

# St Margaret's CE Primary School



**Kidzone**

**Prospectus 2023-24**

Contact [kidzone@stmargarets.bdmat.org.uk](mailto:kidzone@stmargarets.bdmat.org.uk)

0121 706 5020

## Staffing

Manager

Mrs Maria Govier

Childcare Assistant

Mrs Sarah Cridland

Childcare Assistant

Miss Dawn Smith

Childcare Assistant

Miss Emily Haycock

## **What is Kidzone?**

Kidzone is the name given to the before & after school care at St Margaret's School, for children aged 3 – 11 years.

It is run for the benefit of all St Margaret's School families.

The children will be closely supervised and cared for by trained and experienced staff.

Our staff/child ratio is 1:8 for children aged 3-7 years; 1:10 for children aged 8 and over.

## **When is Kidzone available?**

Kidzone runs during term time between 7.45 am until school starts and from the end of school until 6.00 pm.

We also offer a wraparound service for 3 to 4-year-olds who attend St Margaret's Nursery known as 'Afternoon Nursery'. This is available during term time from 11.45am – 3.30pm.

Afternoon Nursery also offers the additional 15 hours free early education each week. The 30 hours extended entitlement for those eligible can be taken during term time between the hours of 12.30pm and 3.30pm, Monday to Friday. A small charge of £7.00 is payable to cover lunchtime supervision and afternoon snack, extra-curricular resources e.g., cookery ingredients and extra consumables e.g., sun cream, baby wipes.

Please contact Maria Govier, Kidzone Manager for further details: **07968507635** or [kidzone@st-margarets.bdmats.org.uk](mailto:kidzone@st-margarets.bdmats.org.uk)

Children attending Afternoon Nursery can also attend before school or stay for the after-school club if required and sessions are available. See page 7 for Kidzone and Afternoon Nursery session prices.

## **Objectives**

To provide the necessary facilities for the daily care, recreation, and education of children during out of school hours.

## **What can my child do in Kidzone?**

A variety of activities, focussed & independent are available including art & craft activities; cooking; modelling; physical activities outside when possible.

Children are given the opportunity to choose and are actively encouraged to be involved in the planning of activities.

Children are given encouragement to begin any homework they may have. Sometimes, though, we find that after a hard day at school they like nothing better to do than play games and talk to friends.

## **Does my child need to bring anything?**

A drink and snack will be provided but if your child has a longer stay at Kidzone, they may want to bring a packed tea to be eaten in the late afternoon. Breakfast is available between 7.45 am – 8.20 am.

Children attending Afternoon Nursey will require a packed lunch or they can enjoy a school lunch. These are at an additional cost to be paid for via School Food United.

## Fees

Fees are payable in advance, upon booking via Arbor.

If you need to cancel your place, 4 weeks' notice **must** be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given.

Any occasion of a parent picking up their children after 6.00pm will be documented – after 1 late arrival, parents will be charged £8.25 per late arrival – plus a surcharge of £8.25 per 15 minutes after 6pm.

## Booking

Bookings are to be made via the Arbor parent portal. Bookings should be made termly in advance where possible, but if there are available sessions, bookings can be made with shorter notice, up to 24 hours before the session. Once a booking is made, cancellation will incur a charge as above, unless 4 weeks' notice is given. A guide to booking via Arbor is available.

## Payment

Payments must be made via Arbor, childcare vouchers, or Government tax free scheme.

The government has also introduced ways to help parents with childcare costs. Working parents may be entitled to claim:

- **30 hours free childcare.** This is for working families in England with 3 and 4-year-old children. An extra 15 hours a week of free childcare - so 30 in total.
- **Tax Free Childcare.** This is for working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled).
- **Tax Credits for childcare.** This is for working families, in the UK with children under 16 (or under 17 if disabled)
- **Universal Credit for Childcare.** This is for working families claiming Universal Credit, in England, Scotland and Wales with **children under 16.**

To find out if you could be eligible for government help with childcare costs. Find out more here: <https://www.childcarechoices.gov.uk/>

## **Safety**

### **Fire Regulations**

All staff working in Kidzone are aware of the regulations and regular fire drills take place.

### **First Aiders**

There will be a trained & qualified first aider present at all times.

### **Visitors**

Any visitors, such as college assessors, trades people etc will sign the visitor's book & wear a visitor's badge. They will follow the school's procedures for safeguarding at all times.

### **Collection**

The manager MUST be notified if anyone other than the normal carer or someone not documented on our contact list will be collecting their child.

Should unfavourable domestic issues arise, please resolve the matter of collecting your child as Kidzone cannot legally prohibit any parent listed on the contact list from collecting their child – unless there is legal documentation.

At the end of a session if a child has not been collected, repeated attempts will be made to contact a parent/carer or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff who will offer reassurance and support. If after one hour no contact is made with the parent/carer or any other person on the contact list, Children's Services will be notified, and the child will be handed over to the Children's Services Team.

### **Sun Safety**

It's extremely important to protect the children in our care from the harmful effects of the sun's rays. To allow children to enjoy its benefits the policy below will be followed:

All children to wear sun hat/cap during outside play activities in summer months.

Staff will supervise and help, if required, your child apply sunscreen that has been sent in (named) once the permission form has been signed.

## Other Considerations

Kidzone cannot care for children who are sick or suffering from an infectious/contagious disease i.e.: measles; chicken pox; German measles; mumps; impetigo; gastro-enteritis (diarrhoea & vomiting); conjunctivitis or any other illness your doctor considers contagious.

- **48 hours must pass from the last bout of sickness/diarrhoea before returning to Kidzone.**
- When a child is absent from school for authorised reasons, such as illness or medical appointments, a cancellation will be made, and no charge will be incurred. Where absence meets the persistent absentee threshold, we would request a meeting with parents.
- Any bookings/cancellations should be made by adults, not children. If your call is not answered, please leave a voice message; texts not accepted.
- Parents must not use the staff car park when dropping off or picking up children.
- All food will be stored in the refrigerator at Kidzone until it is eaten.

We hope that Kidzone will provide you & your child with a useful service during your time at St Margaret's School.

If you require any further information, please contact Maria Govier, Kidzone Manager, **07968 507635** or [kidzone@stmargarets.bdmatt.org.uk](mailto:kidzone@stmargarets.bdmatt.org.uk)

## How much does Kidzone cost?

Session	Times	Daily Cost	Weekly Cost
Morning (before School)	7.45 – 8.45	£6.50	£32.50
Afternoon nursery – lunchtime session (Payment for this session is required for all children staying after 11:45)	11.45 – 12.30	£7.00	£35.00
Afternoon nursery – pm session	12.30 – 3.30	£15.00	£75.00
Kidzone after school – Early	3.30 – 4.30	£8.00	£40.00
Kidzone after school – Middle	3.30 – 5.15	£9.50	£47.50
Kidzone after school – Late	3.30 – 6.00	£11.00	£55.00
Unarranged childcare (guardian late to collect)		£10.00 for each occasion	

Nursery children can either bring a packed lunch or have a school dinner. Lunch is ordered and paid for using an online system managed by our catering provider, Sodexo. The daily cost from September 2023 will be £2.80 (subject to review).

Please note that prices are subject to review.

## **Mission Statement**

This statement outlines the services that children, parents/carers can expect from Kidzone and the values that inform our work:

### **Kidzone aims to:**

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals
- Encourage children to have a positive attitude and respect for both themselves and other people
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children
- Offer inclusive services that are accessible to all children
- Undergo regular monitoring and evaluation of our services to ensure that we continue to meet the needs of children and parents/carers

### **Kidzone is committed to meeting the needs of parents by:**

- Listening and responding to their views and concerns
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise

### **Kidzone is committed to providing:**

- Care and activities that put the needs and safety of children first
- A programme of activities that is interesting, educational, stimulating and fun
- Activities promote each child's social, physical, moral and intellectual development
- Access to a variety of facilities and equipment under safe and supervised conditions
- A staff that is experienced, well trained and properly supported
- Services that meet the conditions of the Children's Act 2006 and all other relevant childcare legislation, wherever they apply
- An environment where no child is bullied or suffers discrimination in any form.



Kidzone warmly welcomes children, parents and other visitors.

We undertake to treat you with courtesy and ask that you do the same.

The majority of visitors to our setting are aware of and respect that our employees have the right to be treated with dignity and respect, and to work in an environment that is free from any form of discrimination, abuse, bullying or harassment. This helps to promote the best possible learning environment for the children in the setting.

Therefore, Kidzone does not tolerate discrimination, bullying, abuse or harassment of any kind, towards any employee at Kidzone by any visitors, parents, employees or other third parties.

Any allegations of discrimination, bullying or harassment will be investigated and appropriate action taken.

Thank you for respecting our setting's environment.