



# Welcome to Kids Kabin

Lord Deramore's Wrap-around-care provision provides out of school care for children between the ages of 4 to 11 years, who attend Lord Deramore's Primary School.  
The Club is in the Cabin within the School grounds.

## **Meet the staff team:**

Adele Ross (Manager)

Debbie Walton (Deputy Manager)

Amanda Pipe (Breakfast club Assistant manager & playworker)

Nadege Bonnet (Playworker)

We also have several student playworkers (who are currently studying at the local universities)

## **Prices and information:**

**Breakfast club: £5.05 per session.**

**Operates from 8.00am to 8.50am.**

Breakfast club offers a choice of cereals and light breakfast snacks. Quiet games are encouraged once breakfast is completed until school starts. Children are taken across to school at 8.45am where they join their class lines (Early years children are escorted into the classroom.)

**After school club: 11.45 per session.**

**Operates from 3.15pm until 6pm**

A light snack and a drink are given at the start of the session; however, fresh fruit & drinks are available throughout the session. (Please advise staff of any food restrictions or allergies, this must be noted on your registration form and care plan where appropriate.)

Staff collect Key stage 1 children from their classrooms at the end of the school day. Kabin 2 children make their own way across to the cabin.

KS1 (Kids Kabin 1) & KS2 (Kids Kabin 2) are separate rooms, we then complete the register when everyone is in the building.

We offer a wide range of activities, including various arts and crafts, a variety of toys and play equipment indoors and outdoors (weather permitting). We cater for all ages and abilities, with age-appropriate equipment in each cabin. Outdoor games are encouraged in fine weather and a quiet area can be available for activities such as reading, colouring/drawing. In line with current good practice, children are encouraged to select their own activities.

There is space for older children to do their homework if they wish.



All children who attend the Club must be registered and details of emergency contacts must be provided. Please state the days you require for both or either Breakfast or After school club. **Registration forms are sent out for each academic year via parent pay, please update any change in circumstances including phone numbers and emergency contact information, we will presume places will still be needed each academic year unless you inform us otherwise.**

Please email your completed registration form to: [Kidskabins@gmail.com](mailto:Kidskabins@gmail.com)

Places are allocated on a first come first served basis, should we be at capacity we place you on a waiting list for the next available space.

**Terms and conditions and addition information:**

**Booking and Payment Conditions and Information:**

Places are pre-booked for the academic year, invoices are sent out termly (September-December, January -March and April-July) and are usually given out two weeks into the start of the term. Payment should be made within the term, you can pay in full, monthly, or weekly instalments, we also accept various forms of childcare vouchers. Please let the manager know your preferred payment method, or if you have any problems with the invoice or payment. Payment information including bank details are included on the invoice.

All invoices must be paid in full before the end of each full term to ensure your child's place is secure for the following term (unless you have a payment arrangement in place.)

The Manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being removed and the parent/carer and the outstanding balance will be sent to the small claims court to claim the monies owed.

**Please note:** Any extra sessions used will be added to the following terms invoice.

4 weeks cancellation notice is required; we are also unable to swap or refund unused places.

**Collection Terms and Conditions**

Please remember the after-school club closes at 6pm. Parent/carers should ensure that they arrive at a good time to collect their child(ren). Our insurance does not allow children to be onsite after 6pm and we are required to vacate the cabin, ready for cleaning and to lock up the school. If children are collected late (after 6pm) parents/carers will be asked to pay a charge of **£10.00 per child every 5 minutes thereafter.**

At 6.01pm uncollected children will be highlighted on the register; this is to monitor persistent late collection and will be recorded by the Manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Club.

Staff will telephone parent/carer. If no communication is made staff will follow the uncollected children's policy.

**Please see our full policies for further information.**



### **Home school agreement:**

**Club aims:** We aim to provide a high quality, caring, safe and stimulating environment where children can play, learn, and relax out of school hours.

#### **The Club will endeavour to:**

- Provide a safe environment for other staff and children alike, free from bullying, violence, aggression, racism, discrimination, or other unacceptable behaviour.
- Interact politely and respectfully with other staff, children, and parents at all times, communicate professionally with parents, being receptive to parental concerns when they arise and ensuring that parents receive a prompt response from the Club.
- Liaise with School to ensure that any behavioural concerns, learning goals/observations are communicated effectively.

#### **Home will endeavour to:**

- Encourage a good standard of behaviour in the children in accordance with club's expectations.
- collect children promptly at the end of each session.
- Always communicate and interact politely and respectfully with staff and other parents and children.

#### **Children will endeavour to:**

- Always behave well and be kind, caring, friendly, respectful, and helpful
- Follow the rules of the club.
- Always interact politely with other children and Club staff and visitors.

**Please sign the appropriate box on the registration form to confirm you have read understand and agree to the Terms and Conditions provided and adhere to the home school agreement.**

**Failure to comply may result in the loss of your child's place at Kids Kabin.**