

64. Out of School Clubs

Montessori & Me provides wrap around care for children of primary school age all year round, Monday to Friday. Breakfast, After School and Holiday Club staff are suitably trained and experienced in caring for children.

Breakfast Club

- Before school session starts at 7:30am to 9:00am
- Parents are free to drop off their child any time up to 8.15am
- A healthy and nutritious Breakfast is provided at 8am until children have to get ready to be dropped off to school
- We drop off children to Warren Junior School & Chadwell Primary School
- Children are transported to school on foot, via a risk assessed route by the nursery's club workers
- Drop off points/procedures for children at the school will be discussed and determined with parents at time of registration ensuring they are in line with the schools current entrance policies

After School Club

- Sessions start from 3:00pm to 6:30pm
- Parents are free to pick up their children at a time that suits them
- Tea (light meal) is provided to all children at 4pm, healthy snacks and water are available throughout the session
- We pick children up from Warren Junior School and Chadwell Heath Primary
- Children are transported to the club on foot, via a risk assessed route by the nursery's club workers
- Pick up points/procedures for children will be discussed and determined with parents at time of registration ensuring they are in line with the schools policies

Holiday Club

- Runs during all term holidays from 7.30am until 6.30pm
- During the day healthy breakfast, lunch and tea is provided, along with healthy snacks and water
- We offer morning, afternoon and full day sessions
- Planned outings/trips

All our clubs are for children who attend school during term time therefore we aim to make the club setting as fun, interesting and stimulating as possible. We offer a range of activities from arts & crafts, sand, water, a range of active computer games, outdoor free play, reading corners, various sports sessions and much more. Children are encouraged to sit down and do homework should they wish to do so but we do not actively run homework clubs as we feel after a day of structured learning at school children need to unwind and enjoy themselves.

Collecting children from clubs

Safeguarding children is our priority therefore we follow the same collection procedures that are in place for the nursery, please refer to our Arrivals and Departures Policy.

Admissions

All children aged 3-11 years are welcome into our clubs, however we currently only collect/drop off to the above mentioned schools. Please refer to the nursery's Admissions Policy for more details.

Payment

Please refer to the Fees Policy

Behaviour

Parents are asked to make sure that their children understand the requirements and restrictions set down by Montessori & Me, which are necessary for both the safety of the children and play workers. These will be explained to all newcomers to the club. A full copy of the behavioural policy and procedure to be followed in the case of antisocial/dangerous behaviour is available in the office. Any child who's behaviour is a cause for concern or where we feel we are unable to control the child's behaviour in order to maintain their own or others safety specifically during pick-ups/drop offs will unfortunately be refused a place.

Toys from home

Montessori & Me is happy for children to bring their own toy from home although we would ask that suitability is checked with the club co-ordinator first. Staff have the right to exclude any toys or games which they think are inappropriate or dangerous. All items must be named and the child must maintain responsibility for the toy. We do not accept responsibility for these items. Hand held consoles such as DSI, DS, PSP etc are not allowed at the club. The management have taken the decision to exclude these due to their ability to connect to the internet un-supervised and the ability to take photographs. Montessori & Me provides a Wii along with other ICT equipment and toys for the children to use. In addition, items generally not allowed are: Skate boards Mobile phones [see Mobile Phone and Camera Policy] Toy guns, swords, iPod Touch, iPads/tablets etc. Scooters are allowed during holiday play schemes. These items must be in good working order and children will not be allowed to ride each other's. Staff are not permitted to repair or adjust any of these items. Parents are responsible for providing any safety wear.

Clothing

Please ensure that children are dressed appropriately for both hot and cold weather and so that they can participate in play sessions. High heels, make up, dangly earrings etc. are not appropriate and could be dangerous. Trainers are recommended. Hats are also recommended for sunny weather.

Sunscreen

During sunny weather, please ensure that your child/children has sunscreen applied before coming to the holiday club, as they will spend lots of time outdoors. If you wish that your child re-applies sunscreen during the day, please provide a bottle of sunscreen with your child's name on it. Spray bottles would be recommended for infant/ younger children as staff can assist with spraying the cream onto the child's hands for them to then rub in themselves. Staff will encourage its use, but cannot rub it onto the children. Children will not be permitted to share sunscreen, except where siblings are concerned, and you are asked to please ensure that all their names are on the bottle of sunscreen. If siblings cannot use the same sunscreen for

whatever reasons, please ensure that you have advised club staff of this and that they each have a bottle of named sunscreen each.

This policy was adopted on 11/05/2018

Date for review: May 2019

Signed on behalf of the nursery: