

'Marshmallows' Before and After School Club

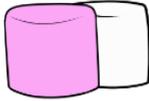
'WELCOME PACK'

Marshbrook First School, Teddesley Road, Penkridge ST19 5BA.

Telephone: 01785 712780 during school hours

Out of school hours please contact

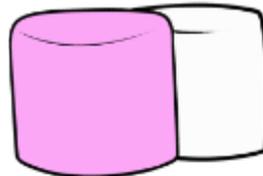
Miss Smith: **07779872729**



OFSTED Registered (URN:124148)

Pack Contents:

- Registration Form
- Child Protection Form/Permissions Slip
- Policy for Promoting Positive Behaviour
- Privacy Notice
- Permission to walk to Middle School Form



Headteacher: Mrs.D. Spiers

Early Years Foundation Stage Manager and Assistant Headteacher: Miss Jillian Gould

Senior Play Leader: Miss Fiona Smith (Bsc Hons. PGCE)

Play Worker: Mrs Gemma Brothwood (NCFE Level 2)

Marshmallow's Admissions Policy

The Senior Play Leader is responsible for admission arrangements. Children can attend from the term in which they are 3, but must be potty trained. Places are allocated on a first come, first served basis, on receipt of the registration form. Should a number of forms be received on the same day for a limited number of places, we will follow the oversubscription criteria used by Staffordshire County Council (see www.staffordshire.gov.uk/admissions).

Aims, Learning and Play

At Marshmallows Before and After School Club we aim to help children develop their full potential through positive, social, emotional, physical and intellectual experiences. We aim to provide high quality care in a stable, secure and relaxed environment where parents and carers feel happy to leave their children.

Food and Drink

Children attending morning sessions are provided with fruit juice and cereal, toast or fruit. A healthy fruit /vegetable/bread snack is offered daily during the afternoon sessions and water or squash available to drink

Food and drink is properly prepared on the premises. (The staff have a certificate in food and hygiene).

If your child requires an evening meal, a sandwich box can be purchased at a cost of £2.15. The boxes consist of a sandwich/wrap/bap, a cake or biscuit, veggie sticks, fruit portions and a drink. The sandwich boxes are prepared on the premises in our 5 star kitchen and meet the government's nutritional standards. They comply with dietary and religious requirements. The boxes must be booked by 9am on the day required. If you have any questions about the sandwich boxes please ask to speak to our cook, Mrs Henaughan. She is happy to adjust menus if need be to meet children's needs.

Fresh drinking water is available to children at all times.

A record is kept of any special dietary requirements, preferences or food allergies, taken from the child's admission form.

Security, Child Collection and Missing Child Policy

Steps are taken to ensure the premises and surrounding site is secure. Main entry and exit doors are alarmed or security coded. Please drop your child off at and collect them from the door into the Before and After School Club room down the left side of the school (from the front).

Please let staff know if your child is going to be late or absent, or if they are to be collected by someone other than their usual carer.

(see school's Missing Child and Child Collection Policy for further details).

All staff are police checked before being employed by us, as are students and volunteers.

Children who walk to or from Middle School

If your child is not collected by an adult, eg they walk to Middle School, we require you to complete and sign a permission slip. To ensure your child's safety Middle School will ring us when your child arrives there after leaving breakfast club in the morning and we will ring Middle School or parents if we are expecting a child at After School Club and they do not arrive.

Session Times and Funding

Before school provision will be run from 7.30 until 8.50 and after school provision from 3.15 until 6pm in the same room as it currently runs from.

The cost of the sessions are outlined below

7.30am - 8.50am	£4.00 per session including breakfast
3.15pm - 4.15pm	£3.50 including a drink and snack
3.15pm - 6.00pm	£7.00
4.15pm - 6.00pm	£4.00

NB. Breakfast will not be served after 8.30am. Children may be dropped off or collected at any time during session hours. **One off sessions** are available if there are spaces, but please let Miss Smith or Miss Brothwood know at least 24 hours in advance. Payment for one off sessions can be given directly to Miss Smith or Mrs Brothwood in advance or on the day.

Method of Payment

Fees can be paid by using Parent Pay or childcare vouchers. We ask for payments to be made **half termly in advance** please. **Fees are paid for the place, not attendance**, so refunds are not given.

You may need the following details to use **childcare vouchers**:

Account Name: Staffs County Council - County Fund

Account sort code: 30-93-83

Account number: 44093360

To ensure pay goes to the correct school, it is critical that you ensure the childcare voucher company quote your surname and the Bacs reference for Marshmallows, which is 232396

Our charges are relatively low in comparison with other settings as Marshmallows is a non-profit making organisation. To this end we would appreciate prompt payment. It may be necessary for us follow up on persistent non/late payers with a request that their child/children should not attend the session. Parents with arrears of over two weeks will receive a billing letter reminding them of

charges, along with an invoice of the amount outstanding. Should a month pass without payment, the school's arrangements for debt recovery will come into operation and the matter will be referred to the LEA debt collection team.

Please can **monies for evening meals** be paid through parent pay. We ask for meal money payment at the **beginning** of the week, **in advance** please. Some families prefer to pay half-termly/termly in advance.

Accidents, Sickness and Medication

There is always a member of staff with a relevant First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded in an accident book.

Please inform us if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of.

'Marshmallows' is **unable** to accept children who are ill. Please do not send them for 48 hours *after* sickness and/or diarrhoea or with conjunctivitis as these are particularly contagious. Any child suffering from an infectious disease should be excluded from the Club for the appropriate period of time advised by the doctor. The Staff of the Club will keep up-to-date records on children's health. e.g. allergies. If your child needs medication, you will need to complete the relevant forms. Please speak to Miss Smith or Miss Brothwood. See also the school's Health & Safety Policy (including administration of medicines).

Hygiene

Strict hygiene routines are followed in dealing with blood, vomit, other body spills and soiled clothes. Disposable gloves are worn and all soiled items are disposed of in tied bags.

Children are encouraged to wash their hands before eating food, after visiting the toilet and after messy play (indoor and outdoor). All tables are washed with anti-bacterial spray or sterilising fluid before snacks are eaten or cooking activities are undertaken. All drinks cups are to be sterilised (usually in the dishwasher) every day. Clean paper towels for hands are provided for each session. Separate cleaning cloths will be provided for dishes/tables and equipment.

Equipment is cleaned regularly. The cleaning of the premises is carried out by County cleaners employed by the school. All cleaning is carried out in the evening after the children have gone home.

In the unlikely event of a Fire

Fire drills are carried out termly. When the fire alarm sounds, the children will be evacuated onto the upper Early Years/Year 1 playground. The toilets will be checked, by the assistant, for any remaining children.

A headcount/register will then be taken to ensure all children and adults are accounted for.

Emergency contact numbers will be available from your registration forms for us to contact you should it be necessary. It is therefore *your* responsibility to inform us if this information should change.

Health and Safety

Please see the school's Health and Safety Policy (including administration of medicines). Smoking is not permitted in any area of the school. Marshmallows is insured under the school's public and employers liability insurance

A classroom risk assessment is carried out biannually and/or whenever any significant change takes place. The toys and equipment on offer in provide opportunities for children, with adult help where necessary, to develop new skills and concepts in the course of their play and exploration.

The equipment and toys we provide:-

- ♦ are appropriate for the various ages and stages of the children in our care.
- ♦ offer challenges to develop understanding of the world, physical, social and emotional, personal, language, and creative and intellectual skills.
- ♦ feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- ♦ include a range of raw materials which can be used in a variety of ways to encourage creativity.
- ♦ conform to all relevant safety standards or regulations, are sound and made well.
- ♦ are checked regularly by staff and replaced when necessary.

Complaints

If there is anything you are unhappy about, please do not hesitate to speak to the Senior Play Leader Miss Smith. If you are still unhappy with the outcome, please see the Headteacher or follow our complaints policy, which is the same as that of the school and can be found on the school website.

Policies

Please refer to the following school policies which have been adopted by Marshmallows and can be found at www.marshbrook.staffs.sch.uk: e-safety, missing child and child collection, complaints, child protection and safeguarding, whistleblowing, disability equality scheme, equal opportunities, racial equality, educational visits, health and safety (including administration of medicines), use of visitors and outside agencies, EYFS, confidentiality, use of videos and photographic images, toileting.