

Kidsize

Out Of School Club Handbook



CONTENTS

1. Information and Contacts
2. Our Aims and Objectives
3. Breakfast Club
4. After School Club
5. Price List
6. Breakfast and Snack
7. Movies / Video Games
8. Outdoor Play
9. Attendance, Sign in & Sign Out
10. Behaviour Strategy & Policy
11. Staffing and Supervision
12. Accidents, Emergencies and Safety of Children
13. Medication Policy
14. Illnesses
15. Additional Support Needs Policy
16. Enrolment Policies and Procedures
17. Discontinuation of Enrolment
18. Withdrawing & Changing Days of Attendance
19. Additional Information



1. INFORMATION AND CONTACTS

Kidsize Out of School Club is for children currently attending Kingswells Primary School. We have 2 sites in Kingswells.

Site 1

*Kingswells Community Centre,
Kingswells Village Centre,
Kingswells,
Aberdeen AB15 8TG*

At this centre we have we have full use of the upstairs hall and occasional use of the sports hall/coffeeshop. Breakfast club is registered for 32 children and after school club is registered for 24 children.

Throughout this document site 1 will be referred to as **KCC**

Site 2

*Kingswells Primary School,
Kingswells Village Centre,
Kingswells,
Aberdeen AB15 8TG*

At the school we have we have full use of the GP rooms and occasional use of the sports hall. Both breakfast and after school club are registered for 41 children.

Throughout this document site 2 will be referred to as **KPS**

Our breakfast clubs run from 7:30am - school drop off (9am)
Our after school clubs run from school pick up (3:15pm) - 6pm

CONTACTS

KPS Club Phone: 07719730776

KCC Club Phone: 07513889860

Manager - Jenna Millar: 07446854441

Depute Manager - Belle Rose: 07535424993

Company Director - Corinne Millar: 07462695505

Email: kidsizeoosc@hotmail.com

2. AIMS AND OBJECTIVES

At Kidsize we put kids first: we believe in **making friends**, **having fun**, and **learning more!**

MAKING FRIENDS

We encourage all of our Kidsizers to create friendships with each other. So far we have seen so many friendships blossom at Kidsize between friends of different ages and genders who may otherwise not have the opportunity to become friends at school. We are proud of the inclusive environment that exists at Kidsize, nobody is ever left out of play or group work. These friendships form organically through the activities we organise.



HAVING FUN

Our main aim for our Out of School Club is to ensure that the children are having as much fun as possible. To do this we provide a large selection of play opportunities that will stimulate and challenge children. By providing several play types we are ensuring that every child has a chance to join in with an activity they not only enjoy but often excel in. We promote child centred working by ensuring children are given choices and that they are heard and valued. The children who attend our club help to plan termly topics and can even lead group activities if they wish.



LEARNING MORE

At Kidsize we recognise and value the importance of learning through play. We believe that through every activity there is an opportunity to learn and development. Kidsize organises stimulating and inspiring activities for children to gain new skills and knowledge. Through science experiments; designing and creating; writing scripts and performing; and outdoor activities, the children are always engaging in active learning throughout their time at Kidsize. We also create a safe and secure environment for children to develop and build on their social skills.



At Kidsize Club Ltd. we believe in the importance of play. Play encourages social interaction between varying age groups as well as increased social skills.

At Kidsize we follow the Playwork Principles:

1. All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
2. Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
3. The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
5. The role of the playworker is to support all children and young people in the creation of a space in which they can play.
6. The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
7. Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
8. Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and well-being
9. of children.

(Playwork Principles Scrutiny Group, 2005)

We also aim to continuously improve the setting and consult children and parents/carers in the improvement and development process.

Kidsize Kingswells OOSC aims to provide healthy and nutritious breakfast and snack options and ensure children are involved in the choosing and preparation.

We do this by meeting GIRFEC, Playwork Principles, UNCRC and Health and Social Care Standards: My Life, My Support.

Objectives: Meeting the Health and Social Care principles and standards: My Support, My Life

At Kidsize we work in line with the Health and Social Care principles and standards: My Support, My Life to provide best practice.

Standard 1: I experience high quality care and support that is right for me

We provide high quality care and support to children that is right for them by ensuring their personal plans are kept up to date and meet the children's needs. These are reviewed every 6 months to ensure children are receiving the care they require. Children and parents are involved in the development of personal plans. Staff complete regular child observations to contribute towards the child's personal plans.

We follow our Equal Opportunities Policy to ensure children are respected and protected against discrimination.

Children can exercise their right to play by engaging in various play opportunities that they choose. They are given a choice of play inside or outside. Physical play outdoors helps the child to become fit and healthy. We also promote good health by offering nutritious snack and breakfast options.

Standard 2: I am fully involved in all decisions about my care and support

We follow a Child Participation Policy to ensure children's voices are heard and that they are able to make decisions surrounding their care. They are involved in choosing termly topics and activities, deciding what play opportunities should be provided and getting involved in the development of their personal plans. Children also participate in choosing the snack menu.

We also have a Working in Partnership with Parents Policy to ensure parents/carers are involved in the development of the setting and the care of their child. Meetings with parents/carers will be held for those who require more support. Parents are regularly kept up to date via email and with posts on social media. We send out feedback forms to gauge how they feel about the service we provide.

Standard 3: I have confidence in the people who support and care for me

We ensure at least 50% of our staff force holds or is working towards a relevant qualification. Staff are required to complete a minimum of 5 hours of Continuous Professional Development per term and have termly appraisal meetings with the manager of the setting. Regular team meetings are held where best practice is fed back to staff.

Staff are recruited in line with Safe Recruitment practices and must be PVG checked before starting within the setting. All staff are registered with SSSC within 6 months of starting.

Standard 4: I have confidence in the organisation providing my care and support

The organisation follows best practice issued by the Care Inspectorate. Quality Assurance is undertaken to ensure we are providing the best service possible and we are continuously improving the setting. Policies and procedures are updated annually so ensure we are staying in line with current best practice. We stay in touch with the Care Inspectorate and complete the relevant eForms when required.

Standard 5: I experience a high-quality environment if the organisation provides the premises

We work in partnership with the Community Centre manager to ensure that the Centre is kept the the highest standard. We regularly clean the setting to ensure a clean and tidy setting. Staff follow the correct Health and Safety procedures to ensure the premises is hazard free and safe for the children to play. Risk assessments are completed and reviewed regularly. New equipment for the setting is purchased regularly and any broken equipment is either fixed or thrown away.

If any service users believe we are not meeting these standards to a high quality they can exercise their right to make a complaint by following our complaints procedure or contacting the Care Inspectorate directly.

3. BREAKFAST CLUB

Drop off from 7:30am - 8:30am

Our morning activity club will start your child's day off right! We will provide a nutritious breakfast and some relaxation time. Breakfast runs until 8:30am. Children have access to a range of freeplay materials and a range of activities. We take part in the Childsmile toothbrushing programme every morning. For more information visit: <https://www.child-smile.org.uk/index.aspx> If you would not like your child to participate in toothbrushing please let us know.

4. AFTER SCHOOL CLUB

Pick up until 6pm

Our after school club will begin as we pick up the children from school at 3:15pm. The aim of this club is to allow kids to relax and play. We will have a range of activities available throughout the week such as science, art and sports. Diversifying the activities throughout the week means your children will never get bored. We provide healthy snacks and allow plenty downtime throughout this club as well. We do termly topics chosen by the children. We can take and collect children from extra curricular activities at Kingswells Community Centre and the school.

5. PRICE LIST

Breakfast Club £8.80 After School Club £13.50 Breakfast & After School Club £21.00

6. BREAKFAST AND SNACK

We will provide nutritious and varied breakfast and snack options during our clubs and will do our best to meet any specific dietary requirements. However, if your child does not like the options provided or you wish for them to have more please feel free to send a healthy snack with your child. Please ensure these snacks do not contain nuts as we are a **nut free environment**. All snacks must be in original packaging and will be checked by a staff member. We are a health promoting club and will not accept chocolate/sweets.

7. MOVIES / VIDEO GAMES

Films with a U and PG rating will be shown at Kidsize. We will adhere to the age rating shown on video games and will not have any 12+ games on site. See Technology Policy available on the website for further information <https://www.kidsizeltd.com/policies-documents>

8. OUTDOOR PLAY

Kidsize aims to provide the choice of outdoor play periods for the children every day (as long as weather permits). Please see that children are dressed appropriately for active play for both

indoors and outdoors. This includes appropriate shoes for active play, and hats, gloves, and boots for winter snow play.

9. ATTENDANCE, SIGN IN & SIGN OUT

ARRIVAL PROCEDURE:

Before school, children must be accompanied into the building no earlier than 7:30 AM and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child before sign-in. **Breakfast will only be served until 8.30am.** Please note that we depart the KCC building at 8.45am for school drop off therefore children must be dropped off by this time and signed in no later than 8.30am. We ask that you please inform us if your child will not be attending our breakfast club via phone call, text, email or via the SeeSaw app.

PICK UP:

KPS Setting - Children from Primary 3 - 7 will walk themselves to the GP rooms when the bell rings at the end of the day. Primary 1 & 2 children will be collected from their class areas by a Kidsize staff member. Staff members will be clearly visible in their Kidsize uniforms and will make themselves known to the children they are collecting.

KCC Setting - After school, we will have a staff member designated to each of the following areas: Primary 1 (outside school reception), Primary 2 & 3 (in the school quad) and Primary 4-7 (in the school playground) [This is subject to change depending where the school marks its entrances/exits]. Staff members will be clearly visible in their Kidsize uniforms and will make themselves known to the children they are collecting.

If your child will be absent on an afternoon he or she is scheduled to attend, please inform Kidsize by notifying a staff member prior to the absence, or by emailing, texting, messaging on SeeSaw or leaving a voice mail message before 3:00 PM. (See page 2 for site phone numbers and email addresses.)

If a child is absent on an afternoon they are scheduled to attend, and Kidsize has not been notified, Kidsize staff members will take the following procedure: Staff will first check the child's classroom and the school office, then call the parents to determine the child's whereabouts. Once parents are contacted, they are responsible for locating the child with the assistance of Kidsize staff. If attempts to contact the parents are unsuccessful, messages will be left, and the emergency contacts will be called. If no contact can be made, the police may be called to report the missing child.

Because this procedure takes a staff member away from the group for an extended period of time, a £5 fee is assessed for failure to notify the Kidsize staff of an absence. Kidsize reserves the right to suspend and/or discontinue enrolment for recurrent unnecessary traces.

RELEASE AT PICK-UP:

Children will be released only to those persons specified on the registration form. Designated pick-up persons must be 16 years old or above. If a person not listed on the registration form must pick up the child in an emergency, parents are to provide an email to kidsizeoosc@hotmail.com, or a signed note giving the person permission to pick up the child. Phone calls will be accepted to grant

permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the identification of anyone they do not recognise. Please inform anyone picking up your child of this policy so they are aware we must see a photo ID before releasing the child.

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority.

Due to the importance of greeting children and hearing about their day, parents are asked to finish phone conversations before entering the building.

If your child is collected any later than 6pm from our after-school club then a late pick up fee of £10 will be issued.

10. BEHAVIOUR STRATEGY & POLICY

At Kidsize we pride ourselves on looking after each other and treating everyone as equal and as our friends. Kidsize uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. We aim to encourage socially acceptable behaviour using clear, consistent and positive strategies.

Whilst at Kidsize we expect both children and adults to:

- Use socially acceptable behaviour.
- Comply with the Kidsize policies and procedures.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Ask for assistance if needed.

The club will promote and actively encourage good behaviour by leading by example and by staff respecting each other and the children. It is believed that by adopting a culture of sharing and caring, engaging rules of action and consequence and by the adults leading by example, any incidents of bullying, name calling, or aggression will be minimised. By establishing clear boundaries according to the child's level of understanding, children become aware of routines and settings and know what is expected of them. One child's behaviour must not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff. Parents are expected to provide suitable detail in terms of behavioural traits of their children when registering their child or when there is a significant change in behaviour at home.

Children will be made aware of the effects of their behaviour on others and methods of discussion and distraction shall be used when confronting behaviour issues. No undue stress shall be placed on the child in terms of humiliation, segregation or any form of physical punishment. Incident sheets will be used to record any incident where handling or physical intervention is needed.

Sheets will be kept on file and copies made available to parents.

If a child's behaviour is concerning Kidsize staff, the following steps will be taken:

The child will be given three verbal warnings, following our behaviour strategy and explanation about why their behaviour is unacceptable. If this does not resolve the matter, then the parent will be informed, and a record of the incident will be kept. This will be shared and discussed with parents.

If the unacceptable behaviour continues at future Kidsize events the staff will monitor and record the incidents and keep the parents informed. In the unlikely event that the behaviour does not improve Kidsize reserve the right to exclude the child from the club on a temporary or permanent

basis. Abuse, both verbal and/or physical, against a member of staff or another child will not be tolerated and may lead to immediate exclusion.

If at any time a child's behaviour is extremely anti-social, then temporary or permanent exclusion may be implemented immediately.

If a child behaviour consistently affects the good feeling within a club, Kidsize may exclude this child. Kidsize will make sure that staff will receive training, if required, in respect of basic behavioural management and how to control situations to ensure the safety of the children.

11. STAFFING AND SUPERVISION

Kidsize staff are all PVG checked and SSSC registered and are committed to providing a warm, supportive environment to enhance the child's confidence. We will always have at least one qualified First Aid trained and food hygiene certified member of staff working at all times.

Kidsize will not exceed the staff to child ratio of 1:10 and maximum group size of 32 (KCC) or 41 (KPS) for school-age children. We intend that no child will be left alone or unsupervised with the following exceptions:

- Using the restrooms
- Helping a staff member (with permission)

12. ACCIDENTS, EMERGENCIES AND SAFETY OF CHILDREN

The safety of the children is of greatest concern at Kidsize. Several procedures have been devised to assure the safety of the children:

A telephone is available at each site for emergencies. (Phone numbers are listed on page 2.) A staff member trained in first aid, CPR, and child abuse/neglect recognition and prevention is on-site at all times.

In the case of a minor accident/injury, Kidsize staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time registration forms are submitted.

A written incident/injury report will be completed and given to the person picking up the child whenever a child has an illness, accident or injury which requires first aid or receives a bump or blow to the head.

If a child requires emergency transportation, the report will be available within 24 hours. In the event of an emergency evacuation due to fire, weather conditions, utility emergencies etc., the children will walk to a designated emergency destination (Community Centre Car Park). Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

See our Health & Safety Policy and Accidents, Emergencies and Safety of Children Policy on our website <https://www.kidsizeltd.com/policies-documents>

13. MEDICATION POLICY

Due to storage and safety concerns at Kidsize, it is strongly recommended that all medications be administered at home or during the school day. If this is not possible, Kidsize will administer medication, food supplements, modified diets, or sunscreen only if stated on the enrolment form. Medications must be given directly to the Club Manager or Lead Practitioner and will be stored in a designated area inaccessible to the children. Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Kidsize if stated on enrolment form. The child must keep the inhaler in his or her possession at all times while at Kidsize and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a Kidsize staff member. It is recommended that the parent provide Kidsize with a second inhaler as a back-up for emergencies. See our full medication policy here: <https://www.kidsizeltd.com/policies-documents>

14. ILLNESSES

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend Kidsize:

- temperature of 38°C or over in combination with any other sign or symptom of illness
- diarrhoea (three or more abnormally loose stools within a 24 hour period)
- severe coughing causing the face to become red or blue or to make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- untreated, infected skin patches, unusual spots or rashes
- unusually dark urine and/or grey or white stool
- stiff neck with an elevated temperature
- evidence of untreated lice, scabies, or other parasitic infestation
- sore throat or difficulty in swallowing
- vomiting more than one time or when accompanied by any other sign or symptom of illness

If a child becomes ill with any of the above symptoms while at Kidsize, the parent or guardian will be notified to immediately pick up the child. The child will be separated from the group, supervised within sight and hearing of an adult, and made as comfortable as possible until the parent/guardian arrives.

Children who are not feeling well, but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities the parent will be called to pick up the child.

The child will not be allowed back to Kidsize until he or she is **symptom-free** for a period of 48 hours or until a doctor's written permission verifies that the child is no longer contagious. A child who is absent from school for illness will not be permitted to attend Kidsize that day. No credit or refunds will be given for days missed due to illness.

See our full Sickness and Illness Policy here: <https://www.kidsizeltd.com/policies-documents>

15. ADDITIONAL SUPPORT NEEDS POLICY

It is the intent of Kidsize to provide activities for children, without regard to disability. Enrolment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that the child will not: constitute a direct threat to the health or safety of

himself or herself or others in a group child care setting, or require supervision, educational services, and/or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities, or require specialised equipment not present in or available to the program. Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist the staff in the care of the child. Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Club Manager with whom the child will be placed will be taken into consideration. Initial enrolment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrolment may be provisional for a period to be stated by the Director at the time of enrolment. Continued enrolment may be reconsidered at any time, for any child, based on the above listed factors.

16. ENROLMENT POLICIES AND PROCEDURES

In order to be eligible to attend Kidsize morning or after school activity clubs or to be on a waiting list, a child must be enrolled in Kingswells Primary School. They also must be toilet trained. To allow time to process registration and to prepare for the child's arrival, fully completed enrolment forms and the first tuition payment must be received by the Monday of the week prior to the child's first day of attendance. Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate exclusion. Any changes in enrolment information must be communicated to Kidsize immediately so that current information is always on file.

WAITING LISTS: Spaces at Kidsize Out of School Club are limited. Openings are offered as space becomes available throughout the school year. Kidsize cannot guarantee or predict when space will become available. If you are on a waiting list and are offered enrolment, you may choose to either accept the space or be moved to the bottom of the current waiting list (one time only). A deposit will be collected if you are offered a space. Spaces can only be granted at a maximum of 3 months prior to the date requested.

Spaces are allocated in the following order:

1. If your child is already enrolled in Kidsize OOSC for at least one session they will be at the top of the waiting list
2. Siblings of children already enrolled in Kidsize
3. All other applications in order of date submitted to us

17. DISCONTINUATION OF ENROLMENT

A child's enrolment may be discontinued, or enrolment may be denied by Kidsize for any of the following reasons:

1. Tuition or other fees are more than seven days past due date.
2. Recurrent late pick-ups, unnecessary traces, or late payments
3. Falsifying information on registration forms or required paperwork
4. Kidsize determines that the child is unable to abide by the Kidsize rules, or the child's behaviour is unsafe or unmanageable.
5. Kidsize determines that the behaviour of the parent is inappropriate, or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem or the parent is unwilling to accept the resolution of the staff regarding any matter.

6. A child whose enrolment has been discontinued for any reason may not seek entrance in future years. If a child's enrolment is discontinued due to the behaviour of his/her parent/guardian, the parent/guardian may be precluded from enrolling his/her children in the future. This decision is entirely at the discretion of Kidsize.

18. WITHDRAWING & CHANGING DAYS OF ATTENDANCE

Kidsize must be notified in writing at least 4 weeks before withdrawal date or change of days. If notice of withdrawal is not given 4 weeks before, a quarter of the next payment is required. No refunds will be made for withdrawal from the program. Changes in days of attendance will be made if space in the program permits and will be effective 4 weeks after request. Please email kidsizeoosc@hotmail.com as soon as possible to withdraw or to request changes. When requesting a change of sessions, you will have to complete a change of sessions request form.

19. ADDITIONAL INFORMATION

Photographs will be taken and shared for the promotional purposes of Kidsize Club Ltd. if parents give permission on the enrolment form.

Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the club, but if they are lost, stolen, or broken, Kidsize cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at Kidsize only during homework time or other times if cleared with the Club Manager. Children can take in toys to play with but only if shared/played with appropriately. Children will be included at all times at Kidsize and will have the opportunity to join in with all on going activities – unless the child's behaviour compromises this.

Kidsize reserves the right to search the child's belongings if the need arises.

Employment of Kidsize staff members by parents for personal child care services is at the parent's own discretion.

If the school is closed for unforeseen circumstances such as adverse weather conditions, Kidsize will remain open unless unsafe to do so. When the school is closed for an in-service day Kidsize Holiday Club will be running from 8-5pm and priority goes to children already enrolled at the breakfast and after school club. Kidsize clubs are NOT open on public/ bank holidays.

Staff use the app SeeSaw to communicate with parents. You will be invited to join our classroom upon enrolment and can communicate with us about suggestions, absences, concerns and more via the app.

Please read all policies and procedures on our website: <https://www.kidsizeltd.com/policies-documents>

THANK YOU

Thank you for enrolling your child at Kidsize Out of School Clubs. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with Kidsize Ltd.