

# CLUB 4 KIDS..

**..Have been established since 1993.  
We are registered with OFSTED and  
affiliated with 4 Children network and  
Daynurseries.co.uk**

- ◆ Qualified Early Years Teacher.
- ◆ Qualified Childcare staff.
- ◆ Qualified SENCO (special educational needs) staff.
- ◆ First Aid trained staff.
- ◆ Trained safeguarding staff.
- ◆ All staff hold minimum level 2 food hygiene certificate.

Our aims and objectives are to Promote:

- Positive & anti discriminative behaviour.
- The importance of play and British Values.
- Access to diverse play opportunities for all children.
- Good working partnership with parents /carers, recognizing them as main carers.
- Quality care in a caring, safe and stimulating environment.
- Independence, risk taking, resilience, collaboration creativity and reflection.
- Adhere to policies set by the Club.

Meals and Snacks:

- Fresh drinking water is readily available to all children throughout the day.
- Children will be provided with a drink and healthy snack, mid morning and afternoon.
- Children should bring their own packed lunch in a self named lunchbox. (COOLBOX during hot weather) for their midday meal, if attending 12-3 or 9-3.
- Lunch time is 12pm – 12:30 pm.
- Please notify us in writing, if your child has an allergy to a specific food. Please supply a photograph of your child along with the diagnosed allergy and any medication needed.
- Specific dietary and cultural needs will be met where possible.

## GENERAL INFORMATION

Club 4 Kids is set within its own, securely fenced area in the grounds of Hampton School with its own entrance. We are a private, independent group, although maintain close links with local schools. 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 CHILDRENS ACT 1989, required to report any unusual circumstances in which a child's welfare may be in danger.

We welcome visits, but due to security and safety of the children, our gates will be locked at set times. So please telephone 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 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 - please see Parent Information Board for relevant information.

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" forms

## STAFFING RATIOS

Our club is staffed to a ratio as defined in the OFSTED Statutory Requirements April 2017:  
1:8 children aged 3 to 7 years  
During outings, staff ratios may be exceeded

## POLICIES

We have a vast range of policies on display in our main reception area ~ should you wish to have a copy, 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.

Dear Parent / Carer,  
Please find enclosed a registration form for the Holiday Playscheme.

A full list of planned activities are shown on the booking form which you should receive approximately 4 weeks before Playscheme starts.

The Playscheme operates from 8am - 9am, 9am - 3pm and 3pm -5pm.

*Full fees are payable on booking and charges are:*

Booked place: 8~9 = £3, 9~3 = £11, 3~5 = £7

Less than 14 days notice of cancellation = No refund

Children should be collected by an authorised adult no later than booked finish time. A £5 charge will be made for late collections.

Places are available on a 'first come first served' basis. A reserve list will operate if full and the admissions policy will apply.

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.

-----Cut along dotted line -----

**I would like to register my child with CLUB 4 KIDS Holiday Playscheme. I have enclosed my child's registration form and understand you will send me the next Playscheme booking form when available.**

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

**I understand that sometimes photographs are taken for display work and occasionally promotional work.**

**I agree / do not agree to my child being photographed (see Registration Form)**

**Studded football boots must not be worn, astro trainers allowed.**

Name of Child: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

DATES FOR YOUR DIARY

Summer 2018 Playscheme  
Monday 30th July ~ Friday 31st August 2018

October 2018 Playscheme  
22nd October ~ 26th October 2018

February 2019 Playscheme  
18th February ~ 22nd February 2019

Easter 2019 Playscheme  
Monday 8th April ~ Thursday 18th April  
2019

**(Closed all Bank Holidays)**

\*\*\*\*\*  
Please return this slip duly signed to say you  
have received, read and understood this  
prospectus.

Printed name \_\_\_\_\_

Signed \_\_\_\_\_

Relationship to child \_\_\_\_\_

Date \_\_\_\_\_

Send to:  
Kerry Booty  
18 Talbot Avenue  
Herne Bay  
CT6 8AD

\*\*\*\*\*

**BREAKFAST AND T-TIME  
CLUBS**

***Early Birds Breakfast Club***

*8am ~ 9am at a cost  
of £3 including breakfast.*

***T - Time Club***

*Will be open from 3pm ~ 5pm  
at a cost of £7  
which will include a light meal*



07802 738256 or 07788 530381  
[www.club4kidschildcare.com](http://www.club4kidschildcare.com)

AT: THE GREEN MOBILE BUILDING,  
FITZGERALD AVENUE,  
HERNE BAY

**5 + Playscheme  
Prospectus**

FOR ALL CHILDREN (ATTENDING  
SCHOOL) AGED 4-11 YEARS

