

# DAWN TO DUSK



St James' Lanehead Before and After School Club

## Parents' Handbook

## ABOUT THE CLUB

*Dawn to Dusk Burnley Limited is registered with Ofsted (Registration No EY2500384) and is based in St James' Lanehead C of E Primary School. The breakfast club is open from 7.00 am until 8.45 am. Breakfast is served until 8.00am. Children will be escorted to their classroom with a member of staff at 8.45am*

*After school club runs from 3.30pm where a member of staff will collect your child/children from the classroom. A register will be taken and snack will be served between 3.45pm and 4.15pm. Afterschool club runs until 5.30 pm.*

*We are based in the school hall for indoor activities and we have access to the school library and KS2 playground for outdoor activities.*

*At Dawn to Dusk Burnley Limited we aim to 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*

*Our club follows the Play Work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, various arts and craft activities, board games, construction, physical play, and reading. In addition, other resources are available for the children to select from our school library.*

### *What we provide*

*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. We promote independence, by encouraging the children to set the tables, take turns at serving the food, and clearing away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children which is delivered in a calm, friendly setting.*

### *Staffing*

*Our Club is staffed by Director/Manager Mrs Maxine Whiteside, Deputy Managers are Mrs Nargas Khan and Mrs Nicole Ormerod. We also have four play workers, Mrs Lisa Cockcroft, Mrs Vanessa Parker, Mrs Kirsty Hassan and Mrs Kirsty Riley. All our staff work as teaching assistants in school and welfare assistants.*

*All of our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.*

*Staff also have designated roles:*

*Fire Safety Officer, First Aid Co-ordinator: Maxine Whiteside / Nicole Ormerod*

*EYFS Key Persons: Nicole Ormerod / Lisa Cockcroft.*

*Designated Safeguarding Lead: Maxine Whiteside.*

*Deputy safeguarding leads: Nicole Ormerod, Nargas Khan, and Vanessa Parker.*

*Data Protection Lead/ Maxine Whiteside*

*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).*

### *Organisation*

*Dawn to Dusk Burnley Limited is run as a private business employing seven staff. As the majority of staff work in school we enjoy a close working relationship with St James' Lanehead C of E Primary School in order to ensure continuity of care, and to maintain good communication links.*

### *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 at all times.*

## **TERMS AND CONDITIONS**

### *Admission*

*Dawn to Dusk Burnley Limited aims to be accessible to all children attending St James' Lanehead C of E Primary School. 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.*

### *Payment of fees*

*The current fee for breakfast club is £6.00 per session. The fee for after school club is £8.00 per session. Fees are payable by cash, cheque, or bank transfer. We also accept childcare vouchers. There is also the Tax Free Childcare Scheme for working parents who may be eligible. Please speak to a member of staff for details. Cheques should be made payable to Dawn to Dusk Burnley Limited.*

*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 discussed with the manager. 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 may result in your 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 try to let the Manager know 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.*

### *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 club's rules and routines (including meal times, collection, children's meetings), and introducing your child 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.*

### *Arrivals and departures*

*Our staff collect EYFS and KS1 children from their classroom and escort them to the school hall. A register is taken when children arrive in our care, and your child will be signed out by a member of staff each day when you collect them.*

*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.*

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

*The club finishes at 5.30 pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £2.00 per 15 minutes will be charged if you collect your child after the club has closed.*

*If your child remains uncollected after 6.00pm and 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.*

### *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.*

*For more details on equal opportunities and special needs, see our Equalities Policy.*

## **GENERAL INFORMATION**

### *Behaviour (children)*

*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. 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.*

#### *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 them into 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.*

#### *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 your child's key person, 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 Dawn to Dusk Burnley Limited 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, and post so that we can send you information about your child, our club and other relevant news, and also 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*
- 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 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.*
- Be available to discuss decisions about running the club.*
- Ask your permission for outings and special events.*
- Listen to your views and concerns to ensure that we continue to meet your needs.*

*CONTACT INFORMATION*

*Dawn to Dusk Burnley Ltd,*

*St James' Lanehead C of E Primary School,*

*Briercliffe Road,*

*Burnley*

*BB10 2NH*

*Club mobile number: 07778 922 387 (Please leave a voice message if there is no reply.)*

*Ofsted Registration No: EY 2500384*

*Correspondence Address:*

*5, Deerplay Close,*

*Burnley,*

*BB10 3EA*

*Tel Maxine: 07778 922 387*

*Club Staff*

*Director/Manager: Maxine Whiteside*

*Deputy Managers Nargas Khan/ Nicole Whiteside*

*Play workers:           Kirsty Hassan*

*Kirsty Riley*

*Lisa Cockcroft*

*Vanessa Parker*

*Early*

*Years and Childcare Service Lancashire*

*County Council,*

*PO Box 78*

*County Hall,*

*Fishergate*

*Preston,*

*Lancashire.*

*PR1 8XJ*

*Tel: 0300 123 6712*



*Ofsted*

*Piccadilly Gate*

*Store Street*

*Manchester*

*M1 2WD*

*0300 123 1231*