



The Hideout

Warboys Primary Academy Wrap-around-Care:
Parent Handbook including Terms and Conditions



Opening times

Breakfast	7:45am to 8.30am
After School	3.10pm to 6.00pm.

Warboys Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Warboys Primary Academy is committed to child protection and equality and diversity.



Introduction

The Hideout is governed by Warboys Primary Academy

At *The Hideout* 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. As *The Hideout* is an integral part of Warboys Primary Academy contact details and other personal info eg medical needs will be shared with relevant staff. It is the responsibility of parents to ensure all info is kept up to date at all times. [*The Data Protection Act and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database and is used for contact purposes only*].

The Hideout is not run for profit but any additional funds will be ploughed back into it.

The Hideout is located in the small hall and will be accessed by the 'Kiddie kitchen'.

The Hideout is subject to Ofsted requirements for Early Years Foundation Stage [EYFS]. Observations and information supporting the development of Early Years children will be shared with the school.

Booking into *The Hideout*

Although there is no membership fee to join *The Hideout*, it is a legal requirement that a registration form is completed for every child attending no matter how short a period. A registration form can be obtained from *The Hideout*, the School office or can be found on the school website.

Once you have registered your child you can book to use the club by:

- Telephoning/emailing the School office
- Emailing *The Hideout* finance@wpa.education

Bookings for *The Hideout* will be taken on an annual, termly or weekly basis, and payment will be required in advance. If your child is ill or attends extracurricular activities in school charges will still apply as the place has been booked and is not available to another child. Please note, that if a medical appointment occurs during a booked session, the fees are still payable.

It is vital that we know who is coming to use the club each day so cancelling a place that is no longer needed is essential. If a place is no longer required you must give at least 4 weeks notice.

Should you wish to change your selected sessions please speak to *The Hideout* leader and we will make every effort to accommodate your wishes.

Drop in sessions may be available if all spaces have not been booked in advance but a completed registration form will be required.

The Hideout has a mobile phone for emergency use during club hours and messages can be left outside these hours. Only named person/s on the registration form can collect your child/ren if you are unable to do and a password will be required.

Preschool Breakfast

The Hideout doors will be opened at 7.45 am every morning. A register is taken when children arrive in our care and we ask that, where possible, children should be accompanied in by parent/carer each morning. Written permission is to be given if your child is to arrive at *The Hideout* unaccompanied. Breakfast is available until 8. 20am – please let staff know if your child will need breakfast when you book. We will ensure that children have had the opportunity to eat before they attend school. KS1 and EYFS children are handed over to their class teacher at 8.30am and KS2 children walk down to their class at 8:30am

Fees: £4.00 per session and all booked places are payable in advance.

After School

Please inform the class teacher that your child will be attending *The Hideout*. Your child will be signed in by *The Hideout* staff once they have been collected from class at 3.10pm or from any extra-curricular activities arranged on the school premises. Office staff advise teachers if your child/ren attends an extra-curricular club and the time that they will need collecting.

Fees: £5.00 per hour or £12.00 for whole 3:10-6pm session and all places booked are payable in advance.

All children must be collected by 6pm. Please factor parking into dropping off/ collecting your children. Late collections threatens our registration and may be charged for at a penalty rate of £5 per 15 minutes, or part thereof. Persistent offenders will be advised in writing by the Academy and also charged a penalty fee of £15 per occurrence.

Billing

Payment should be made in advance but, if necessary, parents will be advised weekly of any payments due by Parentmail. Payments are to be made either on ParentPay (as for trips & lunches) or by childcare vouchers. The school have registered to accept childcare vouchers with the following companies:

Fideliti
Kiddicare
Sodexo
Computer share

We are also in the process of registering with the Government Tax-Free Childcare Voucher Scheme
If your voucher scheme is not listed then please speak to the School Office

The club is happy to supply information about childcare aid via Child Tax Credit (and replacement schemes) or to accept childcare vouchers. Low income and single parent families should get in touch to see if any special arrangements can be made for payment.

Ofsted URN 146929



GENERAL INFORMATION

Activities

At *The Hideout* 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, role-play, craft, board games, construction, computer/console games, physical play, cookery, and reading. We have a wide range of resources and activities that the children have access to. There is often an adult supported activity that the children can choose to take part in, this could be arts and crafts, cooking, sports or other games. Whenever the weather allows we play outside either on the playground or on the school field. Children can complete their homework should they wish too.

We will support children to:

- Freely explore a wide variety of materials and techniques
- Learn, through creativity and experimentation,
- Feel good about themselves and their abilities
- Learn that it is process and not the product that is the way to having fun!
- Learn about the world around them with seasonal themes
- Developing small motor skills and hand/eye co-ordination

We will allow children to have limited supervised access to games and DVDs, some of which are either PG or 7+ and sometimes we may have face painting or messy play. If you have any concerns about your child having access to these please speak with the leader.

We do not allow children to have mobile phones at *The Hideout*.

Food

Children should not bring food to *The Hideout*. At preschool breakfast they have a choice of toast, cereals, yoghurts with fruit juice or milk to drink as a minimum each day. After school they have a healthy snack, which may be made by the children, and may be accompanied by salad / fruit with squash or water to drink. We promote independence by asking children to help each other and clear away. Fresh drinking water and fruit is available during all sessions. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We meet individual medical dietary requirements once these have been discussed with staff.

Please note, if your child is going to another activity straight after being collected they can bring a full packed tea to have at the club, and if necessary change into other clothes.

Policies and procedures

The Hideout has adopted the policies and procedures of Warboys Primary Academy. Copies of the full policies are available for parents upon request from the school office.

The school is responsible for *The Hideout* and its policies and therefore requests that, wherever possible, parents contact the school in the first instance with any issues concerning *The Hideout*. Where this is not practical, issues may be discussed with staff but should be discussed away from the children so as not to cause disruption or distress

Staffing

The Hideout is run by staff employed by Warboys Primary Academy. We aim to provide a well-informed link between home, classes and *The Hideout*. All of our staff have experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children wherever possible to ensure the best opportunities for your child.

If you have a query or concern about your child at *The Hideout*, 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 Hideout* Leader (contact details are at the back of this booklet).

Staff have close liaisons with class teachers and one adult is the assigned person for reception-age children to ensure their needs are fully met in line with the EYFS curriculum.

Equal opportunities

The Hideout provides a safe and caring environment and is committed to equal opportunities. We welcome staff, volunteers and members irrespective of ethnic or cultural background, gender or physical or mental ability.

Discriminatory behaviour or language by staff, volunteers or children will not be tolerated.

- 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 prejudice based on race, gender or sexuality.
- 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 to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within *The Hideout* limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.



Behaviour

Children and staff agree rules for acceptable behaviour whilst at *The Hideout*. These are displayed for everyone to see. We follow the school's behaviour system to facilitate continuity.

The Hideout 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 cooperative play and sharing; talking to children with the courtesy that we expect from them whilst engaging children in activities.

The Hideout encourages conduct that is co-operative, positive and responsible, and like the school, will not tolerate bullying or harassment. Disregard for our request for reasonable behaviour, disruption of group activities and disregard for others property, abusive behaviour or threatening language to children or adults will be dealt with by *The Hideout* staff. A behaviour book is kept as a record of episodes of unacceptable behaviour.

Persistent unacceptable behaviour will be treated first with a verbal warning then a written warning to parents/guardians. If no improvement is seen in a two week period the offender may be excluded from *The Hideout* either temporarily or permanently, on decision of the school.

Accidents, Sickness and Medicines

Every precaution is taken to ensure the safety of the children at all times.

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.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at *The Hideout* we will contact you and ask you to make arrangements for them to be collected. Please inform staff of any infectious illness that your child contracts. If your child has been vomiting or had diarrhoea please do not send him or her to the Club for 48 hours after the last episode in line with the school's policy.

Medication

The Hideout follows the school policy for medicine administration.

Please let staff know if your child has a medical condition or is taking prescribed medicine, including epipens and inhalers in case this information is needed for emergency services. If your child needs to take medicine whilst at the Club you will need to complete a **permission to administer medication form** in advance.

- Children can administer their own inhalers provided they are labelled with the child's full name.
- *The Hideout* staff will only give medicine prescribed by the child's GP clearly labelled with the child's name, in the original container which will be kept out of reach of children.
- Parents should complete a form of authorisation clearly stating when and how the medicine/inhaler should be administered.
- Some training can be provided by the health professional if technical/medical knowledge is required for the administration of prescription medicines.

Health and Safety

Registration of *The Hideout* is based on the safety of the premises and first aid being available. Staff will inform the Site Manager and School Office of any hazards in the premises. Children attending are expected to have adequate standards of personal hygiene unless staff have been informed otherwise.

The Hideout phone ensures that emergency help can be summoned. The staff maintain standards of safety and hygiene and use medical log to record any first aid incidents – a note will be sent home to inform parents of any incident.

Please inform us by phone in an emergency, or in writing ahead of time, if your child is to be collected by someone different, as staff will not release children to individuals not known to them.

Our Pledge

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 Hideout*.
- Listen to your views and concerns to ensure that we continue to meet the needs of all children.

Complaints Procedures

If you have any concerns about your child in *The Hideout*, talk to the Leader immediately. You can contact us either by telephone during the working hours, text or email. If you have a complaint that you feel is still not resolved after consulting *The Hideout*, you can contact the Headteacher of Warboys Primary Academy.





School Office
Telephone: 01487 822317
Email: office@wpa.education
School Website: www.warboys.cambs.sch.uk

The Hideout Contact Number

[opening times only but please leave a voice mail or message]

Direct Telephone: 07598340515

Email: office@wpa.education

Ofsted registered 146929

Club Leader: Ms Woodbridge

Morning Play workers:

Mrs Radford

Mrs Venables

Afternoon Play Workers:

Ms Woodbridge

Ms Hunter

School Headteacher

Mrs Rebecca Ford