Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please notify the manager / team leader in writing to [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk) by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

## Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the manager, team leader or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

## Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures
- Be consistent and reliable to enable you to plan with confidence and peace of mind
- Share and discuss your child's achievements, experiences, progress, and friendships
- Ask your permission for outings and special events
- Listen to your views and concerns to ensure that we continue to meet your needs

## Additional Information

Policies are available to view on the school and nursery website.  
The information in this handbook is accurate at the time of publication but will be reviewed and updated regularly.

## CONTACT INFORMATION

The Sunshine Club  
St Vincent's Out of School Club  
Orchard Road,  
Altrincham,  
Cheshire.  
WA15 8EY

**Ofsted Registration No:** EY343794

### **Club Management Staff**

Manager: Ivana Beckett  
Team Leader: Margaret McGagh

**Email:** [sunshine@stvincents.trafford.sch.uk](mailto:sunshine@stvincents.trafford.sch.uk)

**Club mobile number:** 07561 844 575  
**Manager telephone number:** 0161 928 7581

### **Ofsted**

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