



Kids at Heart

# Woodlands Kids' Club

Prospectus



## Performance Charter

### Our commitment to children, parents and carers

- To ensure a safe and healthy environment where children enjoy and thrive
  - To establish and maintain good relationships with parents, children and carers
  - To understand and respect the diverse needs of each individual child and their family
  - To provide and support well trained, motivated and enthusiastic staff
  - To value shared information and encourage involvement and feedback from parents
- 
- To ensure that all children are happy and well cared for
  - To provide opportunities for children to freely explore their world, enjoy, learn and develop safely
  - To build confidence and self-esteem to ensure children achieve their full potential and build strong foundations they can take through life
  - Plan – View – Review

### Environment



'Children enjoy attending the out of school club where they happily engage with their peers in a safe and welcoming environment. There is a balance between adult-led and child-initiated activities, which are flexible and responsive to children's needs'

'The environment is well resourced and children access a range of resources, which are arranged effectively, so that they can choose them independently' Ofsted 2014.

## Woodlands Kids' Club

Willow Tree School  
Wetherby Road  
Harrogate  
HG2 7SG

01423 888 817



**Julie Shaw**  
Proprietor

**Head Office:** Percy Field, Low Moor Lane, Lingerfield, Knaresborough, HG5 9JB

Tel: 01423 862192

Email: [info@kidsatheart.co.uk](mailto:info@kidsatheart.co.uk)

Website: [www.kidsatheart.co.uk](http://www.kidsatheart.co.uk)

Your child will enjoy a welcoming, vibrant and stimulating environment at this Kids' Club where individual needs are recognised and nurtured. We are committed to promoting equality and celebrating diversity, supporting all children and families to participate in a healthy state of mind and body.

The environment is conducive to learning safely, encouraging children to be independent, confident and ready to fulfil their individual interests and developmental needs

We place great emphasis on your child's personal, social and emotional developmental. Within this well supported environment, we feel it is also beneficial to demonstrate to each child, the value of taking turns, sharing, being part of a group and caring for each other.

All our childcare and development is monitored, reflected and evaluated to ensure continuous improvement. This is underpinned by strong partnerships with parents, the local community and other settings or school your child may attend or will move on to, in order to provides continuity for them.

## **Staff**

Our practitioners working with your child are carefully chosen to ensure that they are able to develop positive, lasting relationships that children will remember. Foundation Stage children will have a Key Person who will work closely with your family to ensure they know your child well and understand their needs, giving them a sense of belonging. They will build a familiar, affectionate and trusting relationship you can rely upon – but at the same time, be good role models for fun, friendship, caring, education and positive behaviour for all children.

Rigorous interviewing and safeguarding checks are in place to ensure enthusiastic, committed and dedicated staff provide the highest standards of care and learning.

'They (practitioners) support children well in their play joining in enthusiastically with energetic games outdoors, but also by interacting sensitively with quieter activities indoors. Practitioners understand that all children are individuals and learn as they play and explore in their own ways' Ofsted 2014.

All staff are either qualified or working towards childcare qualifications on site through FW Solutions training providers. We encourage and support staff on-going training, but as a minimum all staff will undertake:

- child protection training
- paediatric first aid training
- basic food hygiene
- prevent duty - Safeguarding

'Safeguarding is good because the provider has a clear understanding of safeguarding procedures. There is a well-written safeguarding policy'

'A thorough recruitment procedure is in place to help the provider to verify the initial and ongoing suitability of the practitioners she employs' Ofsted 2014

## Rooms/Outdoors Under 6's Room



'Leadership and management are good. This is because the provider has an overview of the curriculum and the educational programmes. Planning is monitored to ensure that activities meet the needs and interests of the children attending. The provider ensures that children within the early years age group are making good progress through regular discussion with the key person and parents.' Ofsted 2014

## Over 6's Room



This area encourages each child to display their individual favourite things and / or celebrate their successes – their space!

'Practitioners know the children well and confidently talk about what they like to do and the progress they have made since starting at the club. This helps to complement the learning that takes place in a school. Parents contribute by sharing information about what children like doing at home. As a result, children's individual interests are well met' Ofsted 2014

## Food – Healthy lifestyle

A healthy lifestyle is firmly established within the Kids' Club, which involves teaching your child about self-care, making informed decisions and understanding the fundamentals to managing their own health. Our vision of this is to positively promote exercise through physical play as well as offering a healthy snack. We are committed to being part of the 'Stop the Rot' campaign. This means that our snacks and drinks are carefully chosen to ensure that they do not contain hidden sugar.



'Children are beginning to develop an understanding of healthy lifestyles as they are provided with a nutritious tea and fruit to snack on. Children's independence skills as promoted well.'

Ofsted 2014

## The Early Years Foundation Stage – (0 – 6 years) Principles into Practice

“A well balanced Early Years Foundation Stage framework ensures that all the areas of learning and development are incorporated based on the 4 themes. These four **Themes** express important **Principles** underpinning effective practice in the care, development and learning of young children. Each **Principle** is supported by four **Commitments** which describe how the Principle can be put into practice. The four Principles are:

**Unique Child** – Every child is a competent learner from birth who can be resilient, capable, confident and self assured.

**Positive Relationships** – Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

**Enabling Environments** – The environment plays a key role in supporting and extending children's development and learning

**Learning and Development** – Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.”(Early Years Foundation Stage framework - Principles into Practice)

Together we would like to ensure your child is supported to reach their full potential – indoors and outdoors. Putting all of the above principles into practice.

Each stage of your child's development is recorded and used to plan for their next steps. The photographs and observations of these learning journeys are kept for you in their Record of Achievement folder.

### Development Matters in the Early Years Foundation Stage (EYFS)

This non-statutory guidance material supports practitioners in implementing the statutory requirements of the EYFS.

Children develop quickly in the early years, and early years practitioners aim to do all they can to help children have the best possible start in life. Children have a right, spelled out in the United Nations Convention on the Rights of the Child, to provision which enables them to develop their personalities, talents and abilities irrespective of ethnicity, culture or religion, home language, family

background, learning difficulties, disabilities or gender. This guidance helps adults to understand and support each individual child's development pathway. Other guidance is provided at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The EYFS statutory framework is available on the Foundation Years website as well as the Department for Education website: [www.education.gov.uk/publications](http://www.education.gov.uk/publications)



## Frequently asked questions:

- **How long has Kids at Heart been established?**  
Nidderdale Nursery has been operating since 1994. We have The School House Nursery in Pannal which has been operating since 1995 and also Western Kids' Club and Woodlands Kids' Club, both opened in the same year.
- **Are you Ofsted registered and what does this mean?**  
All our settings are registered separately as required by Ofsted. The purpose of the Ofsted inspection is to identify strengths and weaknesses so that we, as providers, can improve the quality of educational provision and help children achieve the Early Learning Goals for children's learning on entering compulsory education.
- **What times do sessions run and is the Kids' Club open throughout the year?**  
07.00am – 9.00am and 3.15pm – 6.30pm term time.  
07.00am-6.30pm during the holidays  
Closed between Xmas and New Year and public holidays
- **Can I book extra sessions if I need more care?**  
Yes, we will do our best to provide extra sessions, subject to availability
- **How many children and carers are in each room?**  
Each room is different and following Ofsted guidelines, the numbers of children are determined by the floor space and the age of the children. The number of carers will be determined by the amount and age of children. Our minimum staff:child ratios requirements are as follows:  
  
3-8 years 1:8  
  
Where there are children with additional needs, staff to child ratios will be increased to appropriately meet the particular needs of these children. In calculating ratios of staff to children, students on placement will not be counted although they may be involved as occasional helpers within the group as part of their training.
- **How are staff selected/screened/trained?**  
Rigorous interviewing and robust safeguarding checks made through the DBS (Disclosure Barring Service) are carried out for each new member of staff. All staff are qualified or working towards a childcare qualification as well as on-going internal and external short courses. All staff work under the guidelines of written policies and procedures to ensure consistency, high quality and safety standards. Policies and Procedure manuals are available for inspection in reception at any time.
- **Will my child have the same carers each session?**  
The teams are carefully put together to ensure a diverse range of qualifications, experience and personalities. Key Persons within the team are appropriately matched to the children with regard to days they both attend

- **Are all staff qualified and/or experienced?**  
All staff are qualified, or working towards a qualification, in childcare. Staff are also trained in Child Protection, Paediatric First Aid and Basic Food Hygiene as a minimum. We strongly encourage and support all staff training and have staff trained from NVQ/Diploma level 2 in Early Years Childcare and Education, up to post graduate Early Years Professional status.
- **Do you update me on my child's progress?**  
Observations and assessments are carried out on your child on a regular basis to ensure that they are working towards, meeting or exceeding the Early Learning Goals. These observations provide the next steps in our planning for your child's development. Each child has an individual Record of Achievement file which is completed by their Key Person and is yours to look at in Kids' Club and to take home and keep as your child reaches the age of 6 years old, or leaves Kids' Club
- **How often do the children go outside?**  
Every day – whenever possible. We believe strongly in a healthy lifestyle which includes fresh air and exercise. We ask you to bring wellies, warm waterproof coats, hats and scarves. Curiosity is a key disposition for learning that we want to foster in young children from a very early age, they will explore the world around them through touching, smelling, listening and looking. Through asking questions and trying things out, children make sense of their world and develop their skills as independent learners. We aim to provide them with opportunities to find out about themselves, significant people in their lives, their immediate environment and the natural and man-made world.
- **What's included in the fees?**  
Snacks and drinks.
- **What else do I need to bring?**  
Spare clothes if required, wellies, warm coat, sunhat, please provide suncream, if required.
- **Do the children come in for an introductory session before they start?**  
The manager will contact you to arrange introductory sessions before your child's start date. This will give you and your child the option to come into the Kids' Club a few times for an hour or two to familiarise yourselves with the carers and the new environment and it will also allow you to sit down with your child's Key Person to go through any Health Care Plans and share information about your child's developmental stage, interests, personality, likes, dislikes, etc
- **Help with fees?**  
As a parent starting Kids' Club, you may or may not be aware that you might be entitled to help with fees, dependent on your income. For more information, contact Working Families Tax Credit on [www.direct.gov.uk/doesitworkforyou](http://www.direct.gov.uk/doesitworkforyou) or [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)  
You may be entitled to access help with childcare costs through employer supported childcare / childcare vouchers or Universal Credit. From 2017 a new scheme called Tax Free Childcare Vouchers replaced existing employer scheme and it is open to all qualifying parents regardless of employer involvement. Visit Childcare Choices online for more information.

- **How do I know what my child has been doing?**

Staff will be available at the beginning and end of each session to talk to you about your child's day, or an appointment can be made for a more comprehensive discussion with a senior staff member.

Record of Achievement files are compiled for each child under 6 years old and are available for parents to look at, at any time.

Monthly newsletters are sent out by email giving details of what's happening in Kids' Club and what's coming up. These are also available to collect from Kids' Club.

We believe that an open access policy is the best way of encouraging participation with parents. Parents are welcome to view the policies and procedures file at any time. They are also welcome to see the records kept on their child, but as this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability. We welcome the opportunity to share your child's learning with you.

Thank you for taking the time to read about our Kids' Club. We hope to welcome you and your family to visit us soon.

Julie Shaw  
General Manager

### Written Policies and Procedures we work to

All Kids at Heart staff work under the guidelines of written policies and procedures - list of which is detailed below.

- > Introduction to Kids at Heart childcare
- > Aims and Objectives
- > Performance Charter
- > Access to Information
- > Accident / medical incident
- > Admission Policy
- > Anti Bullying
- > Arrivals and Departures
- > Bad Weather Procedure
- > Behaviour Policy
- > Behaviour and Sanctions
- > Strategies for raising self-esteem and promoting positive behaviour
- > Child Protection and Safe guarding
- > Complaints
- > Confidentiality
- > Copyright Policy
- > Data Protection
- > Disciplinary
- > Display
- > Equal Opportunities
- > E-Policy (Mobile Phones, Cameras and other Photographic Devices, E-Safety, Social Networking and Media)
- > Internet Policy for Children
- > Exclusion Procedure for Illness/Communicable Disease
- > Gifted and Talented Learners Policy
- > Gifts Policy
- > Grievance
- > Health/Illness and Emergency Procedure
- > Fire Drill
- > Food Management
- > Mealtime
- > Health and Safety General Statement
- > Health and Safety Roles and Responsibilities
- > Health and Safety Policy / Risk Assessments and Safety Checks
- > Inclusion Policy
- > SEN Policy
- > Lone Worker Policy
- > Medication Policy
- > Medication Details
- > Missing Persons Procedure
- > Nappy changing Procedure
- > Parents as Partners
- > Personnel Policy
- > Personnel – Recruitment of Ex-Offenders / Safe Recruitment of Staff
- > Prevention of accidents
- > Racial Harassment
- > Recruitment & Retention of staff
- > Reference Policy
- > Risk Assessments & Safety Checks
- > Runaway Child
- > Settling In
- > Sleep Routine
- > Smoking, Alcohol & Drugs
- > Teaching & Learning Policy
- > Toilet Cleaning
- > Toilet Training
- > Toothbrushing
- > Training & Staff development
- > Transition
- > Visits and Outings

## Kids Club Application Form

Childs Name		DOB	
Parents Name			
Home Address			
		Postcode	
Home Tel		Mobile	
Email Address			

School Name			
School Address			
		Postcode	
Headteacher Name		School Tel	

Teachers Name /Class Number	
Time of drop off at School	
Time of Collection from School	

Please tick Kids Club Sessions you may require.

Before School	
After School	
School Holiday Club	

Commencement Date	
-------------------	--

**Please note sessions must be booked on a Flexi Sheet each month.  
All sessions booked on flexi sheet must be paid for.**

Signed .....Date.....

## Woodlands Kids Club

### Fee Structure From 1<sup>st</sup> September 2017

#### Registration Fee £20.00 per family

	Term Time	
Before School Session	from 7.00am	£ 9.45
Before School Session	from 8.00am	£ 8.65
After School Session	to 4.00 p.m	£ 7.95
	to 5.30 p.m.	£ 10.50
	to 6.30 p.m.	£ 12.40

Term time chaperone service to and from Hookstone School is £2.00 per child per session. There is no chaperone charge for the second child when attending with sibling.

#### Holiday Club Sessions

A.M. Sessions		P.M. Sessions
7.00 – 1.00 p.m.    £ 16.60		1.00 – 6.00 p.m.    £ 14.85
8.00 – 1.00 p.m.    £ 14.85		1.00 – 6.30 p.m.    £ 16.60
Short Day	8.30am-3.30pm.	£ 18.00
Full Day	7.00a.m – 6.00 p.m.	£ 31.35
	7.00a.m – 6.30 p.m.	£ 33.20
	8.00a.m – 6.00 p.m.	£ 29.70
	8.00a.m – 6.30 p.m.	£ 31.35

Prices include breakfast and snacks (as appropriate)

**Please note:**

- **Kids Club will be closed between Christmas and New Year.**
- Kids' Club bookings can be made in accordance to your weekly requirements and can be varied from week to week, but should be requested on a flexi sheet (available from Kids' Club) by 21<sup>st</sup> of each month for the following month's attendance.
- EXTRA SESSIONS MUST BE PAID FOR AT THE TIME OF BOOKING THIS WILL SECURE THE SESSION, NON PAYMENT WILL RESULT IN THE SESSION BEING AVAILABLE TO OTHERS.
- Fees are payable in advance for requested days.
- There are no refunds on absenteeism.
- Sessions are non-transferable except under exceptional circumstances and at the discretion of the Senior Kids Club Co-ordinator.

## What's Next?

### Step 1

Complete a Kids' Club Application Form in the Application pack giving your child's details and the first month's sessions you require and return along with the registration fee of £20.

### Step 2

We will contact you to confirm whether the requested sessions are available or to discuss alternative sessions. If we are unable to offer all the sessions that you need, your registration fee will be returned.

### Step 3

When you accept a place, we ask that you complete all the relevant forms from the application pack, as well as the 'I am Special' booklet so that we can learn as much as we can about your child before they attend (or start their induction if required). You will have received an invoice for the first month's fee which is payable in advance.

The paperwork must be returned before your child's first trial/introductory session.

**More detailed fee breakdowns and payment terms are available in our prospectus or on request. Please contact us if you have any questions.**