

Havannah Hangout

Breakfast and After School Club
Handbook





ABOUT THE CLUB

Havannah Hangout is registered with Ofsted (School Registration No 111044) and is based in Havannah Primary School. The club is open from 7:30am - 9:00am for Breakfast Club weekdays, and After School Club 3:00pm - 6:00pm. Term Time only.

We are based at Havannah Primary School, and are based in the courtyard and school hall. Access is via the main entrance. Telephone number outside of school hours is 07434 892 338 (for collection issues only) and during school office hours, (0830 - 1530 hrs) is 01260 542182.

AIMS

At Havannah Hangout we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

WHAT WE OFFER

Children are free to choose activities and resources as they wish. There will always be a selection of activities available as shown below at our after-school club, as well as access to our multi-use games area and we take part in themed activities on a regular basis. Board games, toys and drawing/colouring resources are also available each morning and evening.

WHAT WE PROVIDE

The food we provide at the Breakfast Club is a suitable variety of a healthy balanced breakfast, with a range of suitable cereals, toast, and a variety of spreads, and fruits. In the After School Club, we provide a selection of snacks. However, it is only a snack and is not a replacement for an evening meal. There is always fresh fruit available as an alternative. We use fresh ingredients and follow statutory guidelines. Fresh drinking water and squash is available at all times and milk is available for the majority of the time. We meet dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

This may be subject to occasional change depending upon resources, numbers or special theme evening.

STAFFING

We have an experienced team comprising of Miss Leech, Ms Oram, Mrs Mitchell, Mr Cockayne and Mrs Taylor. The staff are employed directly by Havannah Primary School and already undertake roles within the school in order to ensure continuity of care and to maintain good communication links. Administrative support is provided by the school office. Our aim is to provide a smooth transition between school and Havannah Hangout. The staff are employed

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

If you have a query of 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 Mrs Ball, the School Business Manager. (Contact details are available at the back of this handbook).

POLICIES AND PROCEDURES

The Club follows the clearly defined policies and procedures of Havannah Primary School. All the policies are available on the school website www.havannah.cheshire.sch.uk and copies of the full policies are kept at school and are available to consult at all times.

TERMS AND CONDITIONS

ADMISSION

Our Club aims to be accessible to children and families who attend Havannah Primary School. Admission to the club is organised by the School Office. If the need for a waiting list 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.

We require a complete set of registration forms for your child before they can attend the Club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

FEES

BREAKFAST CLUB

Fees are **£5.00** per child from 7:30am - 8:45am (including breakfast if required) for a regular place, or **£5.50** per child on an ad-hoc basis. Subsequent siblings are given a 50p discount. Places **MUST** be booked in advance to ensure that we have space available.

AFTER SCHOOL CLUB

Fees are **£8.00** per child from 3:00pm - 6:00pm including a snack for a regular place, and **£8.50** on an ad-hoc basis. Subsequent siblings are given a 50p discount. Places **MUST** be booked in advance to ensure that we have space available.

FULL DAY

Fees are **£12.50** per child for both same day morning and afternoon sessions for a regular place, and **£13.00** on an ad-hoc basis. Subsequent siblings are given a 50p discount. Places **MUST** be booked in advance to ensure that we have space available.

Parents of 3 and 4 year olds in receipt of 30 hours funding can use some of their hours on Havannah Hangout if they wish. Please make the School Office aware of this prior to your child starting.

If parents are late to pick up (After 6pm) a £5 per 15 minutes charge WILL be added to your next invoice.



Fees should be paid in advance. We ask that you pay via our online payment facility, ParentPay, or by childcare vouchers (we are registered with Busy Bees, Kiddivouchers, Sodexo, RG Childcare, Computershare and Eden Red).

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).

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your child's place being terminated and the debt being passed onto Cheshire East Council, Debt Recovery Department. If you are having difficulty in paying, please speak in confidence to the School Office, or email :-

businessmanager@havannah.cheshire.sch.uk.

CHANGES TO DAYS AND CANCELLING YOUR PLACE

You must give us **two weeks' notice** of termination or at least for changes in attendance. If you need to change the days your child attends, please contact the School Office. We try to accommodate such changes in exceptional circumstances.

TEMPORARY CHANGES

Please remember that we need to know if your child won't be attending the Club for any reason. Even if you have informed your child's teacher, you still need to notify us. Please contact the School Office on 01260 542182 or email to admin@havannah.cheshire.sch.uk. 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 the school office and the staff know ASAP. In case of illness or emergency when notice cannot be given, please call as soon as you can.



ATTENDING HAVANNAH HANGOUT

INDUCTION

If requested, you and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session, time will be set aside for an induction. The induction will include running through the Club's rules and routines and introducing your child to the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

ARRIVALS AND DEPARTURES

If your child is attending Breakfast Club or if you are collecting from Afterschool Club, we ask that you bring your children through the front door and press the 'Havannah Hangout' doorbell, in the inner front entrance. A member of staff will come and collect your child in the morning or handover your child in the evening. A register is taken when children arrive in our care at both the breakfast and after-school club, and a member of staff will ensure the appropriate adult leaves with 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. 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.

The After School Club finishes at 6:00pm each day. If you are delayed for any reason please telephone the Club to let us know. ***A late payment fee of £5.00 per each 15 minutes will be charged if you collect your child after the Club has closed.***

If your child remains uncollected after 6:15pm, and you have not warned us that you will be delayed, if we are unable to reach you or any of your emergency contacts, we will follow our **Safeguarding 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, please see our **Safeguarding Policy**.

EQUAL OPPORTUNITIES

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

- We respect that 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 NEEDS

We make every effort to accommodate and welcome any child with special 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 assured everyone's safety.

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

For more details on equal opportunities, please see our **Equal Opportunities Policy**.

GENERAL INFORMATION

BEHAVIOUR

CHILDREN

We have a clear behaviour policy, a copy of which can be found on the school website www.havannah.cheshire.sch.uk/.

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

ADULTS

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

ILLNESS

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

Please inform the School Office of any infectious illness your child contacts. 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.

MEDICATION

Please let the staff 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. Please see our **Medicine in School 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 to any member of Havannah Hangout staff, the School Office or the Head teacher.

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

A copy of our **Complaints Policy** is available on the website, www.havannah.cheshire.sch.uk/.

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 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.



HAVANNAH HANGOUT RULES

WE EXPECT EVERYBODY TO...

- Be friendly
- Use your manners
- Share with others
- Be kind
- Not use bad words
- Be respectful to adults
- Show good behaviour



CONTACT INFORMATION

Havannah Hangout - Out of School Club
Havannah Primary School
Malhamdale Road
Congleton
Cheshire
CW12 2DF

School Telephone Number: 01260 542182

Havannah Hangout Telephone Number: 07434 892 338 out of office hours only for collection issues. Booking must be made through the main office number.

Email: admin@havannah.cheshire.sch.uk

Web: www.havannah.cheshire.sch.uk



Havannah Hangout - Parent Agreement

I have read and agree to all terms and conditions cited within the Parent Handbook, in particular:

- Opening times
- Fees (including late collection fees and late payment charges)
- Bookings

I understand that, as Havannah Hangout is managed by the Headteacher and Governors of Havannah Primary School, all relevant school policies will also apply to the extended provision, in particular:

- Health & Safety
- Safeguarding
- Medication
- Illness
- Accidents
- Behaviour

THIS AGREEMENT IS BETWEEN: -

Havannah Primary School, Malhamdale Road, Congleton, Cheshire. CW12 2DF

AND

Parent name: (block capitals)

Address:

Postcode:

Telephone:(Home) (Mobile)(Work)

Emergency contact name:

Emergency contact number:

Child's Name: Year Group:

Start date:.....

Days/times requested (tick boxes accordingly):

	Monday	Tuesday	Wednesday	Thursday	Friday
Before school (7.30am - 8.45am) (Breakfast included) £5.00					
After school (3.15pm - 6pm) (Snack included) £8.00					
Full day (both sessions) (7.30am - 6pm) (Breakfast/after school snack included.) £12.50					

Declaration:

I agree to complete and submit a Data Collection sheet before the start date stated above. I have received a copy of this agreement and understood the terms and conditions.

Signed: (Parent/Guardian)

Date:

HAVANNAH HANGOUT - EMERGENCY CONTACT FORM

Please complete separate forms for each of your children, where appropriate.

Child's name	
Date of Birth	

PARENT/GUARDIAN DETAILS:

MOTHER/ CARER

Name	
Home Telephone	
Work Telephone	
Mobile Telephone	
Workplace address	

FATHER/ CARER

Name	
Home Telephone	
Work Telephone	
Mobile Telephone	
Workplace address	

IF BOTH PARENTS/CARERS CAN NOT BE CONTACTED...

Please provide contact details for any other adults that can be contacted in your absence.

EMERGENCY CONTACT 1

Name	
Relationship to child	
Home Telephone	
Work Telephone	
Mobile Telephone	



EMERGENCY CONTACT 2

Name	
Relationship to child	
Home Telephone	
Work Telephone	
Mobile Telephone	

EMERGENCY CONTACT 3

Name	
Relationship to child	
Home Telephone	
Work Telephone	
Mobile Telephone	

ESSENTIAL MEDICAL INFORMATION

I can confirm that I have parental responsibility and I do / do not give permission for Havannah Hangout staff to seek medical advice or treatment for my child if I cannot be contacted

Signed:..... Print:..... Date:.....

Any medical information we need to be aware of:

.....
.....

Allergies to be aware of:

.....
.....

Name of family doctor:..... Tel number:.....

Address:.....



PLEASE NOTE: SCHOOL POLICY STATES THAT MEDICATION CAN ONLY BE ADMINISTERED BY SCHOOL STAFF IF PRESCRIBED BY THE DOCTOR.

WE CANNOT ADMINISTER OVER-THE-COUNTER MEDICINES.

HAVANNAH PRIMARY SCHOOL

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of Birth..... Group/class/form

Medical condition or illness

Name/type of Medicine (as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self-administration Yes/No (delete as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed Print Name (Parent/Guardian)

Daytime telephone number

Address

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service



PLEASE SIGN BELOW TO SHOW THAT YOU HAVE READ
THIS HANDBOOK AND AGREE TO THE TERMS AND
CONDITIONS AS SET OUT BY THIS DOCUMENT

Child's name:

Parents name:

Signed:

Date:

SCHOOL OFFICE

Signed:

Date:

HAVANNAH HANGOUT STAFF

Signed:

Date: