



# Skylarks Kids Club

Mornington Primary School  
Mornington Crescent  
Nuthall  
Nottingham  
NG16 1RF



**Mobile Number: 07783 613905**  
**Ofsted Registration Number: 145536**

## OPERATIONAL POLICY

### INTRODUCTION

Welcome to the SKYLARKS kids club. The club began in September 2000 and was established by a voluntary committee following a successful bid for funding from the new opportunities fund in support of its out of school hours childcare initiative. Children who attend Mornington Primary School are eligible to attend the club. The purpose of this document is to inform parents/carers about the service provided by the club and to give details about how the club operates.

### OPERATING TIMES

The club operates during term time only.

Monday to Friday from 7.30am to 8.45am (breakfast club) and 3.15pm to 6.00pm (tea club)

The club will not operate on bank holidays, school holidays or school closure days.

Children under 8 years are escorted to their classrooms in time for the start of the school day, whilst older children are permitted to make their own way to their classrooms through school.

Parents are politely requested to ensure that their children are escorted into the club and handed over to a member of the club staff. Children should be collected by 6.00pm. There will be a late collection fee of £10.00 per child and then a further £5.00 if pick up is after 6:10pm. For every additional 10 minutes £5.00 will be charged.

***If you are unavoidably detained, please ensure that you contact the club on the mobile number given above since it may be distressing for a child to be collected late.***

Parents are also requested to inform the club if their child will not be attending that day. If your child is not attending school that day, please do not expect the school to let the club supervisor know.

### PREMISES AND EQUIPMENT

The SKYLARKS club will be based in the school hall with access from the car park.

We have an outdoor play area for the children which is supervised by the staff immediately off the hall. Organised games and will be played on the playgrounds weather permitting. This playground is secure with the only access being with a key, through the security entrance or through the school.

The aim of the club is to make SKYLARKS a fun place to be. Children are offered a wide range of activities, rest, relaxation, reading, puzzles, television, crafts, computer games, play station and a range of more physical activities such as football, tennis and rounders.

The SKYLARKS club provides a range of activities that appeal to children of all ages and stages of development. The programme for activities will vary and we encourage the children to make their own suggestions for things to do.

### **STAFFING**

The club is registered for 48 children on any given day.

Skylarks staff have a variety of training and experience, and they pride themselves in being open, friendly and supportive towards both children and parents.

***First Aid  
NVQ Levels 1-3***

***Safeguarding  
Behaviour Management***

***Food Hygiene  
Autism Awareness***

The club supervisor is Mrs Laura Brown who can be contacted on the club mobile phone. It is not always possible to answer the phone immediately, however parents/carers are asked to leave a message on such occasions and Laura will return your call as soon as possible.

Any queries or concerns should be discussed with Laura or the staff who will try to resolve any issues as they arise whilst treating matters as confidential.

### **ALLOCATION OF PLACES**

Places will be allocated on a first come first served basis. We ask parents/carers to book places for their children for the days which they wish to use regularly. This can be done using the online booking form. The club will offer ad hoc sessions where space is available, however the club cannot accept responsibility for provision of alternate childcare in the event that all places are taken. Parents/carers are requested not to bring children into the club without prior booking of sessions, as this is extremely distressing to the child when space is not available. All sessions must be confirmed at least 24 hours in advance.

### **FOOD AND DRINK.**

Breakfast is provided on an optional basis. The children can choose from toast or cereal.

Breakfast will be served between 7.45am and 8.15am. Parents/carers are requested to ensure that children having breakfast arrive before 8.00am. Breakfast will not be served after this time.

The tea club provides a snack for all the children. The snack is not meant to replace the evening meal and will therefore consist of a range of sandwiches, fruit or a small piece of cake. For health and safety reasons please do not send your child with a packed meal to consume at the club. Children are asked not to bring food, drinks or sweets into the club. Due to the potentially serious nature of nut allergies peanut butter will not be served.

### **HEALTH AND SAFETY.**

Our intention at SKYLARKS is to provide a safe, caring and comfortable environment for the children and staff. To support us in this we require parents to complete a registration form, which includes details of emergency contacts and any known allergies etc. This information will be kept confidential at all times except in the interest of protecting the child.

A basic first aid kit is available and there is a certified first aider on site at all times. In the case of a medical emergency an ambulance will be summoned and the parents/carers advised. In the event of a transfer to hospital a member of staff will accompany the child in the absence of a parent/carer.

Only medications prescribed by a doctor (eg: inhalers and epipens) can be administered by staff. Such administration will only be undertaken following receipt of written permission from parents/carers. This letter should contain clear instructions of name, dosage and indications for administration. Should staff require specific training in the administration of such medication, that in the interest of safety, it may be necessary to delay admission to the club until such training has been successfully completed. For prescribed medication please ensure that it is in its original packaging when handing it to Skylarks.

**If your child has any food allergies it is important that you complete the relevant section on the registration form so that this can be brought to the attention of the supervisor for her to advise staff.**

No child will be accepted into the club if they are ill. If the child becomes ill during the session the parents/carers will be notified immediately and asked to collect their child.

### **REFUSAL.**

The club supervisor has the right to refuse or cancel any child's registration whose parents/carers are regularly paying late, regularly collecting their child late and repeatedly disobey the operational policy. Verbal warnings are given first, followed by a letter and if further action is needed a meeting with the head teacher.

### **BEHAVIOUR POLICY.**

Expectations of behaviour are high with respect underpinning everything.

Difficult or poor behaviour is not generally a major problem at SKYLARKS. However, the club needs to ensure that all children using the club feel comfortable, relaxed and able to enjoy themselves. If a child's behaviour is persistently unacceptable and becomes disruptive to the effective running of the club, the child may lose their place at the club.

Parents/carers will be kept fully informed of any concerns that the staff may have.

**The decision to refuse a place to a child rest with the Headteacher in collaboration with the Skylarks supervisor.**

### **CHILD PROTECTION.**

As a child care provider we are under an obligation to keep the children in our care safe from any child abuse whether it is physical, sexual or emotional abuse or neglect, regardless of whether the alleged or suspect perpetrator of the abuse is parent/ guardian, career, family member or member of staff.

If we suspect a child is being abused or the child has reported it to us, we will take it very seriously. A Concern Report is completed and handed to the Head teacher for advice and development of appropriate actions to be taken in line with school policy and Nottinghamshire County Council guidance (Safeguarding Body)

If you have any concerns about one of the staff, please inform one or more of the following: -

1. Mrs Laura Brown. SKYLARKS SUPERVISOR.
2. Mrs Rebecca Joyce. MORNINGTON PRIMARY SCHOOL HEAD TEACHER.

## **FEES**

SKYLARKS is self-funding, with fees set at a level as not to make a profit.

The fees are as follows:

### **Breakfast club**

- £4.00 without breakfast
- £5.25 with breakfast - served between 7.45am to 8.00am

### **After school club**

- £7.25 with tea

No charges will be made for bank holidays or school closure days. If you do not wish to use the days because of illness, holidays or occasional days off, we are unfortunately unable to offer a refund or carry a credit forward.

Fees are payable in advance. The Booking links will be made available at the start of a month prior to the month you would like to book and requested to be completed by a specified date. Your booking will then be confirmed by email, advising you of the amount you should pay for that booking.

If you wish to cancel a booking once it has been confirmed, you are required to give 1 weeks' notice for payment to be refunded. After this time, no refund will be given.

Ad hoc sessions must be paid for in advance or where very short notice is given on the day of the session. Children will not be accepted for adhoc sessions that have not been paid for.

We do not accept cash or cheques.

Childcare voucher payments are accepted. Contact the office if you require a code for your voucher supplier. Online payments can be made using ParentPay, the school's online payment system.

## **REGISTRATION**

Parents/careers of children attending the club will be required to complete the registration, health and collection link. Upon completing registration it serves as an agreement to comply with the policies of the club. The supervisor must receive a completed registration online form before a child can be allocated a place.

We would prefer if possible that it is parents who collect the child but realise this is not always practical. Please let the staff know in advance of any changes. It is important that you state the names of the individuals who are authorised to collect your child on your registration form.

Review of contact details is performed on an annual basis. However, contact details do change at other times, where details change, please inform the supervisor.

To register your child please click on the link below and complete. Once this has been received you will receive a confirmation email, advising you of this receipt.

[https://forms.office.com/Pages/ResponsePage.aspx?id=v7klnSUGWUij7EhaSp\\_3dTKHmsFablpOqwKZzbYmo5FUQIZUMThKWE1CVDIOTTFTVIEMEFCQzdDQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=v7klnSUGWUij7EhaSp_3dTKHmsFablpOqwKZzbYmo5FUQIZUMThKWE1CVDIOTTFTVIEMEFCQzdDQy4u)

**QUERIES AND COMPLAINTS**

Please help us to continue to make SKYLARKS a well-run club, which the children enjoy and are happy to attend and that parents/careers are confident to use. Please do this by providing constructive feedback about issues that concern you and by actively supporting the club by keeping to the rules of the operational policy. If you have any complaints, please speak to Laura Brown first and then if not satisfied make an appointment to see the Head teacher.

If you have any further questions or concerns, please do not hesitate to contact the club either via email at [skylarks@morningtonprimary.org](mailto:skylarks@morningtonprimary.org) or telephone 0115 9757745 between 8.30am and 4.00pm.

OPERATIONAL POLICY AMENDED Sep 2024