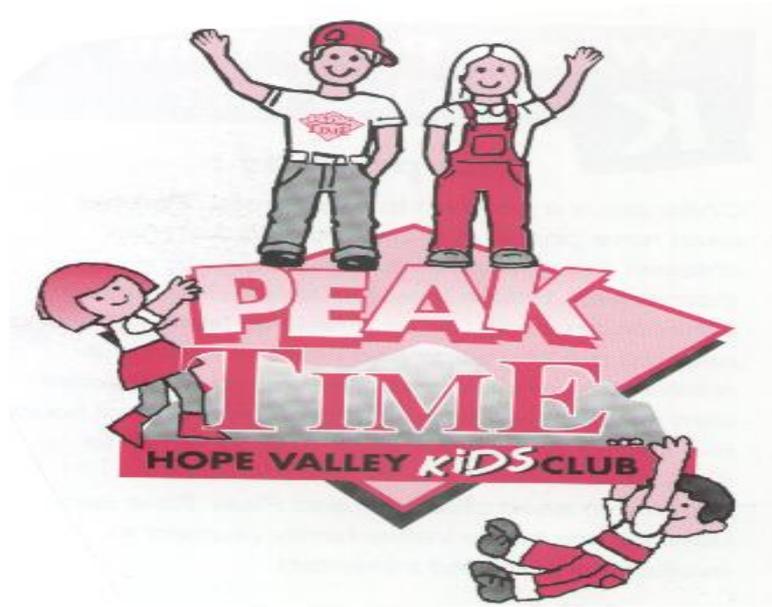


# **PEAK TIME KIDS CLUB**

## **HOPE VALLEY OUT OF SCHOOL CARE GROUP**



# **PARENT/ CARER INTRODUCTION PACK**

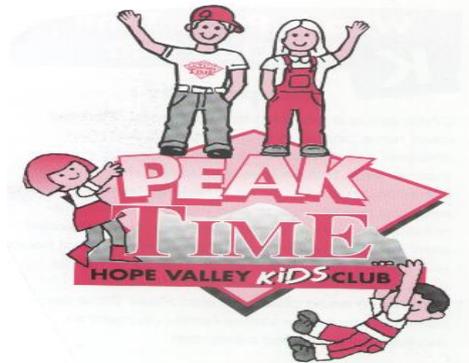
**Telephone 01433 650004**

**Ofsted Registration No. 206259**

**[www.PeakTimeKidsClub.com](http://www.PeakTimeKidsClub.com)**

# PEAK TIME KIDS CLUB

## HOPE VALLEY OUT OF SCHOOL CARE GROUP



Welcome to Peak Time Kids Club, which is a registered charity situated in the grounds of St Michael's C of E School, Hathersage. It offers high quality child care for primary school children in a safe, stimulating and caring environment staffed by a qualified and dedicated team.

We would like to thank you for considering using Peak Time Kids Club to meet your out of school childcare needs. The following pack will introduce you to the day to day running of the club, the staff team who continuously strive to provide high quality child care and the Parent Management Committee who support the overall running of the club.

If after reading this pack, you would like to register your child with Peak Time Kids Club, arrange a meeting with the club's Co-ordinator Lynne Condron on 01433 - 650004 who will take you through the registration procedures.

Management Committee

Lynne Condron  
Co-ordinator

# PEAK TIME PARENT MANAGEMENT COMMITTEE

Before I introduce you to the committee, I would like to give you some background history to the Peak Time Kids Club and why I would like all parents/ carers should consider joining the committee at sometime whilst using the facilities.

## Where did it all start?

Back in 1992, Hope Valley After School Care Group was the inspiration of Margaret White, the school secretary at Castleton Primary. She enlisted the support and cooperation of the Peak Park Trust, the Education Authority, the school and the local population. She saw the need for after school care in the local community.



Once the Castleton scheme was established the committee began to develop ideas for a larger scheme in Hathersage. The aim was to offer after school care and care during school holidays to families right across the Valley. It was acknowledged that Castleton was geographically inaccessible to a large proportion of the community.

In autumn 1993, Hope Valley After School Care Group had drawn up a business plan, registered as a charity and began to search for a base in Hathersage. The group were unable to find suitable accommodation amongst existing community buildings. It was then agreed that portable building could be placed in the grounds of Hathersage C of E School. There was only a limited budget available for the purchase of the building and it took a lot of hard work from the Committee, the staff and local people. This hard work was not only to raise funds to purchase the building and equipment, but also to turn a site canteen into a childcare centre. The doors were opened for business in April 1995!



And what now!

Peak Time Kids Club has continued to provide excellent childcare throughout the years; we can only continue to keep at the same standard if parents/ carers could consider assisting on the Management Committee. Our aim is to have fun as well as participating in providing a safe stimulating environment for our children.

Whilst we appreciate that not everyone can give the time and commitment to become a committee member, we do welcome all parents/ carers to become involved. If you have any skills or ideas that would benefit the club do come forward. We really do need your support to keep the club going.

## How can you find our more?

- Speak to any member of staff or the committee
- Speak to a staff member at Peak Time

## Committee Members

Terri Gibson (Chair)	Hathersage Parent
Montse Gomez Wardle (Secretary)	Hathersage Parent
Helen Laughton (Treasurer)	Hathersage Parent
Hannah Thompson	Hathersage Parent
Laura Heath	Hathersage Parent
Helen Benson	Bamford Parent
Helen Thomson	Hathersage Parent
Liz Such	Hathersage Parent

# Peak Time Staff



**Lynne Condron**  
**Coordinator**



**James Roberts**  
**Deputy Co-ordinator**



**Ruth Dixon**  
**Forest School Leader**



**Tom Wells**  
**Senior Playworker**

# **MEMBERSHIP AGREEMENT BETWEEN PARENTS AND PEAK TIME KIDS' CLUB (including information and conditions for booking)**

*Parents are asked to agree to these conditions when registering to use the service. This forms a contract between the Club and the family and forms part of the Club's policies and procedures.*

## **PEAK TIME KIDS CLUB PROVIDES:**

- A service for working parents/carers, parents/carers who wish to study, those who have commitments to keep outside school hours or those whose children wish to socialise or participate in Club activities.
- High quality, secure care for school children up to the age of 12 in the Hope Valley area. It is registered with OFSTED for 30 places.
- A safe environment in compliance with current legal legislation and its own operational policies.
- Sensitive and considerate care for each child, constructive and positive plays opportunities within a stimulating environment, and facilities to allow children to relax quietly.
- Priority booking for working parents if demand for places outstrips the number available, in line with the admissions policy.

## **ADMISSIONS POLICY:**

- Families wishing to register to use the service must have a confidential meeting with the Co-ordinator.
- A one-off registration fee of £10 per family will be charged.
- Priority booking for working parents if demand for places outstrips the number available, in line with the admissions policy.

## **SERVICE DELIVERY:**

### **OPENING HOURS:**

- After each school day until 6pm (6.30 pm by arrangement)
- A Breakfast Club operates from 7.30 am-8.45 on Monday-Friday during term time for Hathersage School.

## **CHARGES September 2017/2018**

**Breakfast Club: £5.60 for first child, £5.10 for additional siblings per session.**

**After School Session: £10.30 for first child, £8.70 for additional siblings per session**

**Transport: £3.20**

**Late Collection Fee: £5.20 per family per session ( pre booked) £7.80 if not pre booked £5.00 per 15 minutes after 6.30**

**Holiday Club: £25.30 for first child £24.10 or additional siblings full day session**

**£14.70 for first child £14.40 for additional siblings half day session**

- Sessional charges are reviewed annually.
- Parents will be notified in advance of any increase.
- Parents must pay the agreed fees, plus transport charges where applicable, on a monthly basis, preferably by cheque, voucher or credit transfer.

#### **BOOKINGS & CANCELLATION:**

- Bookings for the Breakfast and After-School Clubs can only be made by families registered as members of the Club.
- Bookings need to be confirmed 2 weeks in advance. Late bookings may be made after this time, but the availability of such places will be limited subject to staff / child ratios.
- At registration, and at the beginning of the Autumn term parents will be asked to indicate which regular days of the week they wish to secure for their child(ren).
- Charges will occur if cancellations is not one month in advance.

Unexplained cases of non-attendance will be charged the full daily rate.

#### **LATE COLLECTION POLICY:**

- Peak Time offers an additional bookable 30 minutes session between 6-6.30pm every evening.
- Each session costs £5.20 per family if booked in advance and £7.80 if not pre booked. After 6.30 the charge is £5.20 per 15 minutes.
- Parents/ carers who have not booked in for a session but who collect their child(ren) after 6pm will incur the full session fee of £7.80. In these circumstances parents must still contact us to let us know that they are going to be late.

#### **SICKNESS:**

- In the interests of all our children's and staff's health and wellbeing, children should not be sent if they are unwell or have been absent from school.

#### **COLLECTION FROM SCHOOL:**

- Peak time will ensure safe collection from school. Hathersage key stage one children will be collected from the playground next to the PEAK TIME sign. Key stage two children will make their own way to the building and sign in the register. Children from village primary schools other than Hathersage will be brought to Peak Time either by courier in a car, or under contract on the "school bus". Parents should let their school know which days their children will be attending Peak Time. Children from secondary schools will need to make their own transport arrangements.
- A charge will be made for each journey: current charges are £3.20 per child

#### **COLLECTION FROM THE CLUB:**

- Members (parents or nominated adult) must collect their children from the Club by 6pm (or 6.30 by prior arrangement).

- Children may be collected at any time during a session unless the children are on a trip, when parents/carers will be given an expected time of return and notified if this is subject to unavoidable delay.

#### **STAFFING:**

- A Co-ordinator is responsible for the daily operation of the service which will be delivered according to the policies and procedures of Peak Time. The staff team will also normally include play care workers and couriers.
- Volunteers are encouraged to become involved as extra helpers and for special activities with the children.
- The scheme will normally be staffed on a ratio of 1 adult to 8 children and always at this ratio for under 8's.
- A minimum of 2 play care workers will be on duty at all times.
- At least one member of staff at each session will have a recognised qualification.
- All staff, volunteers and management committee members will be police checked and approved by OFSTED.
- All staff will be encouraged to participate in internal and external training.

#### **PREMISES:**

- Peak Time is based in its own sectional building, sited at St Michael's CE School, Hathersage, on a ground lease with Derbyshire County Council.
- Peak Time works closely with St Michael's School and have come to an agreement whereby Little Kinder (nursery class) use Peak Time premises
- The premises will provide a safe, clean and stimulating environment for members and staff. They will be regularly inspected and will meet all required fire and health & safety regulations, building controls and registration requirements under the Children Act 1989.

#### **MANAGEMENT OF THE SERVICE: MANAGEMENT OF THE SERVICE:**

- An elected **VOLUNTARY PARENT** management committee is responsible for all aspects of the service and for employing the staff. All parents/ carers are encouraged to consider becoming a member of the committee at sometime whilst using the club.

#### **LIAISON WITH PARENTS:**

- Peak Time will liaise with members about anything relating to their child(ren) and about the clubs activities
- Peak Time's policies and procedures manual is available at the club.
- Parents/carers should notify Peak Time of any concerns they may have about their child, including any accidents, incidents or injuries affecting the child, which Peak Time will record and get the parent/carer to sign and date.
- Staff will be happy to discuss with parents any concerns about their child and or/scheme. Peak Time operates a grievance procedure for its members.
- Members are welcome to visit the Club at any time, and are encouraged to become active participants of Peak Time which could include participating on the Management Committee.

- Peak Time reserves the right to exclude any child who is repeatedly disruptive or displaying anti social behaviour in accordance with its behaviour policy.

**LINKS WITH HOPE VALLEY PRIMARY SCHOOLS:**

Peak Time will maintain and develop good links with local primary schools, especially St Michael's CE Primary School in Hathersage.

**PEAK TIME MEMBERS WILL:**

Be encouraged to support the Club and maintain its success through offering their skills or time by becoming a "Friend of Peak Time", or participating in activities such as fund raising.

Collect their children after each school day and during school holidays by 6pm (or 6.30pm by prior arrangement).

Pay the agreed fees, plus transport charges where applicable, on a monthly basis.

Be aware and work to the Club's booking and cancellation policy.

Register with the Club, after having a confidential meeting with the Coordinator. Registration is per family and costs £10.00.

Book any sessions as far in advance as possible. .

Not send any children who are unwell or have been absent from school, in the interests of all our children and staff's health and well-being.

Advise their child's school (and class teacher) they will be using Peak Time .

Discuss with staff any concerns about their child and or the scheme.

**Copies of the operational, Child Protection and grievance policies are available at Peak Time Kids Club.**

**I have read, understood and agree to the conditions of the Membership Agreement as laid out on previous pages.**

**Signed;** .....

**NAME:** .....

**HOPE VALLEY OUT OF SCHOOL CARE GROUP  
FAMILY REGISTRATION FORM**

This form can be used to register up to 4 children in one family. Please complete it as far as possible and contact the Co-ordinator for a registration appointment, when details of your child(ren)'s requirements, your arrangements for collection etc and information about the scheme can be discussed fully. You are very welcome to visit the club at any time and information for parents is displayed on the notice board in the Peak Time Kids Club lobby.

**Date of registration.....**

	<b>Name of child/children</b>	<b>Date of birth</b>
1.		
2.		
3.		
4.		

<b>School:</b>		
<b>Teachers:</b>	1.	2.
	3.	4.

<b>Parental Responsibility:</b>	
<b>Name: 1.</b>	<b>Name: 2.</b>
<b>Address:</b>	
<b>Which parent(s) and or carer does your child normally live with?</b>	
<b>Telephone Home:</b>	
<b>Work:</b>	
<b>Mobile:</b>	
<b>During club hours:</b>	
<b>E-mail:</b>	

**PLEASE INFORM PEAK TIME IMMEDIATELY OF ANY CHANGES TO CONTACT NUMBERS**

Please tick regular days:

Monday		Tuesday		Wednesday		Thursday		Friday	
--------	--	---------	--	-----------	--	----------	--	--------	--

Other than Parent/Carer, who will be collecting your child(ren) from the club?

.....

**EMERGENCY CONTACT:** *in case we are unable to reach one of the parents/guardians, please give information about another adult who can be contacted:*

<b>Name:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Mobile:</b>
	<b>Other:</b>

*Has this adult agreed to collect/receive your child/ren, in the event of the named parent/guardian being unexpectedly unable to collect them from the club at the end of a session: YES/NO.*

**PLEASE INFORM PEAK TIME IMMEDIATELY IF THERE IS A CHANGE TO CONTACT NUMBER.**

Name of family doctor:..... Telephone:.....

*Please give details of any medical conditions. Allergies or dietary requirements:*

1.	2,
3.	4.

*Please give any information about any special needs your child(ren) may have or use this space for anything else you would like us to know:-*

**Do you consent to Peak Time taking photographs of your child(ren) for publicity and display purposes within the Club. YES/NO**

## Peak Time Kids Club Activities Consent Form

Some of the routine activities of the club may involve visiting parks or short trips. Your child will only take part in these activities with your permission (separate notices of longer trips will always be notified to you in advance).

I give my permission for .....to take part in the activities above:    Yes     No

### Emergency Medical Treatment

Child's name.....

Date of birth.....

Doctors name.....Telephone No.....

Any relevant medical information (i.e. Allergies, family medical history etc)

.....  
.....  
.....

Parents/Carers name:.....

Emergency contact number.....

In the event that my child is involved in a serious accident while at the club, I expect the Co-ordinator or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I am able to get to the Hospital, I hereby authorise the Co-ordinator or delegated member of staff to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Co-ordinator to withdraw it.

Signature.....Date.....