Fitt4kids Wrap Around Club

SHOTTERY ST ANDREW'S CE PRIMARY SCHOOL

Parent/Guardian Handbook

ABOUT THE CLUB

Fitt4kids is registered with Ofsted (Registration No 2697184) and is based in a classroom with access to the playground at Shottery St Andrews CE Primary School The club is open Monday-Friday- afterschool from 3.30pm-6.00pm during term time. (Please note we want to be transparent to parents: once our funding stops in March 2026 we will only be able to continue until 6:00pm if we have the interest, otherwise our finish time will be 5:30pm).

Our last Ofsted inspection report can be viewed at the club or on the Ofsted website.

Aims

At Fitt4kids we aim to provide a safe, secure and relaxed environment, offering a range of sports activities to reflect the interests of the children in our care and also some non sport related activities.

What we offer

AFTER SCHOOL SESSIONS: We will provide a snack for each child alongside engaging, fun activities such as sports, lego, art/crafts and board games. We also offer themed parties during our wrap around to celebrate special events such as Christmas, Easter etc.

What we provide

We provide light snacks on a 3 week rotation, along with water and squash -please see the below:

WEEK 1

AFTER SCHOOL- Sandwiches- a choice of jam, ham or cheese, Ritz crackers & Apples

WEEK 2

AFTER SCHOOL- Sandwiches- a choice of jam, ham or cheese, oranges & digestive biscuits

WEEK 3

AFTER SCHOOL- Sandwiches- a choice of jam, ham or cheese, rice cakes & Pears

Staffing

Fitt4kids After School club is staffed by Vanessa & Maria

All our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks.

We maintain a staff/child ratio of 1:8 for children under the age of 8, and a ratio of 1:20 for children over the age of 8.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact Ryan (contact details are at the back of this Handbook).

Organisation

Fitt4kids is run as a private business where we go into primary schools and nurseries delivering either PE sessions, lunchtime sessions or before or afterschool club sessions. We also provide holiday clubs and birthday parties. We enjoy a close working relationship with Shottery St Andrews CE Primary School in order to ensure continuity of care, and to maintain good communication links.

Policies and Procedures

Fitt4kids has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times on our website.

TERMS AND CONDITIONS

Admission

Fitt4kids aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by Beckie and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

We require a completed set of registration forms for your child in order to attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

£7.00 per child for after school club, for 4.30pm pick up, or

£12 per child for after school club for 5.30pm pick up

£3.50 per child for 5:30-6:00pm (available up until March 2026)

Fees are payable on Fitt4kids booking system at the time of booking your child's place.

Tax-Free Childcare or childcare vouchers.

We accept vouchers from the following childcare voucher schemes Edenred, Kiddivouchers, Busybees, Sodexo, Fidelti, Bravo, Caboodle, Care4, Co-Operative Flexible Benefits and Computershare.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days.

Non-payment of fees for more than one month may result in your childs place being terminated. If you are having difficulty paying fees, please speak in confidence to Melanie.

Changes to days and cancelling your place

You must give us one Terms notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact Beckie. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending Fitt4kids for any reason. Even if you have informed your child's school, you still need to notify us too. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let a member of staff know. In cases of illness or emergency when notice cannot be given, please inform the school and us. Contact details can be found at the end of this Handbook.

Arrivals and Departures

After School Club - Please use the main gate to collect your children. Our Fitt4kids number is available here to ring when ready to collect. A register is taken when children arrive in our care, and you the parent, or authorised person, must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form or booking form on our website. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

See our **Arrivals and Departures Policy** for more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone Fitt4kids to let us know. A late payment fee of £1 per 1 minute will be charged if you collect your child after the Club has closed or past the time you have booked into the club. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.30pm 30 minutes after your club closes and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child Protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Equal Opportunities

Fitt4kids provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special Educational Needs

We make every effort to accommodate and welcome any child with special educational needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special educational needs.

For more details on equal opportunities and special educational needs, see our **Equalities Policy**.

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst atFitt4kids. These are displayed at the Club for everyone to see.

We have a clear **Behaviour Management Policy**, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at Fitt4kids we will contact you and ask you to make arrangements for them to be collected.

Please inform a member of staff of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased. See our **Illness and Accidents Policy** for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and Fitt4kids is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our **Illness and Accidents Policy**.

Medication

Please let Beckie know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, Simon, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within 5 working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

Privacy Notice

At Fitt4kids we respect the privacy of the children attending Fitt4kids and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending Fitt4kids.

We will use the contact details you give us to contact you via phone, email, social media so that we can send you information about your child, Fitt4kids and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

HATHAWAY LN, SHOTTERY, STRATFORD-UPON-AVON CV37 9BL

Contact numbers

School 01789 551508

Shottery Wrap Around- 07501131894

Fitt4kids Office/Management/Finance- 01789 339066

Email Beckie (0ffice) – Office@fitt4kids.org.uk

Emal Melanie (Finance)- finance@fitt4kids.org.uk

Email Ryan (Management)- ryan.yearsley@fitt4kids.org.uk

Email Jess (Management)- jess@fitt4kids.org.uk

Ofsted Registration No: 2697184

Club Staff:-

Vanessa

Maria

Early Years and Childcare Service

Warwickshire Safeguarding
Saltisford Buildings
Ansell Way
Saltisford,
Warwick, CV34 4UL

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