

## NORMANBY SUNSHINE CLUB

NORMANBY PRIMARY SCHOOL  
FLATTS LANE  
NORMANBY  
TS6 0NP

TEL: 469529

email: [normanby\\_head@redcar-cleveland.gov.uk](mailto:normanby_head@redcar-cleveland.gov.uk)

### TERMS AND CONDITIONS 2013/14

#### **AIMS AND OBJECTIVES:**

- ★ To provide supervised after school care for children between the ages of 4 and 12, in a safe, stimulating and caring environment.
- ★ To provide opportunities for play activities, creative activities, physical activity and relaxation in a secure, sociable and enjoyable atmosphere.
- ★ To provide opportunities for developing intellectual, social and physical skills and to promote independence, confidence and self esteem. Our provision follows the duties set out in the School Equality Policy.
- ★ To provide childcare at a reasonable, non-profit making, rate as a service to parents and carers of Normanby Primary School and the local community.

#### **OPENING HOURS:**

The Sunshine Club will be open from 3.00pm to 5.45pm, at the end of every day of opening of Normanby Primary School. Children in Key Stage 1 will be collected from classrooms in Normanby Primary School by Club staff. They will remain in the Club until a parent, or a designated person (over the age of 16), arrives to collect them. **A charge of £2.00 for each quarter of an hour will be made to a parent arriving after the closure time of 5.45pm.** Morning Club will be open from 8.00am until the start of the school day, 8.55am. Breakfast is provided at an extra cost of 50p. After school, juice and a snack is provided.

#### **BOOKING AND FEES:**

All children using the Club must be registered with the Club and all information available. Bookings may be made via the school office (tel. 469529) or the Club Leaders. Bookings may be made weekly, in advance. Late bookings will be subject to availability. Fees must be paid weekly, or daily, by cash or cheque (payable to Normanby Sunshine Club) in advance of the attendance at the Club; a receipt will be issued. Late cancellation may be subject to a 50% charge in the event the place could have been taken by another child. Failure to cancel will result in the full session charge of £7.50.



**After School Club**

Per week: £35.00

2 Children: £65.00

Per session: £7.50

2 Children: £14.00

**Morning Club**

Per Session from 8.00am

£3.00 per child

Per Session from 8.30am

£2.00 per child

**Breakfast**

50p per child

**ADMISSION POLICY:**

Priority will be given to children from Normanby Primary School. All children must have registered with the Club, all information documentation completed by the child's parent and the Terms and Conditions Document signed prior to the first session attended. Preference will be given to regular attendees and, in the event of limited availability, on a 'first come, first served' basis. The Club is registered for a maximum of 30 children with a ratio of no more than 1:8. Parents are encouraged to bring their child along for a short visit to familiarise the child with the environment and staff. Children may attend when they have started 'Reception'.

**PARENTAL INVOLVEMENT:**

Parents are welcome to the club at any time. Suggestions and any ideas for improvement may be discussed with the Leaders and the Extended Schools Committee members. Staff are available to speak to you when you collect your child.

**INSURANCE:**

The Extended Schools Committee will be responsible for the provision of insurance, including Public Liability Insurance. The Registration and Public Liability Documents will be displayed.

**STAFF:**

Mrs Burke	(Leader)
Mrs Catterson	(Assistant)
Mrs M Gaffney	(Assistant)
Mrs A Sudron	(Assistant)
Miss K Penketh	(Assistant)
Miss J. Gordon	

**EQUALITY POLICY:**

The Club will subscribe to the Equality Policy of Normanby Primary School. Every child will be welcomed to and valued in the Club.





**DISCIPLINE:**



The Club subscribes to the Good Behaviour Policy of Normanby Primary School. Unacceptable behaviours, which spoil the experience of the Club for others, will not be tolerated. Parents will be informed of such behaviours. Any child who persists in unacceptable behaviours will not be allowed a place. The staff reserve the right to operate reasonable sanctions for minor misdemeanours.



**HEALTH AND SAFETY:**



The Club subscribes to the Health and Safety Policy of Normanby Primary School. The Club premises are subject to the same regulations during the Club opening times as at all other times. Fire Drills will be held termly and recorded. Accidents, including minor ones, must be recorded and the parent informed. The staff will maintain their First Aid certification and the contents of the Club's First Aid box. Parents will be informed immediately in the event of a more serious accident occurring and appropriate action followed. In the case of illness, parents will be informed immediately.



**CHILD PROTECTION POLICY:**



Parents and carers should be aware that everyone involved in the school, including the Normanby Sunshine Club, has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where Club staff have cause to be concerned that a member may be subject to ill treatment, neglect or other form of abuse, staff will follow the Redcar and Cleveland Safeguarding Procedures and inform the Social Services of their concern. The procedures we are bound to follow require the school's Nominated Person to inform the Social Services and not the parents or carers. This is to protect the child. Referrals from the school may result in a visit to the home by a Social Worker.



**COMPLAINTS PROCEDURE:**



If parents wish to raise any concerns they may have about Normanby Sunshine Club and its staff, they need to approach the Headteacher to discuss such matters. If parents wish to make a formal complaint, however, details of the procedures can be obtained from the Headteacher. Alternatively, you can contact Ofsted direct on 0845 601 4771 or in writing to-  
Early Years Ofsted  
Stockdale House  
Headingley Office Park Leeds, LS6 1WA  
For more information about Ofsted Regulations visit  
[www.ofsted.gov.uk/childcare](http://www.ofsted.gov.uk/childcare).





**ACCIDENT PROCEDURES**



All major and minor accidents will be dealt with by a qualified first aider and recorded in the First Aid book. In the event of a major accident the emergency services would be contacted. Parents would be notified immediately. In the event of a minor accident, parents would be informed on collection of their child.



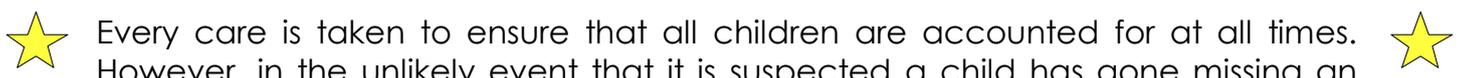
**SPECIAL NEEDS POLICY**



The club staff will work alongside parents to ensure that their child's special needs are met. All children are welcome to attend and staff will organise the environment and plan activities to ensure all children take part at an appropriate level to their needs. The leader will inform parents of any difficulties that may arise.



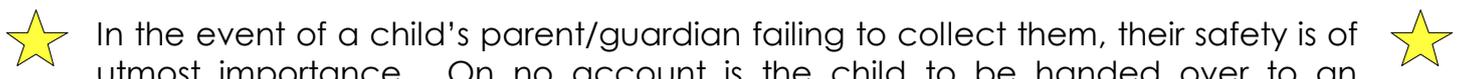
**LOST CHILD POLICY**



Every care is taken to ensure that all children are accounted for at all times. However, in the unlikely event that it is suspected a child has gone missing an immediate role call will be taken. If it is discovered that a child is unaccounted for then a thorough search of the premises and it's surroundings will be carried out. On no account are the other children to be left unsupervised at any time. If after a thorough search, of no longer than 15 minutes, it proves unsuccessful in establishing the whereabouts of the child the Emergency Services, Headteacher and the parents would be informed.



**UNCOLLECTED CHILD**



In the event of a child's parent/guardian failing to collect them, their safety is of utmost importance. On no account is the child to be handed over to an unauthorised person. Staff will remain with the child whilst an attempt to contact the parent is made. In the event that contact could not be made within a maximum of one hour (from the end of the school day if no booking was made) Social Care are to be contacted and advised of the situation. Staff will then follow Social Care advice. For children who are booked in, but not collected, Social Care will be contacted at 6:00pm.

