



# FOXES'



## BEFORE AND AFTER-SCHOOL CHILDCARE

### Information Pack - Autumn 17 Term

Foxes Club is a school-run childcare provision for pupils of  
Abbeywood First School RSA Academy

*Foxes before and after school club aim is to strengthen the bridge between school, work  
and family life by providing quality care in a supportive, safe and caring environment.*

The term-time provision consists of:

Breakfast Club - 7:45-8:40

After-school Childcare -15:15-18:00

#### Contact details:

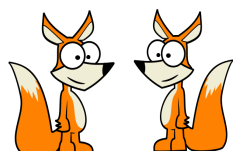
Manager: Mrs T Duncan  
Playworkers: (Breakfast & After School) Mrs K Symons  
Miss I Dziedzic  
Mrs J Keenan

Telephone: 01527 63007 (school office)

Email: [office@abbeywood.worcs.sch.uk](mailto:office@abbeywood.worcs.sch.uk)  
[tduncan@abbeywood.worcs.sch.uk](mailto:tduncan@abbeywood.worcs.sch.uk)

**Emergency contact number to advise Foxes staff of late pickups only after  
3pm only – 07843 130 910.**

Address: Abbeywood First School  
Wood Piece Lane  
Redditch  
B98 9LR



Version 1.0

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...a fun place to  
play and learn!

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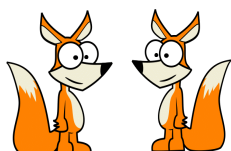
Foxes is a school-run childcare provision for pupils of  
Abbeywood First School

***Our aim is to strengthen the bridge between school, work and family life by providing  
quality care in a supportive, safe and caring environment.***

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### Partnership with Parents

- We value our relationship with parents and are committed to working in partnership with you to provide quality care for your children
- We will be consistent and reliable to enable you to plan with confidence and peace of mind



- We will constantly listen to your views and concerns to ensure that, where possible and practical, we continue to meet your needs
- We abide by the schools Equality Plan
- We abide by the school’s policy for Inclusion and will work closely with the school’s SENCO and other members of staff as is necessary

Foxes is a self-funded provision and the main school budget cannot be used to support this provision – any surplus from the provision will be used:

- to maintain the fabric of the specific building areas used by the childcare provision
- maintain resources and stock of equipment and materials used by the provision
- to fund absence and absence cover of staff employed by the school who work specifically in the childcare provision

### 1. SESSIONS, FEES AND BOOKINGS

Session	Time	
Breakfast	7:45-8:40	The session rate includes breakfast of cereal, toast, fruit and yoghurt
Afterschool	15:15-18:00	The session rate includes drinks and a snack

Booking requests should be made using the booking form available from the school website.

### 2. TERMS OF USE AND FAQ’S

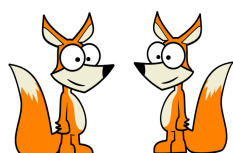
- A non-refundable deposit must be paid before your child can be allocated a place. Please Note: This deposit must be paid to the school office by cash or cheque. The total amount of the deposit will be calculated based on the amount of days booked per week and will be between £10-25.
- Sessions are booked in advance on a **termly** basis
- Parents shift patterns (days required) will be accommodated
- One full months’ written notice will be required for cancellation or changes to sessions (fees will be due to for the whole of the notice period)
- No refund/transfer will be given for any requested sessions that are not used
- **All** fees are payable in advance - where fees have not been received by the due date and no contact has been made by the parent, it will be assumed that the place is no longer required and the child will be removed from the register



- Fees will be invoiced to parents (via email) on a monthly basis
- Fees will be payable through the school cashless ParentPay system or by using Childcare Vouchers
- Scheduled payments not received by the due date will be subject to a late payment fee of £5
- Regular registered users of the provision will be able to book additional ad-hoc sessions to their regular sessions (subject to **48hours** notice being made to the provision manager). Additional sessions will be invoiced separately.
- Where children attend the childcare provision and school activity clubs (either before or after school), staff will deliver/collect children to/from the activity club. (No refund/discount is available for children attending only part of a session in these circumstances)
- We recognise that there may be occasions where parents are unavoidably delayed – late fees of £5 per 15 minutes or part thereof will be applied
- Children within the childcare facility will be given some downtime before/after the formal school day; it is our aim to engage pupils in planned fun activities/games and the use of TV and electric screens will be strictly limited
- Where children attend until 6pm they will be encouraged to complete some homework, if set
- No refund for absence
- Childcare will not be available on school enforced closure dates (e.g. due to adverse weather conditions)
- Sibling discounts are not available
- Staff discounts are not available
- Where children do not normally attend a particular childcare session, but would normally attend a before/after school activity club – in the event of the club being cancelled at short/no notice, the child will **not** be able to be accommodated into the childcare provision, due to the impact this would have on staff/pupil ratio.

### 3. MEDICAL FORM AND EMERGENCY MEDICINES

The safety of your child is our priority – the Child’s Emergency Contact and Medical form must be completed and returned 1 week prior to the commencement of the child attending any session - this will support us in ensuring that a safe environment is maintained for your child and that all necessary information is clearly understood by the provision staff - your cooperation with this is greatly appreciated. This form will be sent out with your first invoice.



An Emergency Contact, Medical & Contract form must be completed for all children before they attend Foxes for the first time. It is the responsibility of the parent/carer to ensure that any changes to this information are immediately notified to.

For children that on occasion need to use prescribed emergency medicines (e.g. inhalers or epipen's), parents should supply with the relevant in date medication to be held in addition to that held by the school.

#### **4. POLICIES**

Foxes is a childcare provision that operates as part of; as such the provision is incorporated into the schools Ofsted registration.

All policies of the school apply equally to the childcare provision and can be found on the school website

(The school's policy on Intimate Care will be adhered to; parents will need to complete the form for children of the relevant age group – this will be in addition to the form completed for care during the school day)

#### **5. STAFFING RATIOS**

The following staffing ratios will be applied at **all** times

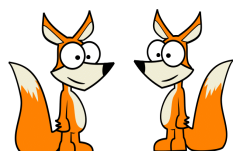
Aged 8 and under 1:8

Over 8 1:12

#### **6. STAFF QUALIFICATIONS**

The provision follows the Statutory Framework for the Early Years Foundation Stage (effective from September 2014) which details that:

- The manager will hold at least a full and relevant level 3 qualification
- At least half of all other staff will hold at least a full and relevant level 2 qualification.
- The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.
- The deputy will be capable and qualified to take charge in the manager's absence.
- At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present.
- Staff will have sufficient understanding and use of English to ensure the wellbeing of children in their care.



## 7. STAFF IDENTIFICATION

A list of current staff will be maintained on the school website under Foxes.

## 8. CHILD PROTECTION

The provision abides by the school's Child Protection Policy.

Designated Safeguarding Lead (DSL)	Mrs D Smith – Executive Head
Deputy DSL	Mrs S Allen
Deputy DSL	Mrs D Frost

***Abbeywood First School and Church Hill Middle School have a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. All staff will have received the necessary pre-employment checks and their details will have been entered onto the school's Single Central Record.***

*NOTE – although is operated by the school, staff will not have access to school pupil records and vice versa. It is therefore imperative that any medical information (or changes to medical information), including allergies, is shared by the parent/carer with **both** establishments.*

## 9. ARRIVAL/DEPARTURE

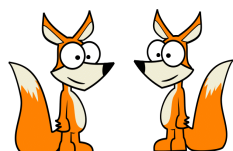
The provision will open at 7:45 and parents/carers and children will not be admitted to the building before this time. The provision will operate from a dedicated location within the Abbeywood First School.

Children in Nursery and Reception will be taken to/collected from their class by staff. Children in Year 1 to Year 4 will make their own way to Foxes where they will be registered.

Only persons nominated by parents/carers in the children's Emergency Contact & Medical Form will be authorised to collect your child. If someone not on the form is going to collect the child at any time, the parent must inform the school office.

## 10. LATE COLLECTION

Incidents of late collection will be recorded by the manager and discussed with the parent/carer at the earliest opportunity. Persistent late collection will result in the loss of a child's place in the provision.



## 11. UNCOLLECTED CHILDREN

If a parent or designated adult is more than 15 minutes late in collecting a child the Manager will be informed. If no contact has been received from the parent or designated adult that was due to collect the child, the Manager will call the parent and other emergency contacts to ascertain the cause of delay and how long it is likely to last.

If after 30 minutes of the designated collection time, the child has still not been collected and there has been no contact with parents or emergency contacts, in order to safeguard the child the manager will contact social services for further advice and guidance regarding next steps.

Under no circumstances will a child be taken to the home of a member of staff or away from the setting in the course of waiting for them to be collected at the end of a session. The child will remain in the care of the setting until they are collected by the parent, carer or designated adult or alternatively placed in the care of Social Services.

## 12. CHILDCARE VOUCHERS

Parents wishing to pay fees using Childcare Vouchers will need to notify their Childcare Voucher provider that they are using the provision. Each Childcare Voucher company operates slightly differently and the details for each one that the school provision is registered with is listed below:

Childcare Voucher Company	Details provider will request
Care-4	Account number: 57565090
Child Tax Credits	Ofsted registration number: 8853398
Computershare	Carer Registration Number: 0016300534
EDENRED	Establishment reference number: P20949359
Fideliti	Establishment reference number: 8853398
Kiddivouchers	Establishment name: Abbeywood First School RSA Academy Postcode: B98 9LR

If parents use any alternative companies please email [office@abbeywood.sch.worcs.uk](mailto:office@abbeywood.sch.worcs.uk) with the company name and telephone number so we can register with them.

