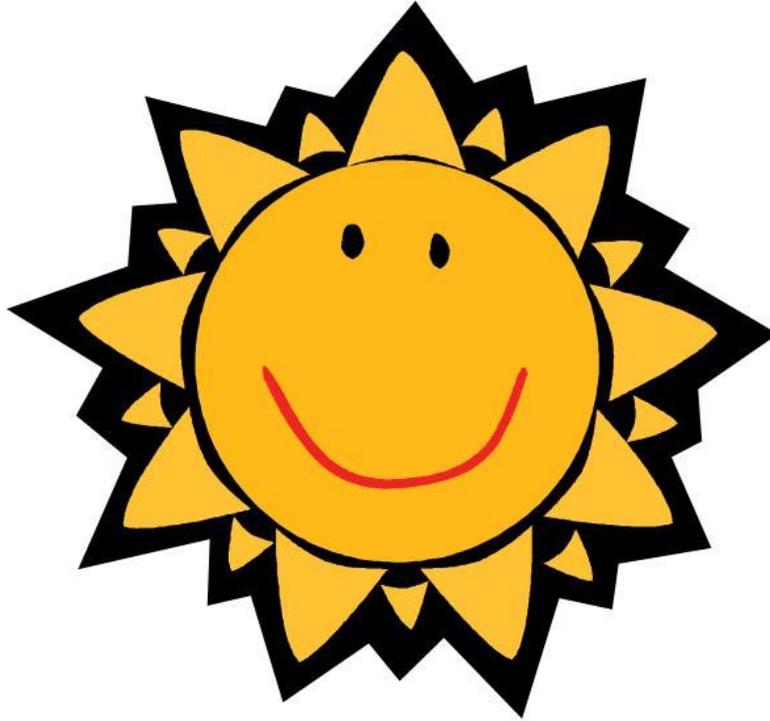




# The Sunshine Club



Handbook for parent/carers

Everyone welcome

Hirst Wood Nursery School & Children's Centre  
Clarence Road, Saltaire, Shipley, BD18 4NJ  
Tel. 01274 584368

[www.hirstwoodnsc.co.uk](http://www.hirstwoodnsc.co.uk)

This handbook was updated September 2017



## Introduction

Thank you for your interest in our before and after school provision. This parent/carer handbook is designed to answer most of your queries, however if you still have unanswered questions, please contact us. The name 'Sunshine Club' derives from Hirst Wood Nursery School historically being known locally as 'Sunshine School' due to the commitment to outdoor open-air learning inspired by the educational pioneers, the McMillan sisters. Hirst Wood maintains this ethos and children have access to indoor and outdoor play during most of the sessions - whatever the weather.

## Admissions criteria

The Sunshine Club offers childcare for all children at Hirst Wood Nursery School & Children's Centre and also children from Saltaire Primary School up to and including Year 3.

Prioritisation of admissions:

- Children attending Hirst Wood Nursery & Children's Centre
- Children with special educational needs
- Children already attending Sunshine Club provision
- Siblings of those children already attending Sunshine Club provision
- Children attending Saltaire Primary School

For any additional sessions (as and when available) we will ask parent/carers to indicate their preferred option(s). We aim to offer equality of opportunity for all and whilst we attempt to accommodate parents' wishes as much as possible, due to limited places and availability, this may not always be possible. Places will be allocated from the waiting list ensuring that each session has a balance of ages, gender and ethnicity. We aim to be as flexible as possible to work with parents/carers in order to help manage their childcare arrangements.

## Opening hours and fees

Opening times are Monday to Friday 7.30 to 9.00 a.m. and then after school from 3.00 to 6.00 p.m. Sorry, we are unable to accept children before the official opening time and ALL children must be collected by **6.00 p.m.** The fees are £5.00 per morning session, £11.00 per evening session and £25.00 per full day (9.00am till 3.15pm) plus the cost of lunch at £1.45 per day. Invoices will be issued every 4 weeks with charges for the coming four weeks. We accept payment via BACS, cash, cheques payable to Hirst Wood Nursery School & Children's Centre and most childcare vouchers through your employer. The fees will be reviewed annually.

All parents are required to pay a £50 retainer fee per child in order to secure their place. Retainers will be paid back in the form of school cheque once you provide us with written notice to terminate your agreement for provision and all outstanding fees have been paid.

Should any disputes arise surrounding payment/ non payment of fees then a City of Bradford MDC Official Receipt must be provided to evidence that fees have been paid. If no receipt can be produced then the fees will be considered unpaid and outstanding. Please ask for a receipt every time you pay an invoice. Thank you.

## Settling your child in

Unfortunately we are unable to settle children into additional sessions until they have completed their settling in period in the Nursery School (if attending Hirst Wood Nursery School & Children's Centre). Once children have completed their settling in session in Nursery, and for those children attending Saltaire Primary School, the guidelines for starting sessions are shown below:

For morning sessions we would recommend from **8.30 to 9.00** on Day 1, then adding 10 minutes per day after that if children are happy to be left. For the evening sessions we suggest that children start at **3.15 to 4.00** on the first day, with increments of 30 minutes being added each day if children are happy. Each child is different, and we will talk with you about your child's needs to ensure that they feel secure and you are happy too. Children new to the Sunshine Club will be greeted in a warm and friendly manner. They will be introduced to staff on first name terms and made to feel welcome and valued. We will talk through with them routines and the types of things that they can enjoy whilst at the Club. We comply with adult to child ratios as outlined in the Early Years Foundation Stage (2017). Children soon become familiar with the adults who work with them, however you are welcome to stay with your child until they have settled in.

## Arrival and departure

For evening sessions children attending Hirst Wood will be collected from their classrooms by Sunshine Club staff, and children attending Saltaire Primary School will be collected at 3.20 p.m. Children will be gathered near the Reception class area, and the member of staff will be clearly visible wearing a 'Sunshine Club Co-coordinator' badge. The Co-coordinators are shown below.



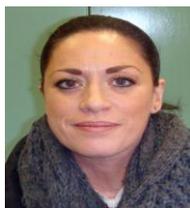
Bev Jennings



Rowan Lee



Kath Zuchlinski



Karen Dutton



Richelle Berdeni



Iram Iqbal

All children will be registered upon arrival. At the end of morning session a Sunshine Club Co-coordinator will take children over to Saltaire Primary School at 8.55 a.m. Those children attending Hirst Wood will be taken to their classrooms by Sunshine Club personnel.

Please note that under no circumstances will children be allowed to go home by themselves or with anyone else unless we have written permission from you stating their details on our admissions form. We will **NEVER** release children to an adult who is not authorised on the form. If you wish someone other than authorised persons to collect your child, it is your responsibility to ensure that we have that person's details and you issue them with an agreed password. It is your responsibility to let the class teams know the password at the time of drop-off so that we can ensure your child's safety. Our Policy is recommend that children are collected by an adult aged 18 years and over, however if you wish to provide permission for a younger person to collect your child then we request that this is stated and signed for on the admissions form, otherwise we will not allow your child to leave the setting and will contact you immediately for alternative arrangements.

## Late collection

All children **MUST** be collected by **6.00 pm** at the very latest. There will be a late charge of £1.00 per minute per child that comes in to immediate effect after **6.00 p.m.** We will try to contact you (and/or the people that you have given as emergency contacts) if your child is not collected, however if we are unable to make contact after repeated attempts, and after a period of 30 minutes, we will contact the Police and Children's Social Care for advice. Staff will record all late collection and persistent lateness could result in the loss of the place. In case of emergency, please use the following numbers to contact us:

Hirst Wood office  
Jayne Taylor

01274 584368  
07949 200598

## Cancellations and absence

Cancellation or changes to sessions must be made in writing with a minimum of 4 weeks' notice (this does not include the summer holiday period). If your child does not attend sessions, either through illness or taking a holiday during term time, then fees will still be charged in order to retain your place(s).

## No smoking Policy

We operate a strict **No Smoking** policy both in and around our school buildings at **ALL** times.

## Food and drink

Children attending the Sunshine Club are provided with breakfast during the before school session. During the evening session we will provide a light snack. Please note that children should not be sent with their own snacks, sweets or drinks. We are as far as possible a '**nut free zone**'. All our food is fresh, healthy and nutritious and vegetarian/ halal diets can be catered for. If your children (ren) have any special dietary requirements, please complete the relevant section on the admissions form. Water is available at all times and we encourage children to have frequent drinks throughout the sessions



## LEARNING THROUGH PLAY

We aim to encourage confident and independent children. We develop children's social, emotional and physical skills and our curriculum is based both inside and outside. Children are encouraged to build on their natural curiosity to explore, investigate, create, collaborate and work together. Resources allow children independent access so they can make choices about what to do and who to do it with. We encourage children to build their self-confidence and form relationships with others. There is a wide choice of

differentiated resources to support learning and development across the age ranges.

## CLOTHING

- Children will get messy so please do not send them in their best clothes. Aprons will be provided, but accidents **do** happen.
- Please send children in flat shoes suitable for running, jumping and climbing.
- Children will be outdoors in all but the harshest weather so please send them in appropriate clothing.
- Names in coats, hats and on wellingtons/boots are essential - children are often very upset when they lose their clothes, and so are parents.
- We supply sunhats but you are welcome to send one in - please label it carefully
- We are unable to take responsibility for children's property but we do hope that whatever they bring to the Sunshine Club will go home with them!



## SUN SCREEN

- During periods of hot weather please apply a high factor sun screen before your child arrives as we are unable to do this.

## MEDICINE

- If a child brings prescribed medicine please ensure that it is clearly labelled. (Only prescribed medicine can be administered). Please **hand it to a member of staff** who will then ask you to sign for it. **Under no circumstances should medicine be left with a child or left in the cloakroom.**

- o Please ensure that you let us know if your child is taking any prescribed medication at any time, so that we can inform Emergency Services should it be necessary.
- o Where a child has long term medical needs, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals if necessary. The Health Care Plan will outline the child's needs and the level of support required. Please remember to keep us up to date with medical information.
- o It is your responsibility to ensure that any medication necessary for your child's well-being is available to Sunshine Club and is within a recommended use by date.

## **SAFEGUARDING**

The Sunshine Club will comply with all policies implemented by Hirst Wood Nursery School & Children's Centre, a selection of which are detailed below:

- Child Protection / Safeguarding Policy
- Whistle Blowing Policy
- Safer Recruitment Policy
- Administrations of Medicines Policy
- Sunshine Club extended care Policy
- Behaviour Policy
- Allegations Management Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Complaints Policy

Whilst we work in partnership with parent/carers as much as possible, it is our Duty of Care to ensure that the interests of the child take precedence. Any concerns about children are referred to the Senior Leadership Team (see the visual 'named persons' information displayed around the building) who will proceed as they deem appropriate.



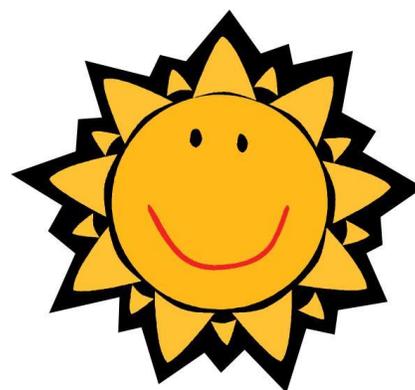
## **RECORD KEEPING AND CONFIDENTIALITY**

- Information and records held by us on our child will be kept in a locked file, access to which is restricted. As part of OFSTED National Standards, we are required to maintain information on children and parents. All data is kept subject to the provisions of the Data Protection Act and the Freedom of Information Act.

## **EQUAL OPPORTUNITIES AND INCLUSION**

We are committed to taking positive and proactive steps to ensure that our environment is free from discrimination and prejudice for all those who attend, work or visit the Sunshine Club. Our motto is 'everyone deserves respect' and our environment promotes, reflects and celebrates the diversity of the society in which we live.

We value our relationships with parent/carers and are committed to working with you and your child (ren) to provide high quality care within a stimulating learning environment. If you have any queries or concerns, please speak to any member of staff who would be only too happy to help.





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