



**The Activity Room,
Sawtry Junior School
Middlefield Road, Sawtry,
Cambs. PE28 5SH**

Opening hours: 7.30am to 6.00pm Monday to Friday

E-mail: kidzone@sawtrydaynursery.co.uk

Website: www.kidzonesawtry.co.uk

Tel: 01487 832501

KidZone out of school club is based at Sawtry Junior School and caters for children from Reception to the end of Year 6. The children have access to the extensive school grounds as well as the bright and airy Activity Room. This enables the Club to offer a broad child-centred, fun packed programme including indoor and outdoor sports and games including football, ball games, forest school activities such as den building, woodwork, willow crafts, and gardening projects, construction toys, action figures, art and craft activities. The child centred approach allows each child to choose what they would like to do throughout the session. Our experienced and well trained staff team are there to play and support as needed and maintain a happy, supportive and caring environment.

Ofsted Registration

KidZone achieved Outstanding from Ofsted in March 2017. The Club is registered on the Early Years Register for children up to 5 years; the Compulsory part of the Childcare Register for children up to 8 years and on the Voluntary Register for children over the age of 8 years. Our Ofsted registration number is EY449 490.

Mission Statement

We believe that every child in the community should have the chance to achieve their full potential and that parents/carers should be supported to build a solid future for their family -

It is the aim of the KidZone out of school club to support children to achieve the five 'Every Child Matters' outcomes of being healthy, staying safe, enjoying and achieving, making a positive contribution to the community, and achieving economic well-being.

Collection:

Being on the school site, the children are walked to and from their classes at Sawtry Infants, at 8.45am and 3.00pm. Children attending the Junior School can walk over to the Activity Room themselves although at the beginning of the new school year, year three children and all new children will be escorted for the first few days as required. Staff will also collect the children from the schools' after hours clubs with prior written arrangement. Unfortunately, we do not have sufficient staff to be able to leave the site to take and collect children from clubs that are off site, however we will support parents in making alternative arrangements. Children from other schools are welcome in KidZone Out of School Club with appropriate travel arrangements in place during term time and during school holidays.

Please let us know when your child is absent from school and/or will not be attending the Club in order to save any concern and confusion. This can be via ParentAdmin, email, message via website, text or phone call.

Only nominated persons may collect the children at the end of the session. Any accidents or incidents are noted and reported to parents.

Food and Refreshments:

The children are offered a choice of cereal/toast/fruit/yoghurt /drinks for breakfast. A broad range of snacks and drinks are provided when they return after school and after school clubs. Children can choose from the selection of food available. There is a strong emphasis on encouraging the children to make healthy choices and the children often have the opportunity to cook a range of simple dishes themselves.

During the school holidays, the daily rate includes refreshments throughout the day and lunch. Parents/carers are asked to provide a packed tea. We ask parents to avoid fizzy drinks and sweets and to support our healthy eating ethos when planning packed lunches.

Term Time Requirements:

KidZone places are reserved and payable for your child for the full 38 weeks of the school year, whether or not they are used. Casual places and extra sessions may be extremely limited on certain days.

School Holidays:

Bookings for each holiday will be taken on the first day of the preceding half-term.

Any bookings made within 2 weeks of school holidays are subject to availability. Book and pay early to receive a discounted rate.

Notice:

Term Time: Full fees are payable throughout the school year.

School Holidays: Please ensure that we have at least one week's notice should you need to cancel a day.

One weeks' notice is required should you no longer require your place. All fees are payable during the notice period or may be paid in lieu.

Registration:

We have an on-line registration system. Please book a place at KidZone via our website www.kidzonesawtry.co.uk. To update any details please message via the Parent Admin system.

Fees as of September 2019:

KidZone is open throughout the year with the exception of Christmas week, and Bank Holidays. Term time fees are payable by 14th of the month and are non-refundable.

Session	Fees
from 7.30am	£5.40
from 8.00am	£3.80
to 5.00pm	£7.80
to 5.30pm	£9.25
to 6.00pm	£10.45
Extra hours (min ½hr)	£5.00
Holidays - Full Day	£26.00*
Holidays - per hour	£3.50

*Book and pay in advance to receive 15% off the full day holiday rate.

After 6.00pm there will be an additional charge of 50p per minute.

We respectfully remind parents that the additional staffing and rental costs involved when parents collect after 6.00pm generally exceeds the amount that has been paid for that session.

ParentAdmin.com invoicing and registration system

This system provides many advantages to our parents in one secure and convenient place online. Register your child on our website www.kidzonesawtry.co.uk. Pay using Tax Free Childcare, Vouchers, or by BACS transfer. Please ask for our bank account details. Please allow 2 or 3 days for us to add your payments to your online account.

View & Download

- ✓ Your Invoice History
- ✓ Your Payment History
- ✓ Your Outstanding Balance
- ✓ Your Voucher Payments
- ✓ Your Booking Pattern

Update & Confirm

- ✓ Collection Passwords
- ✓ Emergency Contacts
- ✓ Medical Records
- ✓ Personal Information
- ✓ Permissions & Consents

Reduced Childcare Costs

Tax Credits

You could get extra tax credits to help pay for some of your childcare costs while you're working.

Financial support towards the cost of childcare depends on annual income.

Salary Sacrifice Childcare Voucher Scheme

KidZone is registered with several childcare voucher providers under the government's employer supported salary sacrifice childcare voucher scheme. An agreed amount for child care is deducted from pay at source. The childcare element is not liable for tax or NI contributions. This scheme offers a potential saving of between 4 and 6 weeks fees annually.

Childcare Choices

KidZone is registered on the government Tax Free Childcare scheme. For every £8 you pay into your account, the government adds a further £2. There is an online calculator available to help you to decide which system would be most beneficial to your family.

Inclusion Funding

The Social Inclusion Fund is available through Cambridgeshire's Early Years and Childcare Service and may be accessed to support children with needs in relation to Child Protection, Socio/Economic, Health/Medical, Behaviour, Family Concerns.

Policies:

KidZone Out of School Club has comprehensive policies that are available on request. Copies of all documentation can be provided either on disc or as a paper copy.

These policies are regularly reviewed and will be adhered to at all times.

Equalities

All children are respected and their individuality and potential recognised, valued and nurtured.

Children are offered opportunities to play in an environment free from prejudice and discrimination. We aim to provide opportunities for the children to explore, acknowledge and value similarities and differences between themselves and others, and to respect other people by avoiding

stereotypes and derogatory pictures or messages about any group of people.

Activities are chosen to give children a balanced view of the world and represent the rich diversity of our multi-cultural society.

KidZone Out of School Club will always appoint the best person for the job and will treat all applicants and employees fairly.

Special Educational Needs

KidZone Out of School Club is committed to the integration of all children in its club. The Club believes that by identifying additional individual needs and taking proactive steps alongside parents/carers and other statutory professionals and agencies, all children should be able to play a full, active and equal part in the Club's activities.

Effective Parental Partnerships

We aim to work in partnership with parents. We have designated key persons working with all age groups with whom parents can discuss daily events in detail.

We ensure that we are always available to discuss any concerns regarding your child or any other matter at KidZone at the beginning and end of each session. A mutually convenient appointment can be made should you require more privacy. We also provide copies of written records as appropriate, and send out newsletters via e-mail to keep parents and carers informed. We always welcome comments on how we can improve our service. We have comment/suggestion forms that are available at all times. We also carry out periodic questionnaires. Additionally comments or suggestions can be e-mailed to KidZone@sawtrydaynursery.co.uk.

Complaints

KidZone Out of School Club is committed to providing quality childcare. We accept that sometimes things do not happen as intended. In such circumstances, we need to be made aware of the issue so that we can evaluate the situation and make the necessary improvements. We believe that most complaints are made constructively and can be sorted out at an early stage. We consider that it is in the best interests of the Club that complaints are taken seriously and that they are dealt with fairly and confidentially.

A parent/carer who is uneasy or unsure about any aspect of the Club's provision should first discuss their concerns with the Club Manager, who will attempt to resolve the problem. Alternatively, please contact Dawn

Quince at KidZone@sawtrydaynursery.co.uk or 01487 832501 who will ensure that the highest priority is given to your comments or complaint. In the event that you are unhappy with how the complaint has been handled, you are entitled to complain to Ofsted on 0300 123 1231. A brief copy of the complaints procedure along with the relevant address is located on the parent notice board. A full copy of the policy is available on request.

Safeguarding Children

At KidZone Out of School Club we believe that the care and safety of each child is paramount. We intend to create an environment in which all children are safe from all forms of abuse. Any suspicion of abuse is dealt with promptly in a way that is appropriate to each individual case.

To ensure the safety of each child we will:

- exclude known abusers
- prevent abuse by means of good practice
- keep appropriate and detailed records
- liaise with outside agencies as necessary
- support families

Behaviour Management

We recognise the importance of positive, clear and effective behaviour management strategies. Our aim is to support the children in developing confidence, self discipline, and self esteem in an atmosphere of mutual respect. Practitioners focus on positive behaviour and use a variety of strategies that are agreed and shared with parents/carers.

Activities:

The children are involved in the planning of the activities that are offered at KidZone. We focus on encouraging and developing the children's own creativity through free choice of activities and open-ended projects.

We are always very grateful for any donations of resources for art and craft activities, or for any suitable toys or games when you next have a clear out!

Outdoor Play/Activities

Written permission is required from parents/carers for their children to participate in organised games/sports. The Club will not be held liable for any injury sustained during such activities, nor for any injuries sustained whilst playing on playground equipment at the park or on the school grounds.

Staff Qualifications - KidZone Out of School Club

Staff Member	Position	Qualification	Further Qualifications, Duties, & Experience	Start of post
Dawn Quince	Proprietor	NVQ 4 Early Years	Child Protection Officer SENCo First Aid for Child carers Food Hygiene Certificate	September 97
Annette Woodhams	Manager Years 4 - 6 Co-ordinator	NVQ 3 Playwork	Equalities Named Co-ordinator First Aid for Child carers Food Hygiene Certificate Child Protection Officer	October 01
Kristine Bennett	Play Practitioner	NVQ 2 Childcare & Education Level 3 Student Early Years Educator	First Aid for Child Carers Food Hygiene Certificate	November 14
Diane Holgate	Play Practitioner		Food Hygiene Certificate	July 16
Sophie Morton	Play Practitioner	Level 3 Specialist Support Level 3 Student Early Years Educator	First Aid for Child Carers Food Hygiene Certificate	September 18
Abigail McLelland	Play Practitioner	Level 3 Early Years	Food Hygiene Certificate	September 18
Sara Masi	Play Practitioner		Food Hygiene Certificate	June 2019



Ofsted registered Out of School Club

Ofsted URN: 2536371

KidZone Sawtry Limited

Company Registration No: 11758595

Registered Address: 2 Railton Road, Kempston MK42 7PN