



Munchkids After School Club

Parents Handbook

January 2009

Contact Details

Club Address	South Hill Primary School Heath Lane Hemel Hempstead Herts HP1 1TT
Contact Number and Message service	07960 450318
Website	www.munchkids.co.uk
Email	admin@munchkids.co.uk
Company Registration Number	06715422
Company Registered Address	70 Puller Road Hemel Hempstead Herts HP1 1QN
Ofsted Registration Number	EY340006
Ofsted Helpline Number	08456 404040

Mission Statement

"Munchkids After School Club aims to create a safe environment in which children can have fun and develop in an atmosphere of mutual respect and encouragement."

Welcome to Munchkids After School Club

Thank you for choosing our club for your child's after school care.

Munchkids ASC operates between 3:15pm and 6:00pm during term time, with a capacity for 24 children.

A coach service is used to collect children from St Roses Primary School, Boxmoor Primary School, St Cuthbert Mayne, Southill Primary School and Gade Valley Primary School. Children from other schools will be accepted at the club where private transport can be provided.

After collection and registration all children are offered a snack and a drink and then given a choice of activities. Indoor activities include planned arts and crafts, and board games, dressing up, construction games and books.

When the weather is suitable the children are allowed to play, supervised, outside in the school grounds.

The Club has comprehensive insurance and is regularly visited and inspected by the appropriate bodies including the Office for Standards in Education (Ofsted), with the most recent Ofsted inspection being in April 2007. A copy of the report can be viewed via our website.

Established in 1996, and subsequently operated from Boxmoor Cricket Club for 9 years. In 2007 the club moved into its current location at South Hill Primary School.

The Club registered with Companies House in October 2008 as a Company Limited by Guarantee. However, it still runs as a non-profit making organisation, operating entirely through the voluntary work of its parent committee and the employed staff.

How to join Munchkids

Munchkids is open to children in full time education, aged between rising 5 years to 11 years, and currently attending St Roses Primary School, Boxmoor Primary School, St Cuthbert Mayne, Southill Primary School or Gade Valley Primary School or any other school where private transport can be provided, subject to availability and the following priorities:

- a) Siblings of children already attending Munchkids
- b) Children already attending Munchkids that require additional, regular places
- c) Children on the waiting list in order of joining that list

The above criteria are dependent upon maintaining the relevant staff/child ratio and application being for a regular place.

New admissions will be required to produce a valid birth certificate upon initial registration at the club.

Fees, which are reviewed on an annual basis, must be paid two weeks in advance or other regular basis.

You must complete all the necessary registration documents and health forms before your child can be accepted at the club. An annual registration fee is payable.

How to book your child's place

Bookings

You will be required to book places for your child on fixed days of the week, in agreement with the Club Administrator.

Fees will be payable, at least two weeks **in advance**, for all sessions booked for your child, regardless of whether he or she attends.

Sessions are 3:15 pm to 5:15pm and 3:15 pm to 6:00pm. Each session has an associated fee. For details, please see our website – www.munchkids.co.uk

Refunds

The Club operates a non refund policy for missed sessions.

When your child leaves

You are asked to give the club a **two week** notice period, in writing, of your intention to cancel or change their days with Munchkids. Every effort to accommodate a change of session will be made but cannot be guaranteed.

Collections and Non-attendance

Collections

Every child, upon collection, **must** be signed out by an authorised parent / carer. Late collection may incur a penalty fee. For details, please see the Admissions & Departure policy on our website – www.munchkids.co.uk

Unknown collector

No member of staff will allow an unknown / unauthorised person to collect any child from the club without prior permission from the child's parent or carer. Please ring the club to advise on 07960 450318.

Non-attendance

Please inform Munchkids as early as possible if your child will not be attending their regular session, on the usual number – 07960 450318.

Consistent failure to inform the Club could result in you losing the place for your child.

Please remember that the Club operate a non refund policy for any missed sessions.

More detailed information can be found in the Child Collection Policy & Procedure.

Health & Safety, Child Protection

Illness

If a child is unwell during club time the parent / carer will be contacted. The club will not accept children if they have:

- any infectious diseases
- had stomach upsets, vomiting or diarrhoea within the previous 48 hours.

Accidents

All staff are certified First Aiders and accidents are dealt with swiftly.

In the event of an accident:

- a staff member will attend to the child's needs / injury
- all accidents will be logged in the accident book, stating date, time, details and will be signed by a staff witness
- parents will be informed and requested to sign the accident book on the day of the incident

In the event of a major accident, staff will handle the situation in line with the Club policy. Parents or carers will be informed as soon as possible and a set of registration and health forms will accompany the child to hospital.

Safeguarding Children Policy

The overriding consideration of Munchkids is to safeguard the welfare of the children who use the service.

We have a statutory duty to report any concerns about possible abuse or neglect to Social Services and any delay in doing so can increase risk to the child and be seen as withholding important information.

Behaviour Policy

In accordance with our Mission statement, all children are encouraged to discuss and agree appropriate behaviour while in the care of Munchkids.

New entrants are informed of the clubs "Ground Rules", and children are reminded of these, when necessary.

These are on display on the Children's Notice board.

Unacceptable behaviour will be dealt with in an appropriate manner and according to the clubs procedures.

All children will be helped to understand that bullying is a behaviour that will not be tolerated.

Serious or continuous misbehaviour will be entered in the Incident book, which parents will be requested to read and sign.

Statement on Policies and Procedures

Munchkids has a comprehensive set of Policies and Procedures that have been written specifically to support the effective operation of the Club.

All Policies and Procedures have been devised in accordance with the latest legislation and are regularly updated to reflect any changes in Government policy.

A complete set is held at the Club and is available on request. These can also be viewed on our website – www.munchkids.co.uk

Complaints

From time to time, a child or parent may feel that they have a complaint against some aspect of the club or a member of staff. Usually, it is possible to resolve any problems as soon as they occur.

Should this not be the case, please refer to our Complaints procedure, which details the stages that should be followed.

Equal Opportunities

Munchkids is committed to ensuring equality of access and activities in all aspects of the service that the club provides. Action will be taken to counteract unfair discrimination.

Special Needs

Munchkids have an inclusive policy and aims to provide a safe and creative environment for children with all abilities and needs.

Children with special needs are admitted to Munchkids after consultation between the club, parents and any keyworkers.

Committee Members

Munchkids is grateful for the support of the parents who form its committee.

If you are interested in contributing to your child's club and would like information on becoming a voluntary committee member, please email admin@munchkids.co.uk.

Details of the current committee members are on our website www.munchkids.co.uk.



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