

FOR YOUR INFORMATION, PLEASE READ AND RETAIN

## CONTACT DETAILS

Manager: Kate O'Connor – [kidsclubmanager@gca.acesmat.uk](mailto:kidsclubmanager@gca.acesmat.uk)

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[kidsclub@gca.acesmat.uk](mailto:kidsclub@gca.acesmat.uk)

Godmanchester Bridge – 01480 276599 option 3  
[kidsclub@gba.acesmat.uk](mailto:kidsclub@gba.acesmat.uk)

We provide before and after school care throughout the academic year and school professional days for children attending Godmanchester Community Academy & Godmanchester Bridge Academy.

There is an annual subscription fee of **£6.00** per family. Payment can be made by using your Arbor account, childcare vouchers, or the government national savings scheme. The subscription fee is required when you first start using the club & every September thereafter.

**There is no requirement to register each academic year as registration & booked sessions will continue until you inform us of any changes. We ask that you notify us of any changes at the end of each term.**

## TIMES AND CHARGES

### Term Time

7.45am – 8.40am - £3.65

3.10pm – 5.00pm - £7.00

3.10pm – 5.30pm - £8.70

### Professional Days

8.00am – 4:00pm - £4.00 per hour. Minimum booking 3 hours

## MORNING SESSIONS

Please note that children remain the responsibility of their parent/guardian until they are signed in on the register; **please escort your child to the Kids Club door.**

### Godmanchester Community Academy Kids' Club

- Foundation children are taken to their classroom by a member of staff.
- Years 1 & 2 are escorted to their classrooms.
- Years 3 - 6 will make their own way to their class via the internal door linking Kids' Club & school.

### **Godmanchester Bridge Academy Kids' Club**

- All children will be escorted directly to their classroom.

### **AFTERNOON SESSIONS**

#### **Godmanchester Community Academy Kids' Club**

- Foundation children are collected from their classroom.
- Years 1 & 2 are collected from the corridor outside their classrooms.
- Years 3 - 6 will make their own way to the club via the internal door which links school & Kids' Club

#### **Godmanchester Bridge Academy Kids' Club**

- All children will be collected directly from their classrooms.

### **CHILDREN'S SAFETY**

- Parents/carers are to ensure that children are accompanied to the club entrance.
- If you are arranging for someone other than yourselves to collect your child please notify us, if we have not had prior notification of this arrangement, we will contact you before allowing your child to leave the club.
- Please notify us if your child is not going to attend a booked session, 48 hours' notice is required to avoid charges.
- Please let us know if your child will be attending a club either before or after school.
- Afternoon registers are completed by 3:30 pm; if at this time there are children unaccounted for, we put checking procedures into place. If after these checks we are still unable to account for them, we will contact the parents. If we are unable to contact the parents, we will follow the procedures of our Missing child policy.

### **ADMINISTERING MEDICATION**

In all cases where medication needs to be given at Kids' Club, we ask for you to complete a 'Pupil Medication Permission Form'. This is also required for medication which needs to be in school, though may only be needed in certain situations rather than taken daily, e.g. Adrenaline Auto Injectors (AAI) or asthma pumps.

### **PAYMENT OF FEES**

Your sessions will be charged on Arbor on the day, or the day after, your child attends; payment is due immediately. Therefore, your account on Arbor should be kept at zero or in credit.

We are registered for the following voucher schemes:

Bravo	Enjoy Benefits	Government National
Caboodle	Faircare	Savings
Care 4	Fideliti	Kiddivouchers
Computershare	Gemelli	RG Childcare
Edenred		Sodexo

### **LATE COLLECTION**

- Children must be collected by 5.30pm.
- There will be a late collection fee of **£6.00** per child for every fifteen minutes after 5.30pm

## **CANCELLATIONS/CHILD ABSENCE**

Pre-booked places must be cancelled to avoid incurring charges.

Any cancellations, including those due to sickness, with less than the required notice will be subject to the full charge. Notice required is as below:

**Term Time – 48 hours' notice**

## **PROFESSIONAL DAYS**

To be booked separately to term time sessions. Booking forms will be sent out to members via Arbor. These sessions will take place at the Community Kids' Club.

Non-regular users from GCA & GBA must complete registration forms, pay an annual £6 registration fee, and pay in full before attending.

Payment for Professional Day is required to be paid through Arbor or childcare vouchers.

## **DISCIPLINE**

We hope that your child will have an enjoyable time at the club, but we do expect them to be responsible and courteous to each other and members of staff. Serious incidents will be discussed with parents/carers, recorded, and kept on our files.

## **TERMINATION OF MEMBERSHIP**

One weeks' notice on either side must be given to terminate the membership unless a child has been excluded at once due to indiscipline.

## **CHILD PROTECTION**

We wish you to acknowledge that the club has a duty to report any suspected incidents of child abuse or neglect.

## **REFRESHMENTS**

Breakfast is available between 7.45 & 8.30. We offer toast or cereal, fruit juice or milk.

An afternoon snack is available from 3.10pm – 4.45pm. This is changed daily, water, milk and fresh fruit are also available. **A packed lunch will be needed during the holidays; please ensure these lunches do not have nuts, nut products, sweets, or fizzy drinks.**

## **July 2024**

To meet the aims of Free Flow Play Godmanchester Kids' Club will:

- ❖ Ensure that play is supervised by fully trained staff that understands the importance of appropriate interaction with children.
  - ❖ Consult with children to plan for and provide a range of activities to meet their needs. The opinions of the children are valued.
  - ❖ Where and when possible, bring into the club outside agencies to enhance each child's time at the club.
  - ❖ Provide a wide range of equipment and resources, including multicultural and inclusive toys and books to support activity plans.
  - ❖ Facilitate activities that will encourage children to think about their own health, lifestyle, and their relationships with those around them.
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- ❖ Through a system of effective communication between all those involved in the club we will provide happy, safe, and stimulating opportunities in a caring and safe environment.

- ❖ Our staff recognises the importance of making children feel welcome and comfortable and will do so in the following ways:

Parents/carers and children are welcome to visit the club prior to joining; this gives the opportunity of meeting all members of staff, to discuss the club's routines, its aims and the policies and procedures.