

CATERPILLARS & BUTTERFLIES

DATES FOR YOUR DIARY

Non-funded days are chargeable at full rates

Autumn Term 2018

Non-Funded: Tuesday 4th September ~ Friday 19th October

Funded: Monday 10th September ~ Friday 19th October

Closed for Half Term 22nd ~ 26th October

(Playscheme operating)

Non-Funded & Funded: Monday 29th October ~ Wednesday 19th December

Closed for Christmas Holidays 20th December – 2nd January inclusive

(No Playscheme Operating).

Spring Term 2019

Non-Funded & Funded: Thursday 3rd January ~ Friday 15th February

Closed for Half Term 18th ~ 22nd February

(Playscheme operating)

Monday 25th February ~ Friday 5th April

Closed for Easter Holidays Monday 8th April ~ Thursday 18th April

(Playscheme operating)

Closed on Friday 19th April (No Playscheme operating)

Summer Term 2019

Tuesday 23rd April ~ Friday 24th May

Closed on Monday 22nd April (No Playscheme operating)

Closed for Bank Holiday on 6th May (No Playscheme)

Closed for Half Term 27th May – 31st May

(Playscheme operating, but closed for Bank Holiday on 27th May)

Non-Funded: Monday 3rd June ~ Thursday 25th July

Funded: Monday 3rd June ~ Friday 19th July

(Butterflies ONLY Graduation Party 26th July)

Funded Children / Bank Holidays:

Monday 22nd April can be taken on Monday 22nd July

Monday 6th May can be taken on Tuesday 23rd July

(Playscheme operating from Monday 29th July)

YOU MUST BOOK YOUR EXCHANGED DAYS, IN WRITING, WITH KERRY OR EMMA SO WE CAN MAINTAIN STAFF RATIOS.

CLUB 4 KIDS CHILDCARE

CATERPILLARS and BUTTERFLIES

2 ~ 4 years

Ofsted March 2013 'OUTSTANDING'



'Constructing houses'



'Caring for our tortoises'

"We strive to nurture and develop every child's individual potential by providing excellent opportunities for all children in our care to learn to their best ability, meet their aspirations and SUCCEED"

Green Mobile Building, Fitzgerald Avenue,

HERNE BAY, Kent, CT6 8NB

Correspondence to: 18 Talbot Avenue, Herne Bay, CT6 8AD

07802 738256 or 07788 530381

www.club4kidschildcare.com

MANAGER - KERRY BOOTY



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2) CLUB 4 KIDS

- HAVE BEEN ESTABLISHED SINCE 1993
- WE ARE OFSTED REGISTERED AND INSPECTED, LATEST REPORT IS DISPLAYED IN ENTRANCE LOBBY "OUTSTANDING"!!!
- OFSTED TELEPHONE NUMBER: 0300 1231231

WE ARE AFFILIATED WITH:

- DAYNURSERIES.CO.UK – WE WERE VOTED WITHIN THE TOP 20 SOUTH EAST NURSERIES IN 2018
- KENT EARLY YEARS DEVELOPMENT AND CHILDCARE PARTNERSHIP
- 4 CHILDREN NETWORK
- PRESCHOOL LEARNING ALLIANCE

We have:

- QUALIFIED EARLY YEARS TEACHER WITH BA(Hons)
- QUALIFIED CHILDCARE STAFF
- ACCREDITED QUALIFIED SENCO (SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR)
- BEHAVIOUR MANAGEMENT CO-ORDINATOR
- QUALIFIED FIRST-AID & CHILD PROTECTION STAFF AVAILABLE AT ALL TIMES
- FULL INSURANCE

7) BOOKING FORM

I would like to register my child with Club `4` Kids. I have enclosed my child's registration form and understand that you will contact me when a place becomes available.

I am interested in: *(please circle choices)*

9am - 12.15pm @ £16.53/£16.78 includes two-course cooked lunch
(higher charge is for special dietary requirements)

12.15pm - 2.45pm @ £10.75

9am - 2.45pm @ £27.28/£27.53 includes two-course cooked lunch
(higher charge is for special dietary requirements)

12.15pm – 5.00pm @ £20.43 includes a light tea

(All funded children will be charged £1 for each breakfast & light tea).

(FUNDED CHILDREN can access their **total free** 15 hours from 8-9 & 3-5x 38wks)

(FUNDED CHILDREN can access their **total free** 30 hours from 8-2 x 38wks, (1 place available

Other times may be accessible on availability)

Name of Parent.....

Name of child..... **Date**.....

I have enclosed a registration fee of £20, paid in ALL non-funded applications and by any funded child who accesses wraparound care that is over and above their 15 or 30 hours entitlement. (This is non-refundable)

I have read, understood and agree to Club 4 Kids Caterpillars and Butterflies Prospectus.

I am aware that Club 4 Kids has a Safeguarding Policy which is available to me at all times.

I have enclosed the completed registration form, ticked all appropriate consent boxes and the pre entry parent /carer questionnaire.

Signed..... **parent/carers** **Date**

Please detach this portion of the prospectus and return with the registration form & fee to: Kerry Booty, 18 Talbot Avenue, Herne Bay, Kent, CT6 8AD or bring along to the setting.

4) GENERAL INFORMATION

- Club 4 Kids is set within its own, securely fenced area in the grounds of Hampton Primary School, with its own entrance.
- We are a private, independent group, although maintain close links with local schools and have transition visits. This assists your child in having a happy, relaxed transition from nursery to school life.
- We welcome visits but, due to security and safety of all children, our gates are locked at set times. We would advise telephoning before your arrival. We also welcome visits from parents / carers and people in the community who have an interesting hobby they wish to share and feel the children would benefit from seeing.
- We promote our Equal Opportunities policy and therefore expect children to respect this and not show any sexist or racist behaviour.
- We are, under the CHILDREN'S ACT 1989, required to report any unusual circumstances in which a child's welfare may be in danger.
- We occasionally visit local places of interest & are involved in community projects e.g. Hampton beach clean & Fareshare foodcloud.
- We fundraise for Children in Need & Pilgrims Hospice
- We have parties for the children to celebrate CHRISTMAS and an end of year GRADUATION party to celebrate the children's achievements.
- Each child has a personal Keyperson. Each child has their own named peg. Each child is treated as an individual. We respect the child's parent/carer as their main carer/educator but encourage working with parent or carer to enhance your child's development.
- We review a child's development regularly to inform our planning. We also operate 3 month reviews known as 'My Unique Story' and Keyfolders which are documents of your child's development whilst they are with us. These records remain your property and will be given to you when your child leaves our setting. We hold termly 'Stay n Play' sessions where you can be involved in your child's play and learn more about their "typical day at nursery".
- We are permitted to administer medication provided it is prescribed by a doctor or Pharmacist and clearly named with a pharmacy label and you give signed authorization on every day required.
- We are covered by the General Data Protection Regulations (GDPR) 25th May 2018 and are registered with the Information Commissioners Office under registration Z9582277

5) TIMES AND PRICES

We operate a varied choice of sessional care for our children aged 2~4 years within our building. Once your child reaches the age for free early education places, the term **FOLLOWING** their 2nd or 3rd birthday, they will receive 15/30 hours free care. Please see Kerry for further details. *Our provision operates for 49 weeks a year and our prices are for TERM TIME ONLY (Holiday Playscheme operates during school holidays at different prices and do not attract free early years funding).*

Caterpillars are:

9am - 12.15pm	@ £16.53/£16.78 includes two-course cooked lunch (higher charge is for special dietary requirements)
12.15pm - 2.45pm	@ £10.75
9am - 2.45pm	@ £27.28/£27.53 includes two-course cooked lunch (higher charge is for special dietary requirements)
12.15 - 5.00pm	@ £21.43 includes a light tea

All FUNDED children will be charged £1 for each breakfast & light tea
FUNDED CHILDREN can access their **total free** 15 hours from 8-9 & 3-5 x 38 wks*
FUNDED CHILDREN can access their **total free** 30 hours from 8-2 x 38wks*
*(Other times may be agreed subject to availability)

Funded children have the option to bring in a packed lunch

We operate a Playscheme during school holidays and prices are:

8am - 9am	@ £3.00	9am - 12pm	@ £8.00
12pm - 3pm	@ £8.00	9am - 3pm	@ £15.00
3pm - 5pm	@ £8.00 (Includes a cooked light tea)		

FREE EARLY EDUCATION PLACES for 2, 3 and 4 year olds. Every qualifying child receives fifteen/thirty hours per week government assistance towards their child's fees, the term **after** they are 2 or 3. We are also registered under the **Free for Two Funding Scheme** for 2 year olds (15hrs).

EARLY YEARS PUPIL PREMIUM (EYPP) The setting may be eligible to secure an additional funding to enhance the quality of Early Years Education that we provide for your child. For us to apply, you will need to give consent on the registration form. Further details are available in the main lobby or see Kerry.

A REGISTRATION FEE of £20 is payable in ALL non-funded applications and by any funded child who accesses wraparound care that is over and above their 15/30 hours entitlement. (This is non refundable)

TWO WEEKS NOTICE, in writing, is required for cancellation of your child's place.

DAILY FEES are payable, in advance, **on the first day of the week** your child attends. If fees remain outstanding without explanation to the manager for longer than 7 days your child's days may be allocated to another child on the waiting list.

ALL ABSENCES have to be paid for in full if you wish the place to be kept for your child and an administration charge will be payable if fees remain outstanding for longer than one week. All reasons for absence must be given for funded children.

DEPARTURE Children should be collected, by an authorised adult, using the main entrance. A £5 charge will be payable for all late collections. Once an authorised person arrives to collect your child, we cannot be held responsible for their care. Please be aware that if your child uses the garden equipment once collected by an adult they will not be covered on the settings insurance.

FOOD AND DRINK. We provide a healthy snack and drink in the morning and the afternoon plus a 2 course school lunch should your child attend during these hours. **ONLY FUNDED** children will have the option to bring in a packed lunch instead of school dinners.

We do not issue invoices or statements automatically but will gladly issue them on a written request to do so. Please indicate on your request whether you wish to receive them by email or hand. A £10 admin fee will be payable for all back dated invoices /receipts requested including HMRC and council "Proof of Childcare" request forms.

Studded football boots must not be worn, astro trainers allowed

6) AIMS AND OBJECTIVES OF CLUB 4

KIDS CHILDCARE:

- To promote the importance of play and learning through free choice, play and socialising.
- To promote the seven areas of learning.
- To promote high quality care within a safe and stimulating environment.
- To assist in helping children to develop to their full potential.
- To promote a working partnership between each child's parent/carer and the setting, recognising the parent as primary carer.
- To promote access to play for all children aged 3 months to 12 years.
- To 'set aside' time, where possible, for providing 1:1 support, if needed, to help a child overcome problems affecting their ability to achieve their foundation stage in Early Learning Goals.
- To adhere to policies set by Club 4 Kids Childcare.

3) DEVELOPMENT & POLICIES

We have an extensive range of 'freedom of choice' play included in our daily routine. Every day we cover aspects of the EYFS Curriculum which incorporates the seven areas of learning to help your child towards meeting their Early Learning Goals by the end of Reception year aged 5.

The seven areas are:

- **Personal, Social and Emotional**
- **Physical**
- **Communication & Language**
- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts & Design**

These seven areas link in with our observations, planning and evaluations to monitor your child's development.

We will discuss these further at your 'show round' prior to registering your child. We also offer your child a free Stay & Play session prior to entry to help eliminate any anxieties your child may have. We would encourage a Stay and Play after the initial 'show round' so we can observe any needs that your child may have when starting with us.

POLICIES

WE HAVE A VAST RANGE ON DISPLAY IN OUR MAIN RECEPTION AREA ~ SHOULD YOU WISH TO HAVE A COPY OF ANY POLICY, PLEASE SEE A MEMBER OF STAFF

WE EXPECT PARENTS/CARERS TO ADHERE TO THESE POLICIES FOR THE DEVELOPMENT AND WELL BEING OF ALL CHILDREN AND STAFF WITHIN THE SETTING.

STAFFING RATIOS

1:3 children under 2 years
1:4 children aged 2 years
1:8 children aged 3-7 years

During outings staff ratios may be exceeded