



Milford Pre-School Plus Ltd
After School Club
and
Holiday Club
Handbook

Setting Information

Milford Pre-School Plus is a not for profit, Ofsted registered (Registration Number EY350734) organisation that delivers after school and school holiday childcare provision to primary school aged children. We provide a safe, relaxed and resourceful environment and offer a wide range of activities to reflect the interests of the children in our care.

Our setting is located on Lymington Road, Milford On Sea, Hampshire, SO41 0RF, in the grounds of Milford On Sea Church of England Primary School.

Our After School Club operates from 3:15pm until 5:45pm Monday to Friday, Term Time only and is only available to those children attending Milford On Sea Church of England Primary School. Our operating days mirror the Milford On Sea Church of England Primary School calendar.

Our Holiday Club typically operates from 8:30am until 5:00pm Monday to Friday during the majority of school holidays. Children can attend Holiday Club the holiday before they are due to start Primary School until (and including) the holiday before they are due to start Secondary school. Children from any location are able to attend this provision.

Both provisions adopt the Playwork Principles, which suggest children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities. So our attending children are free to choose from a wide range of activities and resources that they have an interest in, these include (but are not limited to); arts and crafts, cooking, gardening, sports, reading, construction play and electronic entertainment.

Attending children are supervised and cared for by a team of experienced and qualified practitioners and the ratio we maintain is a minimum staff to child ratio of 1:8.

Our purpose-built building has an attached outdoor play area and allotment and we also utilise the Primary School facilities which include a playing field, a playground, a sports cage and Forest School.

Admissions

Our clubs aim to be accessible to children and families from all areas of our local community. Admission to the clubs is organised by the Business Manager.

For After School Club sessions a waiting list system is employed when sessions are operating at maximum capacity. Spaces are offered in accordance with the waiting list, coupled with the dynamics of attending children. Children needing spaces who already have a sibling attending the provision will be prioritised.

Admissions to both clubs require the completion and return of a registration form and other accompanying forms prior to attendance.

You will be asked to update yours and your child's details annually as routine, but we also ask that you notify us as soon as any developments or changes occur. All information held will be treated as confidential and will be stored in line with GDPR requirements.

After School Club sessions are allocated on a permanent basis until you give notice to confirm otherwise. If you wish to cancel or change a session you will need to provide half a terms notice in writing by emailing the Business Manager. If we can reallocate your cancelled session we may be able to negotiate an earlier leaving date, but if we are unable to reallocate the session you will be charged for the mentioned notice period.

Costings

After School Club

£11.50 per session 3.15pm-5.45pm

Payable monthly, remittance is required within 2 weeks of the invoice being issued.

Non-payment for more than one month may result in your booked session(s) being cancelled. If you are experiencing financial challenges, please contact the Business Manager to discuss possible payment options.

Holiday Club

£35 per session 8.30am-5.00pm £30 per session from 9am-3pm

Payable upon booking. No bookings can be confirmed until payment has been received.

Late collection of children at either provision will result in a financial charge, the amount of which will be the direct staffing cost incurred as a result of a late collection. If repeat lateness occurs the Business Manager reserves the right to cancel a child's session.

Invoices for payment will be emailed to the primary contact detailed on the registration form, if you wish for invoices to be sent to an alternative email please notify the Business Manager.

Payment can be made by cash, cheque (Milford Pre-School Plus Ltd), bank transfer (Milford Pre-School Plus Ltd, Sort Code: 40-30-36, Account Number 81403796) or tax free childcare.

The price per session is payable for all booked sessions, sadly we cannot offer payment holidays when your child is absent due to either ill health or holidays.

Refreshments

Our After School Club provision includes a snack for the children (pasta bake, beans on toast etc), the snack we offer is not intended as a substitute for a main evening meal but something to keep hunger at bay until the children leave us.

Our Holiday Club provision does not include any food or snack so parents are asked to provide their child with a nutritious packed lunch together with a mid a mid-morning and mid-afternoon snack.

Please note that we are a NUT FREE setting and ask for parents to ensure that they do not provide any food that contains nuts this includes Pesto, Nutella etc.

Drop Off And Collection

After School Club

Children attending our After School Club will arrive in one of two ways. Infant children (Year R to Year 2) will be collected from their classrooms by an After School Club Practitioner and guided to our building to start their session. Junior children (Year 3 to Year 6) will make their own way to start their session via the school music room, please note this is an internal route and the children do not leave the school building at any time. All children will be asked to register with a practitioner on arrival.

Parents collecting their children at the end of the session will be greeted on arrival by a practitioner who will ensure the child is signed out on departure.

Holiday Club

Children attending our Holiday Club should come to our main entrance (signposted as Pre-School Reception) where a practitioner will register them. Collection of an attending child should be done so in the same way.

We are only able to allow children to leave with a named individual as detailed on the Child Collection Consent Form.

We will only permit collections for both provisions by individuals detailed on the child collection consent form and those individuals must be over the age of 16.

Induction

During your child's first session, time will be set aside for an induction. The induction will be undertaken by an After School Club / Holiday Club lead who will give them a tour of the setting, equipment and resources available, an introduction to staff members and other children attending and discuss the Club Rules.

Temporary Changes

We do ask that you notify us directly (in a timely manner) preferably via email afterschoolclubnotifications@aol.com if your child will not be attending a booked session. If your child is due to attend a session but does not and we haven't received notice of this, we will contact those with parental responsibilities to establish the child's whereabouts for safeguarding purposes.

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 in line with guidance. We comply with local and national child protection procedures and ensure that all staff are appropriately trained in this area.

Equal Opportunities

Our Clubs provide a safe and caring environment, free from discrimination and bias for everyone in our community:

- We respect all racial origins, religions, cultures, and languages and ensure that each and every child feels valued without any form of stereotyping or discrimination.
- We will challenge and educate inappropriate attitudes and practices that contradict the above.

We will not tolerate any form of harassment or discrimination and behaviours which demonstrate such may result in the immediate removal and cancellation of sessions.

Special Educational Needs

We ask parents to notify us (at their earliest convenience) of any specific or special needs that need to be considered for their child, so that we can ensure that we offer a supportive and fit for purpose approach.

For children attending our After School Club we liaise closely with Milford On Sea Church of England Primary School where we have children with SENs under our shared care.

Behaviour

We have a set of rules that we ask children to adhere to, to ensure a happy environment for all.

We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will always do our best to resolve any behavioural

issues by supporting the child and if necessary parents/carers, and if appropriate agree a strategy for addressing said behaviours.

If a child is abusive (physically or verbally), or they pose an immediate danger to themselves or others, we will require you to collect them from the club immediately.

In exceptional circumstances, and/or in instances where a child is repeatedly demonstrating poor behaviour and not responding to the implemented support measures, we may need to consider the permanent withdrawal of a child from our clubs.

Respect

We will not tolerate from any person, whether a child, parent, carer or visitor bullying aggressive, confrontational, or threatening behaviour or behaviour intended to result in conflict. Our clubs are a place of safety and security for the children who attend and the staff who work here, and we reserve the right to prevent anyone exhibiting inappropriate behaviour from our setting and premises.

Illness

In the event that a child displays symptoms of illness, we will call the individuals detailed as appropriate contacts, starting first with those who have parental responsibility to collect the child.

If your child has had sickness or diarrhoea we cannot allow them to attend our clubs until at least 48 hours after the last symptom has ceased.

If your child is diagnosed with an infectious illness after attending our setting please report this to the Business Manager at your earliest convenience.

Accidents and First Aid

Every precaution is taken to always ensure the safety of the children attending, however accidents can happen and in the event they do, our qualified staff will assess and treat accordingly. All minor accidents will be treated in house and you will be notified at the time of collection, but if any major accidents that require formal medical attention occur, parents will be contacted at the time of the incident.

Allergies and Medication

Parents are asked to ensure they notify us of any allergy or medical information that relates to their child, this is requested at the time of registration, annually or alternatively if there is a development.

Please inform the Business Manager in writing if your child is taking any prescribed medicine when attending our clubs. If your child requires medicine to be administered whilst attending the club, we will require the completion of a medicine administration consent form in advance of the child attending.

All medicines will be stored in a secure environment and parents will be asked to complete a medicine information sheet which details the type of medication, frequency and dosage of medication and administration instructions. Staff will record the medicine administration details which parents will be asked to counter-sign upon collection.

If your child requires life saving medicines such as adrenaline injections (EpiPen's) for anaphylactic shock reactions or invasive treatments such as rectal administration of Diazepam, specific information is needed before your child can attend our clubs as we need to ensure that we are appropriately insured. The information needed is:

- A letter from the child's GP/consultant confirming the child's condition and medication.
- A current and relevant (issued in the last 12 months) health plan.
- Written consent from the parent/guardian giving Milford Pre-School Plus Staff permission to administer the mentioned medication.

We must have this information at least 2 weeks before the child is due to attend our provision so we can seek insurer approval.

For all children with allergies, we will complete a risk assessment form to detail the allergen, the nature of the allergic reactions, what to do in case of an allergic reaction, the medication needed as treatment and how it is to be used and any control measures to help prevent the child coming into contact with the allergen. This risk assessment form is kept in the child's personal folder and an allergy list is displayed in a confidential but communal area so all staff are aware.

Our Rules

We have worked with children and parents to create a set of rules that define what is acceptable behaviour whilst attending our clubs to ensure that the clubs are a fun and happy place for all to enjoy their time here. These rules are on display in our setting for all to see and be reminded of. Please could we also ask you to run through these with your child before they attend our setting so they are aware of expectations.

1. To Always Show Respect

Our setting and clubs are places where we show we care and have consideration for everyone - other children, staff, parents and visitors. We ask that people treat one another in a way that they would like to be treated and to always be kind.

2. To Always Show Good Behaviour

We expect everyone to behave in a well behaved manner and do not condone or accept anything at odds with this, for example; Hitting, Pushing, Shoving, Swearing, Name Calling, Snatching etc.

3. To Look After Everyone

We have a wide range of children attending our clubs, from 4 year olds in reception to 11 year olds in year 6. We ask that everyone attending looks out for one another and includes them when they can with games and activities. We ask that people have patience with one another, some things may take our younger attending children a bit more time than what it would take an older attending child so we ask children to remember this and be supportive whilst others are still learning and trying.

4. To Keep Everyone Safe

We ask that all children think about their own and other children's well-being and safety. For example, by ensuring that children always use protective equipment when needed (e.g. wearing a helmet when using the scooters), by being respectful of resources and if accidentally damaging something reporting it to a practitioner immediately and by being mindful of our surroundings and others awareness (e.g if playing football, do so in a safe space where smaller less observant children aren't around).

5. To Use Technology Appropriately

We have a variety of technology equipment for all to use but ask that children use the equipment fairly and safely, by ensuring that they are taking in turns and sharing the equipment, by not bringing in any personal devices, and by respecting boundaries for online safety, including the blocks that are implemented to restrict access to inappropriate or unsafe packages and programmes.

Pledge To Parents

We value our relationship with parents and carers immensely and are committed to working in partnership with them to provide an excellent provision for all to enjoy, we therefore pledge to you that we will...

- Welcome you to feedback, listen to what you have to say and use this information to inform the provision that we offer.
- Communicate with you through a variety of methods in a timely manner on relevant matters.
- Be consistent and reliable in our provision offering and standards of care.
- Share and discuss with you your child's achievements, experiences, progress, and friendships.

Feedback

- If you have any queries or comments or would like to discuss anything concerning your child or our provision please discuss with the Club Lead or Business Manager.

Policies and Procedures

Our setting has bespoke policies and procedures in place to protect attending children and staff alike. Copies of which can be requested at any time.

Contact Information

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