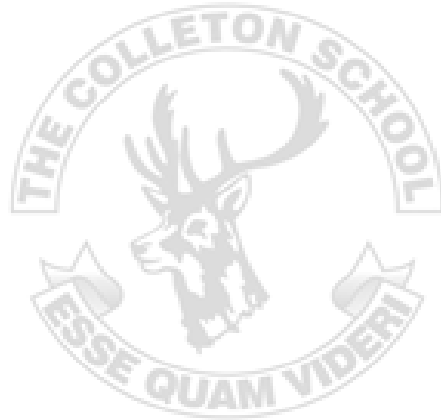


POLICY AND PROCEDURES
FOR THE
COLLETON EARLY DROP OFF CLUB (EDO)



Important Information

All emails and any enquiries/questions to admin@colleton.wokingham.sch.uk 0118 9340530

Payment must be made in advance of permanent bookings or by the end of the week of Ad Hoc bookings. No entry to the club will be allowed without prior registration and payment of previous term. Club limit 45 children.

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1. AIM

The aim of the Colleton Early Drop Off Club is to provide good quality affordable childcare in a safe, happy and caring environment.

2. OPERATING HOURS

The Colleton Early Drop Off club will operate during term time excluding inset days and any other days that the Primary School is closed to children. Normal hours are Monday to Friday from 8am to 8.40am.

3. ADMISSIONS/BOOKINGS

Admissions

The Colleton Early Drop Off Club is for sole use by children attending The Colleton Primary School. Please contact the school office to check availability and obtain a booking form. There is a limit of 45 children.

Sessions need to be booked a term in advance. Ad hoc sessions can be booked by 12 noon the day before if available. Ad hoc sessions will be charged at a higher rate.

4. SESSION FEES

Fees will be reviewed and set by the School Governors annually in April/May for implementation in September. Parents / carers will be advised of the new fees by the end of the Summer Term.

The Colleton Early Drop Off Club will accept payment for fees by online payment or cash. Fees may also be paid by Childcare Vouchers; a list of current companies is available from the school office or on the school website. If you do not see your childcare voucher company on this list please contact the school office.

Payments

Bookings and payments will be administered using the Schools Cash Office system in the same way as school dinners and trips. Users will be able to see the sessions booked and how much is due by logging onto their account as normal.

Payment Terms

All sessions must be paid for in full by the given date to secure a place for the next term.

Cash must be handed in to the school office in an envelope with the child's name, details of what is being paid for and the amount on the front. Payment should not be made to Drop Off staff. Receipts will not be issued as users will be able to see their payments on the Schools Cash Office system (Scopay).

For child care vouchers please let the office know your provider and you will be given an appropriate account number. Once payment has been made and the office receives notification, this will be credited to your account (usually 5 working days), please ensure there is enough time for payment to reach your account before the deadline date.

A debt reminder will be emailed if payment is not made by the specified date. If the amount is still outstanding at the end of the term, further bookings can be cancelled.

Staff will not enter into any negotiation with parents about fees; any request for special terms etc. will be referred to the School Governors, who will have to resolve such matters in fairness to both parties.

5. ARRIVALS

A daily register of all children booked to attend The Colleton Early Drop Off Club will be produced by the school office, to ensure that staff know exactly who is due to attend each day.

Children must be brought to the club and signed in by an adult. If a session has not been booked, the child will be refused entry. This is to ensure that safe staffing levels are maintained.

It is the duty of the parent to inform the school office in writing/ by email/ phone call or in person when a child will not be attending the club for any reason.

If your child does not attend their session for any reason no refund will be made.

6. DEPARTURES

Children will leave the Drop Off Club at 8.40am and go to their registration classrooms. Younger children will be accompanied by a staff member.

7. CANCELLATIONS \ CLOSURE

If the school is closed for any reason (strike/emergency), there will no charge for the booked session.

Four weeks notice is required if you wish to cancel or change the permanent booking.

Other Circumstances

The Colleton Early Drop Off Club reserves the right to withdraw the use of this facility where:

- The parents/users contravene any of the conditions contained within this policy document after sufficient notice has been served. Sufficient notice being one verbal notification and one written notification for repeated misbehaviour.
- The child appears unsettled or unhappy continually during Drop Off Sessions.
- It is the opinion of the Supervisor and Headteacher that the continued attendance would be to the detriment of either the child, other Colleton Drop Off members or staff.

8. HEALTH AND SAFETY

The Early Drop Off Club will follow all of the relevant school Health and Safety policies.

9. FIRST AID AND ACCIDENTS

A first aid box is available for use by the Early Drop Off Club, along with an accident book. These will be kept at a designated area. All accidents, no matter how slight will be fully recorded in the accident report book and a blue form put in the child's bag.

Staff will have access to records of any children registered with The Colleton Early Drop Off Club who suffer from asthma, epilepsy or any other form of illness/disability.

All major accidents will be dealt with by a qualified on-site First Aider and will be fully recorded on an accident form which is sent to WBC. The emergency services will be called in cases requiring their assistance.

In the case of a serious injury or death details will be recorded in line with school policies.

10. ILLNESS

Illness during a session

It is our policy that if a child should present with any of the following symptoms the Staff will contact the parent/carer as soon as possible to arrange for the child to be collected. In an emergency, the person in charge will seek medical advice for the child and inform the parents/carer as soon as possible.

Symptoms and illnesses that require a child to be excluded:

Diarrhoea	Measles
Vomiting	Mumps
Fever of 101°F/40°C or above	Meningitis
Chickenpox	Hepatitis

If a child becomes unwell with an illness that requires them to be excluded, he or she will be allowed to rest away from the other children, but within contact of an adult until a parent/carer can collect them.

11. ADMINISTERING PRESCRIBED MEDICATION POLICY

See school policy.

12. FOOD AND HYGIENE

Children will not be permitted to bring food and drink supplied by their parents/carers to be consumed on the premises.

Drinking water will be available to children at all times.

13. FIRE DRILL

In the event of a fire, a member of staff will raise the alarm without panic, to alert the children and other staff members. The following procedure will be followed:

- Staff will follow procedures set down by the school for the children;
- Fire Services will be called;
- A roll call will be taken and an incident report written for the records.

14. NO SMOKING POLICY

The Colleton Primary School is a non-smoking site and this extends to The Colleton Early Drop Off Club, its staff and users.

15. STAFFING

The Colleton Early Drop Off Club will appoint staff in accordance with rigorous recruitment procedures.

All staff will be subject to a Disclosure & Barring Service (DBS) check. The staff will receive training on all relevant policies and procedures.

Contingency arrangements for staff absences and emergencies are in place. Where there is staff absence or an emergency occurs, suitable arrangements are in place to minimise the disruption to children and parents.

16. VOLUNTEERS & WORK EXPERIENCE

The club welcomes volunteers and people undertaking work experience at the discretion of the supervisor.

17. BEHAVIOUR

See school policy.

18. EQUAL OPPORTUNITIES

See school policy

19. SPECIAL NEEDS

See school SEN policy.

The Colleton Early Drop Off club will endeavour to support both children and adults with special needs, where possible.

At the time of registration, parents/carers should inform The Colleton Early Drop Off Club of any special needs their child has that they feel may affect his/her ability to attend.

Staff will receive any necessary training on aspects of special needs.

If additional staff/volunteers/resources are required to meet specific special needs then provision will be subject to securing additional funding and/or resources.

20. PLAYWORKING POLICY

The Colleton Early Drop Off Club is run by playworkers who use the Play work Principles as a framework for their work with children. These principles are as follows:

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 play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
4. For play workers, the play process takes precedence and play workers act as advocates for play when engaging with adult led agendas.
5. The role of the play worker is to support all children and young people in the creation of a space in which they can play.
6. The play worker'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. Play workers recognise their own impact on the play space and also the impact of children and young people's play on the play worker.
8. Play workers choose an intervention style that enables children and young people to extend their play. All play worker intervention must balance risk with the developmental benefit and well-being of children.

These principles establish the professional and ethical framework for play work, and describe what is unique about play and play work, and provide the play work perspective for working with children and young people.

They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

In practice, we will make every effort to ensure children feel they are the 'owners' of the club and that they have a valuable contribution to make to the running of the club. We do not run set activities that all

children have to take part in. They are free to choose from the wide range of opportunities on offer and we will try to accommodate any suggestions they make.

21. SAFEGUARDING CHILDREN POLICY

See school policy.

22. USE OF MOBILE PHONES/CAMERAS POLICY

Mobile phones should not be used under any circumstances in the club.

The use of personal cameras and/or video recording equipment (including use of mobile phones for the same purpose) is prohibited.

The Drop Off club will have access to the school list of children whose photographs cannot be taken. It is the parents responsibility to ensure that the school office is advised of any change in their preference.

23. e-SAFETY POLICY

See school policy.

24. COMPLAINTS

See school policy.