

Klub Prospectus

Ofsted Registration No. 305129
Registered Charity No. 517992



Kelsall Pre-School and Klub
Flat Lane, Nr Tarporley
Cheshire CW6 0PU

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Email: kelsall.preschool@uwclub.net
Web: www.kelsall.org.uk/preschool/



KELSALL KLUB

Telephone: 01829 759268



As an out of school club

Our aim is to provide activities and play opportunities

in a caring environment

Where your child can safely develop their

emotional, physical, social and intellectual capabilities.

Kelsall Breakfast and After School Club aims to provide high quality before and after school care in a safe, caring environment for up to 33 children, aged 3 -14 years.

Breakfast Club opens it's door at 8am and offers a selection of breakfast cereals, toast and fruit available till 8.30am. During the breakfast session your child is free to choose from the many activities available:- Craft Table, Dressing Up area, Pool Table, Board Games, Musical Instruments and of course the computer.

At 8.40 it's time to prepare the children for their day ahead at school, Juniors are escorted into the playground and supervised by a member of staff whilst Infants are escorted once the doors are open into the school cloakroom, where they are assisted with their coats and bags, and then escorted into their classroom.

Afterschool club begins at 3.15pm where we will pick your child up directly after school finishes and look after them until you collect them (any time before 6.00 p.m.) Our fully trained and qualified staff supervise your children at all times to provide a safe and happy environment.

We have a recently landscaped outdoor area consisting of canopies to protect from the rain, and use of the school playgrounds. We will provide the children with an afternoon snack. As well as free playing we like to involve them in creative activities such as art, craft, pool table, board games, dressing up area, decorating biscuits, computer games and also the use of scooters, bikes and skateboards for the outside play area. Weekly competitions are organised and the children are encouraged to be involved in the running of their klub and are always consulted about any changes in which we feel may improve their time with us.



Your Involvement

Kelsall Pre-School incorporating Kelsall Klub is a registered charity, and as such, is a non-profit making organisation. The fees that we charge cover the main part of our costs, however, a major part of our expenses are still covered by fund-raising to enable us to maintain the high standards of care provided for your child.

We also operate an 'open door policy' where you can come in and speak to your child's carers or the supervisor at the beginning or end of each session.

We actively encourage you to come into the Klub and share any interests/skills with the children, and of course welcome your involvement with fundraising activities too!

Committee

The Pre-School (incorporating Kelsall Klub) is run by a voluntary committee of parents, which is formed at the AGM held in September of each year.

The viability of the organisation depends on all the committee roles being filled and parents are encouraged to be involved. We greatly value this support and welcome any ideas from parents that will enable us to maintain and improve all our childcare services, and you are welcome to attend committee meetings throughout the year.

Enrolment

Please complete the enclosed Registration Form, additional forms can be collected from our Kelsall Pre-School and Klub office, downloaded from the internet or simply call and we will be more than happy to post a Form out. Children must be pre-registered with Klub before they arrive for their first session.



Fees & Registration

Klub Opening Hours Fees:

Breakfast Klub	8.00am – 9.00am	£4.00*
After School Klub	3.15pm – 6.00pm	£9.00*

* For children attending both Breakfast Klub and After School Klub on the same day the combined cost is £12.

Kelsall Klub also operates a Pay As You Go system for parents who wish to add additional sessions midway through the half term. If you require your child to attend any additional sessions please either ring to confirm there is a place available or simply fill in the Additional Session Request form located within the porch area and return. All additional sessions are required to be paid in full at your earliest convenience. This will eliminate additional costs being charged to your half termly bill.

Kelsall Klub offer flexibility with sessions and should you wish to change days or alter any pre-booked sessions please don't hesitate to contact ourselves. All sessions are pre-booked through our session request form, this form is sent out 3 weeks before the end of half term and is required to be completed before the last week of the half term, this will enable us to ensure all your session requests are met.

Invoices

Invoices are issued at the beginning of each half term and are payable within 14 days. Cheques are payable to Kelsall Pre-School or payment can be made directly by BACS (bank details on invoice). Payment can also be made by employer childcare vouchers.

No refunds can be made for short-term illness or holidays but we are happy to discuss any issues you may have regarding your bill.



Meet the team

Hayley Nixon	Klub Supervisor Pre-School Deputy	NVO L3 Playwork Working towards a Foundation Degree
Angie Dutton	Setting Leader & Supervisor	NVO Levels 2 & 3 Children' s Care learning and development Level 4 Early Years Practice Working towards a Foundation Degree

Sue Stokes	Klub Assistant Pre-School Assistant	NVQ L2 Children's Care Learning & Development
Tom Roberts	Klub Assistant	
Janette Woosey	Klub Assistant	
Keda Robinson	Klub Assistant	Working towards NVQ L3 Children's Care Learning & Development
Rachel Jones	Klub Assistant	
Lindsey Furlong	Klub Assistant and Administrator	Working towards NVQ L3 Children's Care Learning & Development
Leah Robinson	Klub Assistant	NVQ L3 Children's Care Learning & Development
Jo Jones	Klub Assistant	NVQ L3 Children's Care Learning & Development
Tracey Chamberlain	Klub Assistant	NVQ L3 Children's Care Learning & Development

Policies and Procedures

Policies

The Klub has a book of policies and procedures which are available for any parent to see. These are available on our website and in the porch if you wish to read them.

Complaints

Parents and children are entitled to expect courtesy and prompt careful attention to their needs and wishes. Therefore we would like you to bring any concerns or anxieties in the first instance to the attention of our supervisor or committee chairperson. Our complaints procedure is available for you to read in our policy documents.

Inclusion

Our main objective is to provide equal opportunities for all, whether they are children, staff, helpers, parents or carers. Our designated inclusion officer is:

Special Requirements

As with all children, those with specific requirements are welcomed to the Klub. Consultation between parents and Klub staff is highly valued. Our staff attend wherever possible in-service training on inclusion. If it is felt that a child's needs cannot be met in the Klub without the support of a professional assistant (P.A.), funding will be sought to employ one. For more information, please speak to our Klub supervisor.

Smoking

We comply with health and safety regulations and the Welfare Requirements of the EYFS in making our setting a no-smoking environment – both indoor and outdoor.

Illness

Please do not send your child to the Klub if they are ill. In particular, stomach upsets and infections have a tendency to spread rapidly between children. In this instance children should be kept away from the Klub until they have been symptom free for 48 hours. We would ask that you inform us immediately if your child has a contagious illness, as it may be necessary to inform other parents whose children may be at risk.

If your child is absent from school please inform Klub so we are aware they will not be attending. For the administration of medicines and sun cream at the Klub we require written instructions from parents.

Please also inform us of any dietary or food allergy requirements as the health and well being of your child is of paramount importance to us.

Accident Book and Emergencies

All our Klub staff have a recognised qualification in First Aid which they update regularly, and will treat minor injuries, bumps and bruises that occur. Should a child sustain a severe injury that requires medical assistance, you will be contacted immediately. Should a child need to be taken to hospital urgently a member of

staff will travel with the child and remain with them until a parent/carer arrives. All injuries, no matter how small, will be recorded in the accident book held in the office, which parents/carers will be asked to sign when they arrive to pick up their child at home time.

Discipline

We believe that children and adults flourish best in an ordered environment. We aim to work towards a situation in which children can develop self-discipline and self esteem in an atmosphere of mutual respect and encouragement. Praise is always given for behaviour such as kindness and sharing, however, should a situation of misbehaviour arise it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome. Children will be given adult support in seeing what was wrong and working towards a happy solution for all.

We have a behaviour management policy, which our supervisor will be happy to discuss with you.