



St Nicholas^{CE} First School

learning and believing, growing and achieving



EARLY NICS

LITTLE NICS

EXTRA NICS

PARENT HANDBOOK

ORGANISATION

Early Nics, Little Nics and Extra Nics is a governor run facility and is therefore run and managed by St Nicholas CE First School governors. This ensures the very highest of standards.

POLICIES AND PROCEDURES

The clubs have very clearly defined policies and procedures. Key points of the school policies are included in this handbook. Copies of the school policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our clubs aim to be accessible to children from age 3 to 9 years old and families from all sections of the community. Admission to the clubs is organised by the school office and we use a waiting list system if 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 siblings 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.

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.

Payment of fees

The current fees are £4.00 per child for Early Nics Breakfast club, £12.00 per child for Little Nics wrap around Nursery care and £4.00, for 1 hour (3.30 – 4.30), £8.00 for 2 hours (3.30 – 5.30) and £9.00 for 2 ½ hours (3.30 – 6.00) for Extra Nics after school club. Fees are payable monthly in advance via Parent Pay or childcare vouchers. We accept vouchers from a variety of schemes.

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 (regardless of the amount of notice given).

Please ensure that fees are paid promptly. Non – payment for more than one month may result in your place being terminated. Payments that are more than a week late also incur a £25.00 late payment fee.

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 inform the office in writing or by email. 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. Please inform the School Office. If you know in advance of any days when your child will not be attending during the following week, please try to let the school office know by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as possible. 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.

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 staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

Arrivals and departures

Children in Reception and Year 1 are escorted to and from the clubs and children in Year 2, 3 and 4 walk through school to the Early Nics and Extra Nics clubs. A register is taken when the children arrive in our care. You must sign out your child each day when you collect them from Extra Nics. Nursery pupils are supervised to and from all Clubs.

We expect your child to 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 the School Office 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 detail.

The club finishes at 6.00pm; if you are delayed for any reason please telephone School to let them know. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after the club has closed to cover additional staff wages.

If your child remains uncollected after 6.30pm and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact First Response.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which 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 information see our Safeguarding Policy.

Equal opportunities

Our clubs provide 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 culturally diverse 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 meet 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 will adhere to the school rules for acceptable behaviour whilst at the club. These are displayed at the club for everyone to see.

We have a clear Behaviour 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 is persistent or poses an immediate danger to themselves or others, we will require you to collect them from the club straight away. In exceptional circumstance, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. Parents will be notified of concerns as they arise through a 3-stage system

1. Raising a concern / issue
2. Persistent concerns / issues
3. No longer allowed to attend the facility.

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.

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 School office of any infectious illnesses 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 First aid policy for more details.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times at the clubs and the clubs are fully insured. Our staff are trained in paediatric 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 further details please see our First Aid Policy

Medication

Please let the school 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 First Aid Policy for details.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to a member of staff, or make an appointment to see the Early Years Phase Leader Miss S Pugh or the head teacher.

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.

PLEDGES 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, charges, and 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 friendship.
- 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

St Nicholas CE First School
Belvide Gardens
Codsall
WV8 1AN

Email: lindsey.richards@st-nicholas.staffs.sch.uk

Tel: 01902 842998 (School Office between 8.45 am – 4.30pm)

CLUB STAFF

Assistant Headteacher in charge: Miss Sally Pugh

Jessica Ordidge	NVQ 3 or equivalent	Early Nics
Tom Mills	NVQ 3 + Sports Coach Asst	Early Nics / Extra Nics
Jackie Round	NVQ 3 or equivalent	Early Nics
Victoria Gillies	BA Hons / NVQ 3 completion March 2019	Early Nics
Kate Sullivan	NVQ 3 or equivalent	Little Nics/Extra Nics
Sarah Madeley	NVQ 3 or equivalent	Little Nics
Lisa Dhani	NVQ 3 or equivalent	Little Nics
Georgia Brookes	NVQ 2 or equivalent	Little Nics/Extra Nics
Emily Hughes	NVQ 3 or equivalent	Little Nics
Tracey Keyworth	NVQ 3 or equivalent / Forest School Qualified	Little Nics
Jodie Griffiths	NVQ 3 or equivalent	Little Nics
Kim Holt	NVQ 3 or equivalent	Extra Nics