



Kik-Back After School & Holiday Club

Parents' Handbook

Welcome to Kik-Back After School and Holiday Club! We are looking forward to getting to know you and your children. This handbook will give you a little insight into what we do and who we are. If you have any questions please do not hesitate to contact stacey@kik-back.co.uk

Aims

At Kik-Back we aim provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Kik-Back is run as a private business. We enjoy a close working relationship with the school in order to ensure continuity of care and to maintain good communication links.

We operate at several schools within Leighton Buzzard and our team are passionate about play work. Our staff have significant experience of working within the childcare sector and they all undertake professional development training. All staff have appropriate DBS checks.

Our opening times are 3.30-5.30pm, weekdays during term time. We also offer holiday care for children 8+ at our Brooklands Site.

Our clubs follow the play work principles, so children are free to choose activities and play freely. There will always be a selection of activities available including arts and crafts, messy play, boardgames, construction, outdoor and physical play.

What we provide

On arrival to the club the children will be offered a biscuit. Children staying after 4pm will receive a snack, served by 4.15pm. The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables, crumpets, toast, pittas, wraps and, on occasion, treats. We promote independence by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water and squash is always available and we meet individual dietary requirements and parental preferences wherever possible.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult. Alternatively, parents can request copies by emailing stacey@kik-back.co.uk

TERMS AND CONDITIONS

Admission

Admission to the club is organised by the Manager and we use a waiting list system 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. To obtain a registration form please email stacey@kik-back.co.uk

You will receive a link to our Cheqdin booking system where you can register and make bookings either as a regular booking or ad-hoc.

Payment of fees

Fees are payable in advance by cash, bank transfer, Tax-Free Childcare, or childcare vouchers.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick or on holiday unless you have made an agreement with the manager to change dates.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. Non-payment for more than one month will result in a late payment charge of £20. Repeated non-payment may result in your child's place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Changes to days and cancelling your place.

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. 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 let the Manager know as soon as possible. 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.

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. Please contact the Manager to arrange this.

During your child's first session time will be set aside for an induction. The induction will include running through the Club's agreement and routines (including snack time, collection, children's meetings), and introducing your child to the staff and other children.

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

Arrivals and departures

A register is taken when children arrive in our care and we will sign out your child each day once they have been collected.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation and password

See our **Arrivals and Departures Policy** for more details.

The club finishes at 5.30pm. If you are delayed for any reason, please telephone the Club to let us know. A late payment fee of £5.00per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.00pm, you have not warned us that you will be delayed and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Bookings and price list

Bookings and registration are to be completed via our online booking system where you can book a regular booking or ad hoc. In the event of an emergency booking, you may not be able to book online, please contact us on the number at the end of this document.

3.30pm - 4.00pm	£2.50
3.30pm – 4.30pm	£5.75
3.30pm – 5.00pm	£8.25
3.30pm – 5.30pm	£10.75

Holiday Club

Our Holiday club is for children aged 8+ and held at the Brooklands middle school site. We have found that many of our children who are due to start in year 5 benefit greatly as they become familiar with the school and make friends before the September term. Again, holiday club can be booked on an ad hoc basis.

Prices for a full day: 9am-3.30pm = £16.00 (extended hours are charged at £2.50 per every half hour.)

If this is something you may be interested in, please contact stacey@kik-back.co.uk

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**.

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 racial harassment.

Special needs

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**.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created an agreement 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 including 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. We will try to be flexible in order to accommodate such cases.

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.

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 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 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**.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club, you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager 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.

Privacy Notice

At Kik-Back Ltd we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media, so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child.
- are required to by government bodies or law enforcement agencies.
- engage a supplier to process data on our behalf (e.g., to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them.

even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO). ** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

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 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.
- Be available to discuss decisions about running the club.
- Ask your permission for special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Contact Information

Club mobile number: Brooklands Middle School After School and Holiday Club 07874 146227,
(Please leave a voice message or text if there is no reply)

Ofsted Registration No: 2689393

Correspondence Address:

Kik-Back Ltd
20-22 Wenlock Road
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Ofsted

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