

# Taddington Explorers



# Parents' Handbook

# Welcome to Taddington Explorers!

**Taddington Explorers** is a charity (registered charity number 1168139) providing high quality, affordable childcare after school hours. We are open to all children between the ages of 3 and 11 years.

The club is based at Taddington and Priestcliffe Primary School and at present is open from 3:05pm until 5:00pm on Mondays, Tuesdays, Wednesdays and Fridays, during term time (last pick up 4:55pm). Ofsted registration is currently being processed (URN RP547430). Once Ofsted registration has been obtained and we have established demand, we anticipate that the club will open from 3pm until 6pm weekdays, during term time.

We are a new club and open to comments and suggestions!

Our After School Club Manager is Rebekah Dicken and Paula Greenhalgh is our Play Worker.

Our contact details are as follows:

Taddington Explorers  
Taddington and Priestcliffe C of E Primary School  
School Lane  
Taddington  
Buxton  
Derbyshire  
SK17 9TW

[admin@taddingtonexplorers.co.uk](mailto:admin@taddingtonexplorers.co.uk)

Face Book: Taddington Explorers

Mobile: 07800 576188

## About Us

### Our Aims

Taddington Explorers aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### Our Activities

Our activities will include crafts, outdoor games, sports, games, reading and quiet areas. In addition other resources are available for the children to select from our equipment library.

Wherever possible we will seek to complement the topics that are being taught in class albeit through play rather than formal learning.

We will provide a snack for children when they arrive at the club. Our snacks include toast, crumpets, pitta bread, dips, fresh fruit and vegetables and occasionally biscuits. Fresh drinking water is available at all times. The food we provide at the Club is not intended as a substitute for a main evening meal.

We will use fresh ingredients and follow statutory guidelines. 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 request that food be consumed whilst sitting at the snack table.

## **Our Management and Staff**

Taddington Explorers is a registered charity run by a voluntary committee comprising parents of children and members of the community. We are based at Taddington and Priestcliffe Primary School but are run independently.

The Explorers committee meet regularly and are actively involved in the running of the club. We will invite users of Taddington Explorers to attend our AGM. We would also welcome new members.

Our committee comprises:

Andrea Kirkland (acting chair) (07960 562 961)  
Caroline Payne (secretary) (07773 818 430)  
Angelica Hollinrake (treasurer)  
Rosie Wilson  
Cat Labio  
Melanie Fisher

Our manager (Rebekah Dicken) and play worker (Paula Greenhalgh) are responsible for the daily running of the club and have significant experience of working with children. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

If you have any comments or concerns regarding the club, please contact one of our committee members or our manager.

## **Our Funding**

Our charging structure (see below) covers our daily costs for staff and facilities. However, we also undertake fundraising to support some of our running costs and to continue to upgrade our resources.

You can help support us when you shop online by registering with [thegivingmachine.co.uk](http://thegivingmachine.co.uk) and searching for Taddington Explorers.

## Join Us

If you would like your child or children to attend Explorers you need to become a member of the club (see polices section below).

Whilst both regular and casual users are equally welcome, due to the costs associated with running the club, our preference is for places to be pre-booked.

As such we are offering two types of membership of the club.

**Regular User** - our regular user membership is for parents who wish to book a specific number of sessions per week and pay in advance for these sessions on a half termly basis. The number of sessions booked can be as low as one session per week. We will endeavour to be flexible if there is a need to change the day of a booked session at short notice. Regular users will also be able to book extra (ad hoc) sessions at the regular user price (£5 a session) subject to availability.

**Casual Users** - our casual user membership is for parents who do not need to use the club on a regular basis but may wish to book their child in on an ad hoc basis. We anticipate that ad hoc places will generally be available but require casual users to be registered members of Explorers. There is an additional session charge associated with this service.

Ad hoc/extra places booked on the day must be paid on the day.

If you require an ad hoc place, please contact the Manager on the Explorers' mobile number or school office if on the day.

## Our Prices

Our current after-school club fees are as follows:

### Regular users:

3:05pm to 5:00pm - £5.00

### Casual users:

3:05pm to 5:00pm - £6.00

## Invoices and Payment

### Regular users:

Invoices for regular users are sent out for each half term in advance. Payments are due within two weeks of the date of the invoice. Where possible, we prefer to send out invoices via email.

All payments by cheque or cash (made payable to Taddington Explorers) should be paid to the Taddington Explorers staff in an envelope marked with your child's name. Taddington Explorers can also accept payment directly to the Club bank account (bank account details will be provided on the invoice) or through a recognised childcare voucher provider.

This is payable for all booked sessions including when your child is sick. Once a place has been booked, any cancellation of less than two weeks incurs the full charge.

We do not charge for bank holidays and professional training days.

If you wish to speak to us about an alternative method or timing of payment, please contact our Manager or member of the committee.

Extra sessions/ad hoc places are payable to the Manager on the day by cash or cheque.

#### Casual users:

Ad hoc places for casual users are payable to the Manager on the day by cash or cheque.

## **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.

### **Admissions and Club Registrations**

The registration form, parental agreement and booking forms must be completed annually for all children whether a regular or casual user. Children cannot attend Explorers until this information has been completed.

Our registration and booking forms request information regarding the number of sessions that you wish your child to attend each week (for regular users), the names of adults authorised to collect your child, emergency contact details and any special requirements your child may have.

This information will be treated as confidential and will be stored appropriately.

### **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.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines and introducing your child the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

### **Arrivals**

#### **Children from Taddington and Priestcliffe Primary School**

Our staff collect children from the infant classroom at Taddington and Priestcliffe Primary School. Junior children will make their own way to the club.

#### **Children from other schools**

Parents of children attending other schools are responsible for ensuring their children arrive safely. However, the staff and committee will help wherever possible to organise transport

from other schools/pre-schools. If you are a parent from another school and would like to use our service, please let us know and we will work with you to arrange transport.

## **Collections**

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.

The club closes at 5:00pm until Ofsted registration has been confirmed. We ask that children are collected by 4:55pm to ensure that we are operating for less than two hours. If you are delayed for any reason please telephone the Club to let us know.

In the case of late collection, the parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

## **Changes to days and cancelling your place**

We need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

In cases of illness or emergency when notice cannot be given, please call as soon as you can.

## **Safeguarding**

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. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

## **Equal opportunities**

Taddington Explorers 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.

## **Confidentiality**

Information on an individual child will be kept confidential. The manager and play worker will share information with the parent and appropriate information with childcare professionals and staff.

Staff will not discuss matters of a confidential nature outside of the club and only amongst themselves if absolutely necessary.

## **Behaviour**

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.

## **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.

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.

Our staff are trained in first aid and a first aid kit is kept on the premises. Incidents are recorded and parents informed.

## **Medication**

Please let the Manager 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.

## **Photographs/Social Media**

Photographs of your child/children taking part in activities are taken and used for internal display only. No photographs will be given to any third party.

If you do not want your child to have their picture taken please indicate this on the parental agreement form.

Taddington Explorers has a facebook account. This is to be used for information only and no photographs of children will be uploaded.

**Forms attached:**

- Parental Agreement Contract (regular and casual)
- Booking form
- Medication form
- Registration form