



Darwin's Den

**Charles Darwin Community
Primary School**

Before & After School Club

Parents' Handbook

Darwin's Den Before and After School Club is registered as part of Charles Darwin Community Primary School with Ofsted (111053) and is based within the school building. The club is open during term time from 7.30am until 8.50am and 3.15pm until 6.00pm.

Darwin's Den is sited in a purpose designated classroom in the main building. The club has access to the school hall, playground, adventure playground and field for activities as required.

Aims

At Darwin's Den we aim to provide a safe, secure and relaxed environment, offering a wide range of fun activities reflecting the interests of the children in our care.

What we offer

Children are free to choose activities and resources from a wide variety on offer. There will always be a selection of activities and resources available, including board games, construction, computer games, physical play, cookery, homework and reading.

Staff may choose to lead larger games and activities in the hall or outside as they see fit.

What we provide

Before school we will provide cereal or toast and fruit juice. After school we will provide fresh fruit, toast or crackers before 4.30pm with a lighter meal such as beans on toast, hot dogs, pizza or fish finger sandwiches available at 5.00pm. We promote independence by encouraging the children to assist in preparation where appropriate and to clear away after themselves. We follow all statutory guidelines regarding preparation and storage. Fresh drinking water is available at all times. We aim to meet individual dietary requirements and parental preferences wherever possible.

Staffing

Our Club is staffed by a total of seven school-employed Teaching Assistants operating on a fortnightly rota. Lynsey Ollerhead is the club manager and she works in Darwin's Den every day. Links and transition between Charles Darwin Community Primary School and Darwin's Den are exceptional; as is to be expected when it is manned by school employees. All staff have significant experience of working with children, are DBS checked and have had appropriate training including behaviour management, safeguarding and food hygiene. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect or drop off your child. If you prefer to arrange a more convenient appointment please do so through the school office who will arrange a meeting with Lynsey Ollerhead or Adam Croft (Headteacher.)

TERMS AND CONDITIONS

Admission

Booking for Darwin's Den is done through the school's online Gateway system on a first come first served basis. A waiting list system will be used if the need arises. Once a child has been booked into the club school admin staff will transfer relevant personal, contact and medical forms to the club's file in order to ensure that staff have all relevant information. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are **£3.00** per child before school and **£3.00 from 3.15pm until 4.30pm and £7.00 from 3.15pm until beyond 4.30pm**. Fees are payable online. We accept childcare vouchers (please contact the school office for further information) There is a reduced rate for children in receipt of free school meals. The fee is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Changes to days and cancelling your place

If at all possible you must give us one week's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the School Office. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending Darwin's Den for any reason including illness or emergency. Please contact us as soon as you can by telephoning 07486705691 between 7.30am and 8.45am and 3.15pm – 6.00pm. Darwin's Den has a dedicated email address too although staff will not usually have time to check this during club hours: darwinsden@charlesdarwin.cheshire.sch.uk

Arrivals and departures

At 8.50am junior children are sent to their classes and infants are escorted to theirs by a member of Darwin's Den staff. After school juniors make their own way to the club whilst infants are collected by a staff member. A register is taken when children arrive, and you must sign your child out each day when you collect them.

We expect that your child will normally be collected by yourselves, if someone else is collecting please inform us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 6.00pm, if you are delayed for any reason please telephone Darwin's Den to let us know. Whilst we appreciate unforeseen circumstances can delay your arrival we will impose a late payment fee of £2 per 15 minutes *if you are persistently late*. You will be informed in advance if you are in danger of this charge being incurred.

If your child remains uncollected after 6.30pm and you have not informed us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will seek the advice of Adam Croft and with his approval will contact Children's Social Care Out of Hours Team. This follows school procedures.

Safeguarding / Child Protection

All staff have completed Basic Safeguarding Awareness training and follow established school procedures when in Darwin's Den. Any concerns or disclosures will be recorded on the school's online system CPOMS and Adam Croft (Designated Safeguarding Lead) informed.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination for everyone in our community, including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in our society and do all we can to make sure every child is valued as an individual without racial or gender stereotyping.
- We will challenge any inappropriate attitudes, comments and practises
- We will not tolerate any form of racial, religious or gender harassment.

Special Educational Needs & Disabilities

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at Darwin's Den. These are displayed at Darwin's Den for everyone to see.

- Respect everyone else in the club ~ children and adults
- Respect all property; that of others and of Darwin's Den
- Do not interrupt other people's conversations
- Do not run inside Darwin's Den
- Adults only in the kitchen

Darwin's Den promotes care, consideration and respect for all children, staff and visitors.

We encourage appropriate behaviour through; praise for good behaviour, attitude and manners, emphasis on co-operative play and sharing, talking to children with the courtesy that we expect from them and engaging children in positive activities

Poor behaviour can occur from time to time for reasons that are not always evident or if a child has special educational needs or disabilities. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. These extreme circumstances would involve the authorisation of Adam Croft, school Headteacher.

Behaviour (adults)

We will not tolerate any unacceptable behaviour from any parent, carer or visitor to Darwin's Den. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at Darwin's Den we will contact you and ask you to make arrangements for them to be collected as soon as possible.

Please inform a member of club staff of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and Darwin's Den is fully insured through the school's insurance. At least one member of duty staff is always fully trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. If we deem the accident to be more serious you will be contacted immediately.

Medication

Please let a member of club staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a **Permission to administer medication form** in advance. Please make sure the club has a spare inhaler for your child if he or she needs one.

Complaints procedure

If you have any queries, comments or complaints or simply need to discuss any matters concerning your child, please feel free to speak to any member of staff or Lynsey Ollerhead, the club manager. If you still feel your issue is not solved please contact Adam Croft, the Headteacher of Charles Darwin Community Primary School through the school office.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

CONTACT INFORMATION

Darwin's Den Before and After School Club
Charles Darwin Community Primary School
Darwin St
Castle
Northwich
CW8 1 BN

Darwin's Den mobile number: 07486705691 (Please leave a voice message if there is no reply.)

Darwin's Den email address r: darwinsden@charlesdarwin.cheshire.sch.uk

Ofsted Registration No: 111053

Correspondence Address: as above

Darwin's Den Staff

Manager: Lynsey Ollerhead

Karen Ellwood

Linzi Jones

Sam Killilea

Mo Ollier

Maria Shaw

Lynne Simpson