



Little Munchkins

LITTLE MUNCHKINS
Breakfast and After School
Club

Parents Handbook

Little Munchkins Owners Kully and Sati

About the club

Little Munchkins kids club is registered with Ofsted (Registration No EY479290), and is based in Bantock Primary School. The club is open from 7.30am to 8.45am (Breakfast club) and 3.30pm until 6.00pm (After School Club) on weekdays, during term time. We also run a holiday club situated at Woodfield Primary School (Ofsted Registration Number - EY487355)

We will be situated in the Hall of Bantock Primary School. There will be access to the outside playground area where children can take part in numerous activities whilst always being under the care of qualified staff.

Aims

At Little Munchkins Breakfast/After School 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

Breakfast Club	
Every day:	Variety of cereals
	Toast/Butter or Jam
	Yogurts (variety of flavours)
Drinks	Milk/Squash/Water

After School Club Menu – Week 1		
Day:	Food:	Snack:
Monday	Cheese Sandwiches	Fresh Fruit and Biscuits
Tuesday	Beans on Toast	Fresh Fruit and Biscuits
Wednesday	Noodles	Fresh Fruit and Biscuits
Thursday	Pancakes	Fresh Fruit and Biscuits
Friday	Cheese and Crackers	Fresh Fruit and Cucumber/Tomatoes

After School Club Menu – Week 2		
Day:	Food:	Snack:
Monday	Crumpets	Fresh Fruit and Biscuits
Tuesday	Jam Sandwiches	Fresh Fruit and Biscuits
Wednesday	Pasta	Fresh Fruit and Biscuits
Thursday	Spaghetts on toast	Fresh Fruit and Biscuits
Friday	Cheese spread on baguettes	Fresh Fruit and Cucumber/Tomatoes

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 2 managers, 2 senior play leaders and 1 play worker. In addition we have volunteer staff. We aim to provide a smooth transition between school and club.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are CRB 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 either of the two managers. **Kully: 07920761762 or Sati: 07944515800**

Organisation

Little Munchkins out of school club is run as a private business, employing 4 staff. We enjoy a close working relationship with Bantock 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 meal times, 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

Payment of fees and opening times

Breakfast Club:		
	Time:	Price:
Breakfast – Regular	From 7.30am to 8.45am	£3.30
Breakfast - Occasional	From 7.30am to 8.45am	£4.00

Afterschool Club:		
	Time:	Price:
Full Session – Regular	From 3.30pm to 6.00pm	£6.40
Half Session – Regular	From 3.30pm to 4.30pm	£4.50
Full Session – Occasional	From 3.30pm to 6.00pm	£7.20
Half Session – Occasional	From 3.30pm to 4.30pm	£5.00

There's a 10% discount for the eldest child when both attend (only includes afterschool club).

Fees are payable in advance by cash or cheque, bank transfer or childcare vouchers. We accept vouchers from the any voucher schemes. Cheques should be made payable to "Little Munchkins Club".

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

Breakfast Club

There is a variety of foods available for the children such as toast, cereal, fruit, yoghurt, milk water and squash. Children have the option of choosing anything they wish. Once breakfast club is over, children will be supervised and escorted to their class rooms by fully trained staff.

Afterschool Club

Children will be collected from their classrooms and escorted to the club premises by fully trained staff. They will then be given food which will vary on a day to day basis such as bread and butter, ham or cheese sandwiches, noodles, beans on toast, crumpets/pancakes, biscuits, fruit, squash and water. 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.

Regular bookings

Ring the following number to check the availability for the session and the days and fill in a term-time registration form and return it to us as soon as possible. Mobile numbers to ring are the following: Kully - 07920761762 and Sati – 07944515800.

Occasional bookings

If you don't use the breakfast or afterschool club regularly, then please ring the numbers provided above to check the availability and to fill out a term-time registration form.

Absences

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

Changes and cancellations

If you wish to cancel your child's regular full-time place, then we require a 4 week written notice and 48 hours written notice for an occasional place. However, extra sessions can be booked at short notice.

Short sessions

The short sessions which are available for afterschool club are from 3.15 to 4.30pm. If your child is collected after this time, then you will be charged for the full session.

Payments:

For both regular and occasional places, payments can be made by cheque or cash or by childcare vouchers. Cheques can be made to Little Munchkins. Invoices will be issued on the third week of every month, with full payment due by the first working day of the following month.

Peace of mind for Parents:

Little Munchkins Breakfast and Afterschool Club aims to provide a high quality, affordable and caring environment for child where primary school aged children can play in a safe environment with trained and skilled staff whenever needed. We encourage healthy eating by providing children with fruit on a daily basis twice a day, and also encourage them to respect their peers and staff. We will provide an Agreement Form before the child attends, emergency contact details and any medical history.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know soon as possible.

Arrivals and departures

There is a doorbell on the left hand side of the gate leading onto the playground. Please ring this bell and a member of staff will come out to open the gate.

Our staff collects children from designated collection points within the schools premise and escorts them to the Club. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

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 £2.00 per 30 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 ensure the safety of the children at all times 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.

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:

- Welcome you at all times 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 Breakfast/Afterschool Club

Bantock Primary School,
Aston Street,
Pennfields,
Wolverhampton,
WV3 0HY

Telephone: Kully: 07920761762 or Sati: 07944515800 (Please leave a voice message if there is no reply.)

Email us at: littlemunchkinsclub@outlook.com