**Fun Club’s Welcome Pack**



Open Monday- Friday 3.000-5.30 Term time

Contact us by post at: Orleton Pre-School Group, Kings Road, Orleton, SY8 4HQ

Phone no: 01568780143

Email: [preschool-admin@orleton.hereford.sch.uk](mailto:preschool-admin@orleton.hereford.sch.uk)

Registration number: EY398783

Welcome to Fun Club. We hope this pack is informative and helpful. We have tried to cover all queries in this welcome pack that you may have, however if you have any additional questions feel free to ask a member of staff. We are situated in Orleton next to the primary school, and have been running on this site for 5 years, providing childcare for children aged 2 to 11 years old. We are open Monday-Friday 3.00-5.30 term time.

Our main aim is to provide a safe and secure, fun place for your children to be where your child’s independence can grow. We aim to provide opportunities for your child to engage in a range of activities. Healthy Snacks are provided every afternoon for children, where the children can help prepare and get stuck in to gain a basic life skill.

Children are encouraged to build friendships and be kind to other children, with the older children being able to support the younger children to build these relationships to ensure a caring environment for all.

Our hourly rates are £4.55 an hour for school age children and for Pre-School children. The first hour is charged at an hourly rate. After this you will be charged on a half hourly basis

**The Fun Club Team**

**Tara Morris** – Manager of Orleton Preschool Group – **Level 3 in childcare and designated safeguarding officer.**

**Polly Smith** – Deputy Manager/ Fun Club and Holiday Club Co Ordinater – Level 3 in childcare and designated safeguarding officer.

**Sandra Thomas** – Fun Club Assistant – Level 3 in childcare + Level 5 safeguarding.

**Vicky Thomas** – Fun Club Assistant – Level 3 in childcare.

**Debbie Moran** – Trainee apprentice –working towards level 2 in childcare

All staff are paediatric first aid trained and safeguard trained.

**Our routine in Fun Club**

3.00-5.00 - Planned Activity

3.00-5.00 - Child led activity

3.15-4.15 - Snack time

5.30 - Last collection

This routine is flexible and can be changed to meets the children requirements when needed to ensure all children are happy and engaged in relevant activities.

**Snack-Time**

We aim to provide healthy snacks, offering a variety of foods and often link this to our theme for each half term. Snack table is open for an hour; all children are encouraged to try new foods they haven’t before. Children are encouraged by staff to choose when they are ready to eat and prepare their snack at the table, nurturing their independence. Staff support given as and when required.

**Activities**

All children are encouraged to be involved in planning; we try where possible to plan around the children’s interests. We do this by providing a board where the children can write their ideas down, which we can include in our planning. Activities are tailored to suit all ages and children’s needs.

Children have the opportunity to choose what they would like to play with at fun club. They have access to all resources and are encouraged to be independent in finding what they need. Staff will support children to access these recourses where needed.

We have a quiet room which children over 7 years old has access to, we have iPads in there which is safe and secure and linked up to the school network. You will be asked to sign an internet agreement covering the expectations we have for children using the internet at Fun Club. We do not tolerate violent games. Within the quiet room children can have some quiet time to complete homework, read books, practice music or to just relax.

**Accidents and illnesses**

Any accidents that occur at Fun Club are logged in our accident report book. Parents/carers will be informed of the details and asked to sign the form to confirm that they have been made aware of the accident.

If your child has any sickness and diarrhoea, please allow 48 hours before coming back to Fun Club. This is to prevent the spread of illness to others.

If your child requires prescribed medicine while attending Fun Club, we can administer this if it has been prescribed by a doctor and a Medication from has been fully completed. Please ask a member of staff for further information.

**Newsletter**

Regular newsletters will be sent out to keep you up-to-date with Fun –Club news. If there is anything you would like to add to the newsletter, please let us know.

**Policies and Procedures**

Policies and procedures are in line with those of Orleton Pre- School. If you would like to see these, please feel free to ask a member of staff.

**Mobile phones**

Please note: We request that children do not bring their own mobile phones/iPod (or any device that can take and store photograph or connect to the internet into Fun Club. We take safeguarding responsibilities very seriously, and ask that children only use our settings computer for playing safe games. This enables staff too effectively monitor the content children have access to, and keep all children attending are safe.

**Complaints**

We hope that you are happy with Fun Club and that the care that we offer, however if you wish to complain about anything, please ask for a copy of our complaints policy.

**Thank you for taking the time to read our Welcome Pack. We look forward to seeing you and your child at Fun Club and hope your children have a wonderful experience here.**

Revised: 13..09.2021

**** Orleton Fun Club

Admission Form

Childs Full Name................................................. Date of Birth............................

Childs Preferred name........................................ Childs Gender..........................

Address............................................................................................................................................................................... Post Code..............................

Home contact number........................................... Religion.................................

Parent/Carer Information

1. Name of parent/carer whom the child lives with..............................................

Telephone Number 1....................................... 2..................................................

Email address.........................................................................................................

Please indicate if you have parental responsibility YES/NO

2. Name of parent who the child does not live with..............................................

Telephone Number......................................................

Email address.........................................................................................................

Address................................................................................................................................................................................................... Post Code...........................

Does this parent have parental responsibility YES/NO

Does this parent have legal access to the child YES/NO

Emergency contact details

1. Name of contact......................................... Telephone...............................

Relationship to child....................................................................................

1. Name of contact......................................... Telephone...............................

Relationship to child....................................................................................

1. Name of contact.......................................... Telephone..............................

Relationship to child....................................................................................

1. Name of contact.......................................... Telephone..............................

Relationship to child....................................................................................

Persons authorised to collect child (must be 16+years of age) Please note photographic Identification will need to be supplied if persons collecting is unknown to staff

1. Name...................................... Relationship to child.................................
2. Name...................................... Relationship to child.................................
3. Name...................................... Relationship to child.................................
4. Name...................................... Relationship to child.................................

Medical Information

Doctor Surgery................................ Address..................................................

............................................................................... Post Code.........................

Childs Doctor................................... Telephone..............................................

Please list your child’s immunisations in the box below:

Does your child have any known allergies? Please state below:

Does your child have any medical conditions? Please state below:

Is there any medication your child regularly takes for medical or allergy reasons? Please state below:

Is there any other important medical information in the interest of the child? E.g. concerns raised over health/development, Please state below:

Is there any other professionals/organisation that are involved with the child and family? E.g. Social workers, family support workers, etc. Please state below:

We provide children with drinks while attending. Please tick appropriately to yours and your child’s preferences

Milk Water Squash Fruit Juice

* I understand that my child will not be admitted to Fun Club if he/she are unwell

Sign........................................................ Date.........................................

* I agree to my child taking part in activities outside Orleton Pre-school premises and that if I wish to, I may take my own insurance agreements for such.

Sign........................................................ Date.........................................

* I agree to allow staff to take photographs of my child during daily activities for photographic evidence for OFSTED, our Fun club Facebook page, newsletters, websites, and for promotions by local press.

Sign........................................................ Date.........................................

* I agree to give consent for staff to act in first aid capacity

Sign........................................................ Date.........................................

* I agree to give permission to allow staff to take my child for local walks

Sign........................................................ Date.........................................

* I understand that it is my responsibility to apply sun cream to my child as necessary, and in the event of my child not wearing sun cream I give consent for the settings factor 50 sun cream to be applied or for sun cream provide by myself to be applied as necessary.

Sign........................................................ Date.........................................

* OR understanding that if I wish my child not to wear sun cream, then Fun Club will act to protect the welfare of the child in alternative ways (e.g. providing adequate shelter from the sun)

Sign........................................................ Date.........................................

I understand that if my child leaves or reduces sessions one (1) months’ notice is required otherwise fees are payable in full.

Sign........................................................ Date.........................................

Signed by

Parent/carer......................................... Parent/Carer.........................................

Date.......................................................

Manager............................................... Date for review.......................................

**Fun Club Internet Agreement**

All children attending Fun Club and their parents will be asked to read and sign an agreement covering the expectations we have for children using the internet at Fun Club.

**Fun Club Internet Agreement**

This is to be read through with your parent(s) and then signed. You will ONLY be allowed to internet access after this has been returned to Fun Club.

* At Fun Club we expect all children to be responsible for their own behaviour on the internet, just as they are in Orleton Primary School. This includes materials they choose to access, and language they use.
* Children using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupil encounter any such material accidently they are expected to report it immediately to a staff member.
* Children are expected to use appropriate language in their internal email communications.
* Children must ask for permission before accessing the internet.
* Children should not access other people’s files unless permission has been given.
* No program files may be downloaded to the computer from the internet.
* No programs on disc or CD rom should be brought in from home for use in Fun Club.
* No personal information such as phone numbers and addresses should be given out.
* Pupils consistently choosing not to comply with these expectations will be warned, and subsequently may be denied access to internet resources.

I have read through this agreement with my child and agree to theses safety restrictions.

Childs Name: ……………………………………………………………… Class…

Signed… Date…

**Orleton Pre-school Group**

**Social Networking Policy**

Orleton Pre-School realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites. Security is our main concern.

**Guidance and responsibility for creating and managing social networking accounts**

This guidance sets out the rules and advice for setting up and managing social networking pages used for official pre-school business.

The Management team is responsible for ensuring that staff comply with this guidance and will periodically monitor our social network accounts to ensure compliance with this guidance.

Social network accounts may only be set up by the management team. This is to ensure that the correct security is implemented and a central record of account details and passwords can be kept.

Only authorised staff may post Pre-school material on social media networks.

Social networking pages should be risk assessed on a quarterly basis using the regular departmental risk assessment procedures.

Passwords should be changed every six months, or when one of the account administrators no longer has responsibility for administering social networking pages. This will be done by the Management team to ensure there remains a central record of passwords. Prior consent of parents/carers will be gained should any reference to their child/ren is made on our site.

Staff managing social networking pages must not:

* Give out personal or mobile numbers
* Post personal information that can identify and locate a child

Queries, complaints or comments made about the Pre-school on social networking sites should be directed to the Manager to be dealt with.

**Child Protection and social media**

If a member of staff suspects/detects suspicious behaviour towards a child whilst using social networking pages, they should report it to the Manager Where a child may be in immediate danger; always dial 999 for police assistance.

**Use of images and social networking pages**

Images shared on social networking pages should be the responsibility of the Manager. The Manager will investigate and pursue any inappropriate use in accordance with our policies and procedures. Where possible no direct photographs of children’s faces will be posted.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the Manager if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff/committee members should give due regard to the following:

Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone and do not represent the views of the Pre-school. Be clear and write in the first person. Make your writing clear that you are speaking for yourself and not on behalf of the Pre-school.

Information published on your blog(s) should comply with Orleton Pre-School confidentiality policy. This also applies to comments posted on other blogs, forums and social networking sites.

Always be respectful to:

* The Pre-school
* Other staff members
* Parents and relatives
* Children
* Partners
* Competitors

All parents/carers who become friends/followers of the page are expected to use the site in line with our security guidelines and if they don’t they may be asked to leave the group. Parents will be denied access to the site once their child/ren has left the setting in order to maintain high levels of security.

Staff should be aware that any disrespectful comments to the above may be seen as libellous.

* Social media activities should not interfere with work commitments
* Remember at all times in or out of working hours you are an ambassador for Orleton Pre-School your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting
* Do not reference on site Orleton Pre-School parents or children without their express consent
* Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
* Orleton Pre-school logo and trademarks may not be used without written consent
* Any employee, who becomes aware of social networking activity that would be deemed distasteful, should make the Manager aware.

**All Staff shall adhere to the above; breech of this policy many result in disciplinary action.**

The following sets of legislation and laws can apply to Social media:

• Human Rights Act 1998

• Data Protection Act 1988

• Freedom of Information Act 2000

• Copyright

• Libel

• Privacy and Electronic Communications Regulations 2003

• Communications Act 2003

• The Children Act (1989) and the Children Act (2004)

• The Safeguarding Vulnerable Groups Act (2006)

I would be grateful if you could fill in and return the slip below giving consent for your child’s photograph to appear on our Facebook page.

Thank you.

The Fun Club Team

I give / do not give\* permission for my child’s photograph to appear on Orleton Fun Club’s Facebook page.

\* delete as applicable

Name of child ………………………………………………………………..

Parent / Carer name: ………………………………………………………………

Signature …………………………………………………………………………………. Date………………………