



Little Munchkins

LITTLE MUNCHKINS CHILDRENS CLUB

Parents Handbook

Little Munchkins

Little Munchkins club is registered with Ofsted.

Other settings

Our club setting, based at Woodfield Primary School will run from 8.00am until 6.00pm, with the option of morning, afternoon, short day and full day sessions (Registration No: EY557759).

Aims

At Little Munchkins Club we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care whilst setting the standards for learning development.

What we offer

Our Club follows the Play work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer games/game consoles, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library such as painting and messy play (moulding clay).

What we provide for breakfast and afternoon snack:

Breakfast menu	
Toast	Milk
Fruit salad	Squash
Water	

Hot lunch and pudding provided at mid-day to all children

Afternoon snack menu	
Selection of sandwiches	Squash
Fruit salad	
Water	

Fresh fruit squash and water will be available every day.

Any food allergies must be reported to the club in advance so we can accommodate for that child!

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

Staffing

Our Club is staffed by 1 manager, 1 senior play leader and 4 play workers. In addition, we have volunteer staff. We aim to provide a smooth transition between school and club.

All our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the managers. **Kully: 07920761762**

Organisation

Little Munchkins holiday club is run as a private business. We enjoy a close working relationship with Woodfield Primary School in order to ensure continuity of care, and to maintain good communication links. We will also be working with parents and teachers to ensure a safe and secure environment providing a positive atmosphere.

Policies and procedures

The Club has clearly defined policies and procedures. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

Induction

You and your child are more than welcome to visit the club before your child's first day to get familiarised with the surroundings which would help the child settle in. The induction would include going through club rules and routines which would include mealtimes, collection times and children meeting points.

An induction is helpful as it allows the child to familiarise themselves with staff and other children providing them with the opportunity to ask any questions they may have. We as a club would encourage other children to be your child's buddy for the first few sessions allowing your child to settle in more easily.

TERMS AND CONDITIONS

Session:	Regular:
Morning	£14.00
Afternoon	£14.00
Short day	£22.00
Long day	£24.00

Key for sessions for table below			
Morning	Afternoon	Short day	Long day
M	A	SD	LD
8.00am – 1.15pm	1.15pm – 6pm	8.00am – 3.30pm	8.00am – 6pm

If more than one child attends the holiday club, a £2 discount will be given per session.

Morning snack:

In the morning break, children are given a snack such as toast (jam if wanted) or bread and butter. This is alongside fresh fruit salad and water or squash.

Lunch:

Hot Lunch is provided by Little Munchkins Club around mid-day. All allergens and dietaries are adhered to according the registration forms. There is a meat and vegetarian option alongside vegetables and a selection of cakes with custard and fruit salad is available by choice.

Afternoon snack:

After children have had their lunch at mid-day, they are also given a snack in the later afternoon (after 3.30pm). Depending on the planned snack, they will be given a selection of sandwiches, bread and butter, noodles or beans on toast. Fruit is given every day to promote healthy eating, alongside their choice of snack which is available on the day. This will be followed by outdoor activities, followed by a range of activities inside the club.

Please note that we do not refrigerate lunch boxes if brought in by children.

Bookings:

Ring the following number to check the availability for the session and the days and fill in a registration form and return it to me as soon as possible. Mobile number to ring is 07920761762.

Absences:

If you have already booked/paid for the sessions, it cannot be refunded, but it can be rebooked for another session instead. If you child cannot attend the session for any reason, then please ring one of the numbers provided above.

Arrivals and departures

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify 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 the Club to let us know. A late payment fee of £5 per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

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 a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

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.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our **Equalities Policy**.

General Information

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending children, staff and visitors.

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

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. 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 straightaway. 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. See our **Suspensions and Exclusions Policy** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. 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 the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him/ her to the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is taken to always ensure the safety of the children and the Club is fully insured. Our staff are 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. For full details see our **Illness and Accidents Policy**.

Medication

Please let the Manager 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. See our **Administering Medication Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. A full copy of our **Complaints Policy** is available on request.

Data protection

Sensitive personal data: This information includes personal information to the individual such as their ethnic origin, political options, health, sexuality, religious beliefs and cultural identity. Information which also included sensitive personal data is whether a child has SEN, is looked after under the Local Authority, there are current safeguarding concerns being investigated by the Local Authority, or whether the child has any additional support in school such as free school meals.

Personal data: Any information personal to the child such as name, address, contact details, attendance to the holiday club, and any financial information.

All information we hold at the club includes information about past and present children who attend/attended the club, parents/carers personal information, staff member's personal information, volunteer's personal information, and any other professionals who have visited the club.

Pledge to parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Always welcome you to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Little Munchkins Children's Club LTD

Woodfield Primary School

Woodfield Avenue

Penn, Wolverhampton

WV4 4AG

Telephone: **Kully: 07920761762 (Please leave a voice message if there is no reply.)**

Email us at: littlemunchkinsclub@outlook.com