



**Calmore Infant School**

**Flamingo Club After-School Care**

**Information Booklet**



Calmore Infant School, Calmore Drive, Totton, Southampton, SO40 2ZZ  
Telephone: 02380 865994. After School Club Mobile: 07827764489 (3 - 5.30pm only)  
Email: [adminoffice@calmore-inf.hants.sch.uk](mailto:adminoffice@calmore-inf.hants.sch.uk) URN: 116049

**Welcome to the Flamingo Club After-School Care.**

**We are based in Calmore Infant School. We provide safe and stimulating play in a sharing and caring environment. Children will enjoy attending and look forward to the time they spend in club.**

**We want children to find our club fun, purposeful and relaxed. We aim to provide a friendly service in a safe, familiar setting.**

## **Opening Hours**

Our after school club opening times are 3pm - 5.30 pm.

The club will not run on INSET Days or the last day of the Autumn, Spring and Summer Term.

We have two sessions available at Flamingos Club:

- SHORT SESSION – 3.00pm - 4.00pm (no snack)
- LONG SESSION – 3.00pm - 5.30pm (with snack)

## **Staffing**

Staff will hold a childcare qualification. All staff have DBS clearance and hold a current paediatric first aid certificate, and health & hygiene certificates in food handling.

Staff are encouraged to undertake on-going training as appropriate for the setting.

## **Snacks**

A 'Snack Tea' meal option will be offered for those children who are attending the 'long' session. It is served about 4 - 4.30pm and is included in the cost of the long session. This snack is not designed to replace an evening meal. Copies of our menu are available upon request.

We aim for a relaxed and friendly atmosphere at meal times with the children seated together around tables.

## **Activities at the Club**

Club children have access to all of the school's playgrounds, play equipment and sandpit.

The children are always supervised by at least two members of staff. We encourage all children to play outside for at least 15 minutes after being registered, and after that they have the choice whether they would like to play in or out of doors.

## Indoor Play

Our programme of activities places emphasis on providing safe and fair play and we aim to be creative, stimulating and varied within a relaxed, friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem.

Our programme of activities may include:

- Art using various mediums and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Dressing up clothes to facilitate imaginative play
- Construction toys, board games, bricks
- Music, dance and songs
- Sand and water play (both indoors and outdoors)
- Quiet area for relaxing.

From time to time we may also hold film nights where the children watch the latest DVD releases. We have noticed that most new releases now have a PG rating. A PG film will not contain any theme which is inappropriate for a child. This means a film is suitable for general viewing, but some scenes may be unsuitable for young children. PG works can explore challenging issues such as bullying, bereavement or racism. For a full description of the PG rating content please see the British Board of Film Classification website at: <http://www.bbfc.co.uk/what-classification/pg>

Please indicate your agreement to your child(ren) watching PG rated films in the terms and conditions / booking form (appendix A) section of this document that you return to the school.

## Outdoor Play

We know in the current climate of a Covid Pandemic that risk of transmission is lower outdoors. We will try to spend the majority of our time outdoors where possible. We have a varied range of outdoor play equipment and children are encouraged to gain fresh air and exercise at every opportunity, as we recognise the importance of being outdoors to aid their growth and development.

## Going To and From Club

Infant School children are collected from their classrooms, and Junior School children from the school office by a member of club staff and registered in the After School Club room.

## **Going Home**

When collecting from the Club we ask that you use the Rainbow Room door and not come through the office. Please make sure that you close the playground gate as the safety of the children is paramount. We ask for a list of adults that are allowed to pick up your child. We will challenge any person who comes to collect your child that you have not informed us of.

Should you wish to change/add/delete a person's name from the list of who can collect your child(ren), please notify the club staff or the school office.

## **Late Collections**

Please ensure that your child(ren) is collected by 5.30pm at the latest. In the event of an unexpected delay in collecting your child, please notify us as soon as possible on the club mobile – 07827 764 489. Please call us as soon as possible as it can cause your child distress if you are not there when club has ended.

## **Behaviour**

We expect good behaviour from our children, and our adults and children alike show respect for each other. We use various techniques to encourage good behaviour including praise and rewards such as stickers and prizes. We also use distraction techniques and discussion. Children are encouraged to follow the school rules.

## **Policies and Procedures**

As an integral part of Calmore Infant School, the club is inspected by OFSTED at the same time as the school inspection. The club's policies, procedures and guidelines are kept in a folder in the club room which is available for parents/carers to look at or they can be emailed if requested.

## **Equal Opportunities**

We are committed to taking positive steps to ensure that we provide a safe, caring and welcoming environment that promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value. We are an inclusive club and try to meet the needs of all pupils.

## **Child Protection**

We aim to protect all children in our care and keep them free from harm. Our roles, procedures and guidelines are in accordance with National Childcare Legislation and the childcare act Working Together to Safeguard Children 2006 & 2010.

We also follow the Keeping Children Safe in Education guidance, 2020.

All staff receive regular child protection training in these procedures and guidelines.

## **Accidents & Sickness at Club**

Should your child have an accident, i.e. a fall or a bump, trained first aid staff will offer appropriate treatment and complete an accident record slip. Parents will be informed when picking up. Should your child be taken ill or have an accident at club we will telephone you immediately.

***It is parental/carer responsibility to keep the school informed of any change of contact details.***

## **Commitment to Parents/Carers**

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your child.

We aim to:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed about our opening times, fees and programme of activities through regular newsletters and emails.
- Be consistent and reliable to enable you to plan for your child's out of school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

If you are interested in your child using the After School Club during their time at Calmore Infant School, please sign and return the terms and conditions page at the end of this document.

## **Further Information**

If you require any further information about our club please call in to speak to the office to speak to school staff, the Club Leader or any member of our club staff, who will be happy to talk to you.

## **Flamingos Club - Terms & Conditions**

### **Making a booking**

A signed terms and conditions sheet as detailed in Appendix A is required for each child attending the club. Attendance will not be permitted until this is received by the school.

Booking in advance for these sessions is essential. Places are allocated on a 'strictly first come, first served' basis. We cannot guarantee availability of places. We unable to offer places in after school club for bookings made on the same day.

If you require a regular space for your child(ren) due to work commitments etc. please advice the school office and they will give you a form to complete with the details. At the end of every academic year you will need to confirm your child's on-going booking if you should still require it. Spaces will not be held without confirmation.

Please also make sure that you keep us updated of phone contacts and emergency details.

### **Cancelling a booking**

Bookings cannot be refunded unless under exceptional circumstances at the discretion of the school.

### **Fees & Charges- From 1<sup>st</sup> April 2022**

- SHORT SESSION – 3.00pm - 4.00pm (no snack) £4.50 per session
- LONG SESSION – 3.00pm - 5.30pm (with snack) £11.00 per session

**You will be charged for the session time that has been booked whether or not your child attends as we are committed to paying the staff needed for safe ratios of supervision.**

Please see late collection fees for pick up after 5.30pm.

### **Payment of fees**

We try to keep fees for the out of school care to a minimum so that they are affordable for all.

We will be moving to an automated booking system for booking after school club on the current school database called Arbor. Arbor is available through the App store.

This will require payment in advance for the bookings. We hope that this will take away a lot of the admin work from the office, as it currently is very time consuming. We will let you know when the booking system is ready as we are still working with our IT support to set it up.

However, for the time being we offer two types of payment terms:

- Pay as you go (PAYG) – your account must be in credit before booking your child into club.  
Unfortunately we will not be able to accept bookings without sufficient balance on the account.
- Monthly payments (available with prior agreement with School Amin Officer or Head Teacher) – invoices will be issued monthly in advance.

You are able to pay using the following methods:

- Online via parent mail
- Childcare vouchers or Child Tax Free Savings Account

**Please see Appendix A for booking and payment information.**

Agreements will automatically expire at the end of each academic year and a new agreement will be issued for you to review and sign.

Any Invoices will be issued via email will detail the amount owed, the date the bill is up to and the date which it must be paid by.

Irrespective of your payment frequency all accounts must be settled in full by the required payment date. Non-payment will result in your child(ren) not being able to attend club until the bill is settled in full.

### **Late Collection Fees**

We lock the school at 5.30pm each night and therefore all children need to be collected by 5.30pm. If your child is collected after 5.30pm the following late fees will apply:

£10:00 per 15 minutes after 5.30 thereafter.

You will be requested to sign a form by one of the club staff confirming that you have collected your child late and therefore will be liable for late fees.

### **Late Payment Fees**

Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding at the end of the first week after due date. Payments at this time will only be accepted by cash or online.

Any payments that are cancelled or returned from the bank will incur a £25 administration charge, and the Parent / Carer will be asked to pay by cash or online in future.

Any accounts not settled in full after this time will be referred to Hampshire County Council Debt Collection agency.