



Edge Club Handbook

Enjoyment Discovery Growth Extra-hours Club

Edge Club is registered with Ofsted (Registration No 103697), and is based in Moseley Avenue, Coventry, CV6 1AB. The club is open from 7.45am until 8.45am and 3.20pm until 5.45pm weekdays, during term time.

Aims

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

What we offer

Our Club will provide a range of activities - there will always be a selection of activities and resources available, including craft, board games, construction, computer games, physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment 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, and where possible these will include fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We 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 delivered in a calm, friendly setting.

We eat as a group, promoting a family ethos and environment, encouraging sharing of food as well as conversation.

Staffing

Our Club is staffed by a Play leader, Deputy Play leaders, and a Playworker. In addition we may have volunteer staff. We aim to provide a smooth transition between school and the club.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We use the following staff ratios of 1:8 for Years N - 2 and 1:12 Year 3 - 6. The Playleader and Deputy Play Leaders also have designated paediatric first aid roles.

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 school to arrange an appointment the Playleader.

Organisation

Edge Club is run as a school provision, employing five staff.

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

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the school office 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 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

Fees are charged per session. The cost of which is £5.00 morning session and £8.50 evening session or £12.50 for both sessions.

- Fees can be paid by SIMS PAY (Agora), or childcare vouchers
- There is a charge of £10.00 (per 10 minutes) for late collection, which will be added to the next invoice
- Parents are required to complete a booking form and state what child care they need
- One month's notice is required if you wish to cancel your child's place
- If payment is not made in accordance with the terms and conditions after 5 days places will be withdrawn until payment is received and legal action will be taken to recover the debt
- If your child is ill, on holiday, attending a school trip or after school club, there will be no reduction in fees. The parent is therefore obliged to make full payment

Booking procedure

Parents must complete the necessary paperwork, i.e. registration and booking forms, before their children can attend the club. Once booked and an invoice has been raised payment is required monthly, in advance, on the 1st of the month

Temporary changes

If you know in advance of any days when your child will not be attending during the following week, please try to let the Play Leader know as soon as possible. In cases of illness or emergency when notice cannot be given, please call the school office 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.

Arrivals and departures

Support members of staff will collect Early Years and Key Stage 1 children to and from their classrooms and escort them to EDGE Club. Key stage 2 children make their own way to and from EDGE Club.

A register is taken when children arrive in our care, and you must sign out your child 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.

If your child is attending an extra-curricular activity after school, the member of staff running the club will escort the children to EDGE club, if they are scheduled to attend.

The club finishes at 5.45pm, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £10.00 per 10 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 30mins 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 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 details see our Child Protection 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)

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 cooperative 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 straightaway. 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.

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 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.

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.

Medication

Please let the Play leader 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 Health, Illness and Emergency 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 Playleader or any other member of staff.

- Stage 1 of procedure - verbal complaints will be investigated and acted upon accordingly. If required written acknowledgement will be sent.
- Stage 2 of procedure - All written complaints should be addressed to the Headteacher and will be acknowledged within three 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.

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

Edge Club
Moseley Primary School
Moseley Avenue
Coventry
CV6 1AB
Tel : 024 76593572 or use extn: 23 for EDGE Club after 4.30pm

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Club Staff

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