



Wrap-around Care @ Morley Memorial Primary School

Our aim is to provide a safe and welcoming environment where children can play, have fun and relax before and after the school day.

Mission Statement

Dawn Diners Breakfast Club, Morley Holiday Club and Spectrum After-School Club aim to provide childcare for pupils outside of the school day at Morley School, but moreover we aim to provide safe yet stimulating play opportunities to meet the needs and choices of the children whilst they are here. To this end we attempt to provide staffing ratios higher than found in a classroom situation, 1 Playworker for every 10 children as a target baseline. Our staff have a range of qualifications in childcare, as well as other subjects that they can draw from to help facilitate the child-lead play we promote. We are also committed to collaborative working and will liaise with other professionals key to our children. This is especially relevant to those children in the “Early Years Foundation Stage” and we seek to meet with their teachers throughout this crucial developmental year. Parents are welcome at all times. If you want to chat about your child’s preferences, needs or development please feel free to arrange a suitable time with staff.

OFSTED URN/Registration Number: **110657**

More information is available on-line at: www.morley.cambs.sch.uk/spectrum.aspx

Telephone: 01223 508786 (extension 4)

e-mail: spectrum@morley.cambs.sch.uk

Daily Routine

Dawn Diners opens at 0730 and children can come in from this time and enjoy a breakfast of cereal, toast or croissant as well as a range of crafts, sports and games until school time. Reception class children are escorted from the club to the Early Years base and settled in to their class, whilst the older children make their own way to their lessons.

Spectrum is staffed from 1500 ready to welcome children at the end of their classes. Staff collect Early Years children and supervise them to the club room, where all children are registered and before engaging in the play activity of their choice. Parents are welcome to collect anytime before the end of the session at 1800. Parents are advised to provide a light, healthy snack for their children, should they normally eat during this time. We ask that these snacks do not include any Nuts or other ingredients listed as “allergens” on packaging.

Club Space

The clubs base is located around the back of the school hall, entrance via the staff car park. The room is a hive of activity with tables for arts and crafts, comfortable area for reading and floor play and a cloakroom space for children’s belongings. We enjoy the luxury of the large rear-playground with 2 climbing frames, trim-trail, grassed picnic area, basketball goals, 4 square grid, football and netball pitches. The clubs also enjoy the opportunity to use other school facilities such as the hall and community room, the library area and computers.

Food and drink

The Breakfast options include cereal and toast. At our clubs we are mindful of individuals’ dietary requirements and as families not to send children in with snacks containing nuts. Please feel free to discuss any particular dietary needs with club staff.

The children are encouraged to help in the safe preparation of food whenever possible, especially during Holiday Club where Food related activities include making fairy cakes, iced biscuits, chocolate cereal nests and pizza. We welcome children’s suggestions on new food related activities as this gives the children more ownership of their time spent in the Club.

First Aid

First aid trained staff are present at all times. If your child is taken ill or needs further treatment we will contact you as soon as possible. We will inform you of any first aid we have provided when you collect your child (a prompt written in green on the register will signpost you when you sign-out your child).

Buddies

We encourage the older children to help any new children settle, show them where to put their coats and accompany them around the areas if they are nervous or unsure. Staff and other children will provide comforting reassurance to younger children if they are upset or tired, but we welcome advice and strategies you know that can help us settle your child.

Activities

The children are encouraged to take part in a range of activities - e.g. painting, drawing, playing organised games, building and cooking. Our ethos is child-centred play, and we try to accommodate any preferences the children may have. The value of play is often over-looked in children's development, so we promote the “Playwork Principles” from the perspective that kids need the opportunity to challenge themselves via stimulating sometimes ‘risky’ play, which will in turn provide them with rich and insightful experiential learning.

There are no age barriers within the Club which helps with the social development of the children, but some activities will be targeted at different age ranges. The clubs have lots of toys and equipment for the children to play with and continually refresh our resources.

Communicating with the club

The club room is open and staffed from 0730-0900 and 1500-1800 every school day (0800-1800 in Holidays), and staff will be happy to take messages in person during these times. The school office can relay information via messages and documents left in our pigeon hole, alternatively messages can be left on our phone or e-mail (see cover). Please note we may not be able to reply to these outside of club opening hours. Other members of the school staff (Teachers, Classroom Assistants et cetera) cannot be expected to be responsible for passing on your communication to the clubs, even if they are also Playworkers with us, so please let the club know directly to avoid any confusion or concern!

Booking a session

We pride ourselves on our flexibility and can usually accommodate even last-minute emergencies, but the more notice we have of a child's attendance the better, as we can plan, resource and staff accordingly. In order for your child to attend we ask three simple steps:

1. **Fill in a [Registration Form](#)** – these can be found on the school website.
2. **Make a booking** – Simply contact the club in person, via e-mail or telephone, (see contacts details on cover) stating when you need childcare, and we'll handle the rest.
3. **Remind your child/class teacher that they are attending when you drop them at school**

New Families

Whilst we are happy to accept late and last minute bookings for children already registered with the club, please be aware that booking and registration of new children must be made with notice. Communication with the club is required before your child's first session. We are only able to accept last minute bookings from families not known to us in extreme circumstances which must be discussed with club staff or office staff at the time.

Cancellations

It is crucial to the club that we know which children are attending each day, so please notify staff of all cancellations. This can be done over the phone, in person or in writing. You will be refunded for cancellations if they are made with 4 weeks' notice, to a maximum of 5 sessions per child per school year. Following 5 refundable cancellations, where places are being cancelled on a regular basis or regularly being paid for but not used the club reserves the right to discontinue the booking and offer the regular slot to another child on the waiting list. Due to the alarm and admin created when the club has to locate 'missing children', a non-cancellation charge of £5 will be incurred if Spectrum is not aware in advance that a child will not be attending an after-school session. Please see our Price Plan and Payment Policy for full details.

Payment

We calculate fees on a monthly basis and accounts are updated with the new balance at the start of the next month. Payment should be made during the first week of the month following the sessions used to avoid incurring a late payment penalty charge. Please see our Payment Policy for more information. Payment can be made by the following methods:

- **Cheques:** Made payable to **MORLEY MEMORIAL PRIMARY SCHOOL** with your child(ren)'s name on the back.
- **Cash:** Paid to a member of Spectrum staff during club opening hours.
- **Childcare Vouchers:**

Edenred:**P20249999** Co-Operative:**85014369** Kidsunlimited:**00001622** Sodexo/Saycare **811963** care-4:**99813285** Computershare: **0008142150** KiddiVouchers: **47248** NWBrown AllSave PES/Happy Families **05348** EY Vouchers Reward Gate Childcare: **45386887759** Gov Tax Free **UTR:1489911048**

- **Electronic Bank Transfer:** Please ask staff for the schools bank details.

We are happy to arrange alternative payment plans where required.

Financial Help available

There is financial help available from the government to support parents with childcare. This includes Child Benefit, which is available to all parents, regardless of financial situation, and Child Tax Credit and Working Tax Credit, both of which are means tested. Details of this financial help can be found at <http://www.hmrc.gov.uk/childbenefit/> and <http://taxcredits.direct.gov.uk/>.

School Training Days

Holiday Club is open on official school training days from 0800 until 1800. Bookings can be made for half days (break at 1300). Children are asked to bring their own lunches. Please contact the club for more details.

Rates: Please see Price Plan or booking forms for full further rate info

Our fees are reviewed annually and are in effect for the financial year.

Discounts are available for regular bookings. Regular bookings patters repeat until the club is notified of an amendment, children are expected at all sessions booked regularly so the club asks that you inform us of any cancellations to help avoid any un-due concern.

What we expect

Everyone, adults and children alike are respected and valued, their ideas and efforts are welcomed and every endeavour will be made to meet the needs of the individual.

The setting is less formal than the classroom, but some rules are necessary for everyone's safety & well being. These will be discussed with children and displayed in the club room. Staff expect children to behave sensibly and to respond to adult requests.

We expect all children to play within the following guidelines:-

<u>Look after OTHERS</u>	<u>Look after YOURSELF</u>	<u>Look after the SCHOOL</u>
Co-operate	Stay in sight of staff.	Keep the school clean and tidy.
Be friendly & helpful	Stay inside the school grounds	Look after Toys & Equipment.
Be Caring	Play Safely	Put things away once finished playing.
Be Positive	Wash hands when eating & toileting	Be considerate to people working in the School.
Be Polite	Tell staff if you have an accident	Collect your child on time / (below)
	Only go home with your parents/carers.	Go home when you're collected!

Clothing

Please provide younger children with spare clothes if you think they may have accidents - underwear and old jogging pants save your child searching through spare clothes to find the right fit. We love to play outside in all conditions so please send your child appropriately equipped!

Visits

Parents and children are welcome to visit the Club prior to starting with us. We actively encourage this for young children who may be worried by new environments. Please arrange this with staff but feel free to drop by at any time to see how we run!

Behaviour

When problems arise staff will talk to parents and devise suitable strategies for promoting good behaviour. However, children who continually disrupt the well-being, safety and enjoyment of other users will jeopardise their place at the setting.

Complaints

Initially, please address any complaints to a member of staff. Misunderstandings can occur, particularly on busy days, and it is helpful to deal with them quickly. If you have a more serious issue to discuss please speak to the Childcare Manager or the Headteacher of the school.

A full listing of policies and procedures is available from our website or on request.

Car Parking

Morley Memorial does not have a visitor's car park, and asks that drivers do not use the staff car park when dropping off or collecting children from the school during term-time, including out of school hours. Thank you in anticipation of your co-operation.