



# Kidzones - Welcome Booklet - Summer, Easter and Half-term Holiday Clubs

Holiday clubs, known as Pathways Kidzones, for primary school children in Reception, Key Stage 1 and 2, take place during all school holidays at our branches and on separate sites elsewhere.

Details including times, prices and themes - can be found under 'Our Kidzones' on our website <https://www.pathwaysnursery.co.uk/>

## Welcome

Welcome and thank you for choosing to work in partnership with our team to provide for your child during the school holidays. This pack contains an overview of basic essential information. We operate an open-door policy so please ask if there is any aspect that you are unsure or concerned about. We look forward to seeing you and your child very soon.

A reminder that due to the fixed nature of our costs, there are no refunds for absence.

## Section 1

**Aims and Philosophy** - As well as being a safe haven for children of working parents, the holiday clubs aim to provide a place for children to meet, play and learn with friends. The holiday clubs offers a blend of care, fun and informal learning. It is not the same as being at school but provides children with continuity with a sense of routine and belonging to a group, which is vital for mental health. Children will naturally develop their social, language, physical and creative skills as they participate in pre-planned themes with plenty of free choice. Children are involved in planning and decision-making so the activities can be provided around their needs, rights and interests. We aim to be outdoors as much as practicable and provide a broad and balanced range of activities, including some 'forest school' experiences.

**Behaviour and attitudes** - Staff have high expectations of all children, using positive age-appropriate strategies plan to teach children acceptable and desirable behaviour and attitudes. Parental support is key in supporting children's behaviour. There is a robust behaviour and attitudes policy, and you will be informed if there are any significant concerns. Corporal punishment shouting and 'time out', are forbidden. Rewards and golden rules apply. In the context of Health and Safety children are expected to follow age-appropriate instructions. Racist, bullying and discrimination behaviours are managed in consultation with outside agencies and parents. Occasionally, despite being well-supervised, children may show some aggression, but this is rarely deliberate or targeted, and again will be managed sensitively in terms of the victim and the perpetrator. In the unlikely event that a child's behaviour is extreme, aggressive or extremely disruptive, parents will be consulted, and exceptionally, children may be excluded e.g. if they require additional support or cause repeated and deliberate harm to another child/adult. Our policy emphasises that it is the behaviour that is unwanted (not the child) and staff apply frequent praise for wanted behaviours rather than sanction unwanted behaviours.

**Inclusive education** - Pathways values difference and diversity. Children from diverse social, cultural and linguistic backgrounds are welcome and provided with equality of opportunity. Staff promote and practice anti-discriminatory values and attitudes. Discriminatory behaviours and language are not tolerated.

Children with special educational needs and disabilities are enabled to participate fully. Each club has a Special Educational Needs co-ordinator (SENCo) and if there are any concerns about a child's learning, development, or behaviour the SENCo will share these with parents and a plan will be developed to support the child's participation. Where necessary, we will ask your consent to involve support from local authority experts e.g. area SENCo learning support services or health visitors. If your child has special / individual educational needs, please let us know at the point of registration and remind staff on your first day if you are a newly registered family.

**Engaging with Parents** - Feedback from parents, including constructive ideas for improvement are welcome. In our experience, complaints/concerns are often based on misunderstandings and can be avoided by ongoing open dialogue. However, if you feel you are not being listened to or your concerns have not been addressed, please do not let your worries build up. If you have any significant concerns, please contact the office and we will do our best to resolve them with you. All complaints are logged, and any written complaint will be investigated.

## **Section 2 Safeguarding, Health and Welfare**

**Child Protection** - All staff are obliged to follow local safeguarding procedures, in recognising, responding, recording, and reporting concerns about a child. Pathways is committed to protecting children from actual or potential harm, abuse or neglect. Each branch has a designated safeguarding lead (DSL). All permanent branches are monitored by CCTV and staff undergo robust recruitment checks and supervisions. If you have any concerns about a child or a member of staff, or that your own child is at risk, outside nursery, please contact a Designated Safeguarding Lead (DSL) or a director. Our Child Protection policy and wider safeguarding policies and procedures have been tried and tested. These include use of photographs, arrival and collection, data protection and child protection. If your child is injured outside hours of attendance, staff are required to complete an existing injury form and you will be asked to complete details of how the injury was sustained.

**Food and drink** - Pathways encourages healthy eating and drinking of milk, water or low sugar drinks. If your child has an allergy, we must be informed, so our allergy procedures can be implemented. The occasional treat may be provided at the setting on special events, such as a party or fish and chip day. Children are provided with a mid-morning and afternoon snack. A light breakfast and tea are available for children attending extended hours. Children who qualify for free school meals may be able to register on the local authority HAF scheme for free food and 4-hour free holiday activity.

**Illness** - Recommended Periods of Exclusion due to illness are followed, children should be fit and well enough to attend, and not show any signs of infection. Please do not send your child if he or she is unwell and clearly unable to benefit from being at nursery. Do not give your child Calpol or other medication within 4 hours of arrival, as it may mask a temperature or signs of infection.

Note - Pathways continues to reserve the right to refuse entry to a child who appears unwell in any way.

It is essential that you provide accurate phone/work contact details in case of **sickness, accident or emergency**. Pathways reserves the right to refuse to accept a child who appears to be unfit for attending or who shows signs/symptoms of an infection. A child who is obviously unwell and not able to participate in routine activities, or has signs of infection, will need to be collected by an authorised adult, usually within 30 minutes. In exceptional cases, e.g. a suspected first seizure, a member of our team may need to take your child to a doctor or in an ambulance to a hospital.

**Medicines** will not be administered without parental consent. As a general rule, staff administer prescribed medicines only. Please inform us if your child has had any medication prior to the session, or if your child is on regular medication e.g. an inhaler. Do not leave medicine in a child's bag.

**Accidents** Children learn through playing and exploring, and a certain amount of risk and challenge is important. Children are still developing a sense of space and of danger, there is likely to be occasional accidents at home and in playscheme, (especially if your child attends 7.30 - 6,00!). Play equipment is age appropriate, climbing and balancing equipment are closely supervised. The majority are minor childhood bumps or scrapes and require TLC and/or a cold compress. However, some require first aid treatment e.g. cuts, bruises and head bumps. There will be a first aid trained member of staff, accidents are routinely reported to parents at the earliest opportunity, with head injuries being reported promptly by phone. Where there is a distinct mark, first aid treatment has been given or a child has been particularly distressed, an accident form is completed and shared with the parent.

On the rare occasion e.g. head injury, or suspected fracture, unexplained rash etc procedures are in place - 111/999 services are called.

Please inform us, on registration, of any fractures or physical weaknesses your child that have been noted or diagnosed at any point prior to being left unaccompanied.

**Local Walks** Unless you have *not* given overall consent, children are taken out on local walks e.g. to post a letter, to a shop or simply to play in the leaves. Physical exercise and walks are an important part of the holiday provision.

**Arrival and collection** Children will be ready for collection shortly before the end of the session and need to be collected promptly, by an adult, i.e. over 16 years old. Children will **not** be allowed to leave the premises with anyone unauthorised by the person, with parental responsibility, who signed the registration form. Parents are responsible for ensuring that copies of court orders are in place if any person with parental responsibility is prohibited from collecting a child. Each child has a unique password, and you will be told how this works if you are unable to collect your child. A late collection fee is payable for unauthorised late collection.

**Clothing, sun protection and footwear** - Please dress your child in suitable, washable clothes and safe footwear. Children are busy exploring, painting, cooking, and using a variety of media and materials even mud on occasion! They are encouraged to wear aprons, but we cannot be held liable if clothes become marked. Please also make sure that all belongings, lunchboxes, drinks bottles and outer clothing are clearly labelled. Please provide named sunscreen and sunhat in your child's bag. Baseball hats and high viz jackets are provided.

### **Section 3 Fees**

You should have received information on session times and fees, and these are on the website. Fees may vary according to age group and are payable in advance.

A registration/admin fee (non-returnable) of £30.00 per family is payable for new children who have not attended a holiday club before.

A **Kidzone Holiday Club Booking Form** should be fully and accurately completed for children attending primary school, including 3 emergency contact numbers, details of allergies, authorised collectors, doctors details, individual needs etc...

The person completing the booking / registration form is liable and responsible for paying the fees, regardless of any 3<sup>rd</sup> party involvement.

Non-payment of fees in advance of attendance will result in immediate cancellation of your child's place. No child will be admitted unless fees have been paid.

Once a place has been booked, there are no refunds for absence for any reason.

The preferred method of payment is cash, at half- terms and Easter, when payment of your invoice in full at the time of booking.

Over the summer cash payments may be made weekly, provided they are paid on arrival on the first day of week your child attends.

**Cancellation** of sessions or places in Holiday Clubs are subject to 5 working days' notice or payment in lieu.

**Late or last minute, one-off extra bookings** (less than 5 working days' notice) may be requested, on site. Spaces will be allocated subject to availability and the child will be added to the register on site, provided payment has been made.

**In addition to holiday clubs some additional services are available to nursery children who are not booked in all year round.**

#### **Nursery extra session bookings – outside local authority term dates**

Children, under 4 years by 31<sup>st</sup> August, the previous academic year, i.e. nursery children who are not yet in full time reception class in a primary school, may attend **extra sessions** booked at Easter, Summer or half -terms, school INSET days or Santa Specials using the **nursery extra session booking** form.

Fees are detailed on the Nursery Fees List and are the same fees as payable all year round.

These places are not guaranteed and are limited. Early booking is advised to avoid disappointment. The staffing ratio for nursery children is 1:8. Nursery children may join in some holiday club activities, if age appropriate, and/or if they are in a family group.

#### **School readiness activities (August) (8 additional spaces)**

**School readiness** - All branches offer a focused 'School Readiness' activities, during each week in August. These are specifically for a key group of children who will be aged 4 by the 31<sup>st</sup> August, in that year, and who are starting school in the September.

School readiness sessions are a.m. or p.m. with extended hours available as detailed on the fees list. These oldest children will be in a key group. The key person will be specifically planning, observing, re-inforcing and promoting the skills needed to ease the transition into reception class.

Children will be supported in focus group activities, and 1-1 interactions. This pre-planned programme is directed by a qualified, experienced teacher. It includes fostering

independence, developing relationships, speaking and listening, social skills, early literacy, phonics, counting and number recognition.

An overview of the school readiness programme, and fees is available on the website.

Note: Children, starting school, who attend all year round and are already booked in these weeks will participate in these sessions.

**Leadership and Quality** - Directors and senior staff monitor and support quality. The regulatory body is Ofsted and current details are on our website.

**Useful contact details:**

**Please speak to the branch manager or contact us if you have a query.**

**Branch details – see website.**

**Director (Quality) – Beth Casey**

**Phone: 07960599914**

**E mail [office@pathwaysnursery.co.uk](mailto:office@pathwaysnursery.co.uk)**

**Office Manager: (Invoices and Booking Queries) Daniel Jones**

**Phone: 01926 484030**

**E mail: [office@pathwaysnursery.co.uk](mailto:office@pathwaysnursery.co.uk)**

**Website : <https://www.pathwaysnursery.co.uk/>**

We hope your children enjoy their time with us and welcome you all to the Pathways family,

**Caroline A. Jones (Director)**

**Phone: 01926 484030**

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