



## General Information for After School and Holiday Clubs

<http://www.kids-r-us.org.uk>

The Annexe, Milton Community Centre

Kids R Us is an out of school club providing quality playcare for children and young people aged 4 – 12 years after school and in the holidays.

The club provides a caring and fun environment with play opportunities designed to promote personal and social development, physical and intellectual skills and creative achievement. Special activities and outings, such as drama and puppet workshops, barbecues, bowling and theatre trips, are organised regularly, particularly in the holidays.

All staff are experienced and/or qualified in child care/youth work and registered with Ofsted (Office for Standards in Education). Staff are continually seeking to develop their good practice by attending further training. High quality resources are provided through staff and parents' generosity and club fees.

The club operates from the Annexe building at the Milton Community Centre and is registered with Ofsted, Cambridgeshire's Care and Education Partnership and 4 Children (formerly Kids Clubs' Network). Details of all club policies including health, safety, behaviour and admissions are available for reference at the club to all parents and guardians.

### Fees

After School Club (inc. light tea)		Holiday Club (inc. breakfast and light tea)	
Hours	Fees	Hours	Fees
3.15 – 5.00pm	£8.50	8.00am – 6.00pm	£25
3.15 – 6.00pm	£9.50	Hourly (min. 5 hours)	£3.50

Fees are payable in advance on a weekly or monthly basis. Cheques should be made payable to Kids R Us. We are registered and approved to accept employer provided Childcare Vouchers.

Kids R Us reserves the right to cancel the registration if fees are not received one week in advance. Full fees are payable for a child's absence except in exceptional circumstances and with the agreement of the manager. A fee of £1 per ten minutes is charged for collecting your child more than five minutes later than the time booked and paid for.

In line with other out of school clubs and to cover administration costs an annual registration fee of £10 per family is payable from September each year.

### After School Club

A new registration form must be completed by all users of the club from September each year. Registration is confirmed on receipt of a £10 registration fee. Admission will be on a first come first served basis. Any days that are not available will be notified and your child's name included on the waiting list. Four weeks' written notice is required when you no longer wish to use the club. Children will be collected and escorted safely from the school by a registered playworker. A light tea is provided at about 4.00pm.

### Holiday Club

Details of holiday clubs, including activity plans, are sent out regularly through Milton School. If your child does not attend the school and you wish to receive a copy of the newsletter, please let us know and we will be happy to put you on our mailing list. You are not obliged to attend both the after school and holiday clubs but separate registration forms must be

completed for each holiday that you choose to attend. One annual registration fee of £10 covers all club sessions attended.

### **Breakfast Club**

The club will open at 7.30am each day and at 8.30am our staff will escort the children to school in order to hand them over into the care of the class teacher by 8.50am.

The cost will be £4.50 per session, payable monthly in advance.

### **For the Safety and Protection of Your Child**

- Please ensure that medical and special needs are clearly stated on the registration form.
- Please ensure that you notify us immediately of any changes to registration details.
- Please let the Person in Charge know if your child will be absent for any reason.
- Please inform the Person in Charge if you are going to be late or if you have requested anyone else to collect your child.
- Please notify the member of staff with the registers when you have collected your child.
- You are obliged to complete and sign an authorisation form if your child requires or carries any medication which they may need during the club session.
- We are obliged to inform social services if we have any concerns about the welfare and protection of your child.

### **Staff**

Here are the names of the team, with the days they are at the club.

Sharon Ball	Club Manager	Most of the time!!
Diana Robson	Deputy Manager	Monday - Friday
Nadine Marshall	Playworker (multicultural co-ordinator)	Monday - Friday
Dora Polaschi	Playworker (food provision)	Monday - Friday
Craig Radcliffe	Sports Coach (UEFA)	Monday - Friday

Kids R Us is an equal opportunities employer.

### **Contacts**

Please feel free to contact the Manager for further information or registration details. You are welcome to visit the club at anytime; in fact we strongly recommend this before you confirm the registration. A courtesy call to say you are coming would be appreciated but is not necessary.

We hope you are always happy with the quality of service provided by Kids R Us. We endeavour to respond to suggestions from parents, children and the wider community and develop existing good practice. If you have any comments or queries, please do not hesitate to contact me.

**Club Manager Sharon Ball: Tel 01954 203491**

**Club Mobile: 07754 664797 (8.00am – 6.00pm holidays, 3.00pm – 6.00pm term time)**

Milton Community Centre: Tel 01223 862763

**Registration forms and newsletters can be downloaded from our website at:**

<http://www.kids-r-us.org.uk>