

Roundabout After School Club

New Parents Welcome Pack



Rated as Good by Ofsted

Telephone: 07939521033

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Welcome to Roundabout After School Club

Roundabout is based in Round Hill School dining hall, providing wrap around care for children aged 4 to 12 years who attend Round Hill School. Sessions run from 7.45 am - 9.00 am and from 3.15 pm - 6.00 pm including inset days during term time only.

Roundabout provides a happy, safe, warm and stimulating environment for all children to play, learn and develop. Children are encouraged to develop responsibility for themselves and their actions and to become competent, independent and co-operative individuals. An environment where ALL children are included, and nobody suffers discrimination, abuse or bullying.

Children are encouraged to actively contribute to the Club and have a positive attitude and respect for both themselves and others.

Roundabout provides a wide range of led activities and free play opportunity's, benefiting from the shared use of the school's facilities, such as computer suite and outside spaces. These activities are designed to meet the needs of the children attending, whilst still being stimulating and fun. They promote each child's physical, moral and intellectual development.

Our experienced team consists of 16 members of staff committed to providing a safe and friendly environment for up to 120 children and their parents/carers per session.

Getting Started...

At Roundabout we understand that starting school can be a daunting prospect for both children and parents/careers. We aim to help make the transition from preschool to school and club as smooth as possible.

Children who are entering their foundation year have a dedicated Key Worker, as do all year groups, who will provide a constant point of contact or 'friendly face'. Our foundation Key Workers are responsible for escorting foundation children to their classrooms at the start of the school day.

Foundation children and those children in years 1 and 2 are collected at 3.15 pm by their Key Worker and escorted back to the club where a healthy snack is served. This shared time provides an opportunity for Key Workers and the children in their group to talk and share, helping to promote and maintain key relationships.

Key Workers also offer a point of contact for parents/carers and a link between club and school.

Observations...

Foundation Key Workers monitor the children in their Key Groups and keep written documentation of their progress. These records form part of our responsibility to the EYFS and allows us to plan appropriate activities and provide a club that your child/ren enjoys attending.

Before School...

Children can enter the Club from 7.45 am through the dedicated door, where they will be signed in by a Play Worker. Breakfast is served until 8.30 am and we ask that children who would like breakfast to go straight to the breakfast bar on arrival. There are a range of crafts, activities and games available, with access to the playground between 8.00 am and 8.30 am.

Foundation and KS1 children are escorted to their classrooms at 8.50am, while KS2 children enter school at 8.45 am.

After School...

Roundabout's afternoon session commences at 3.15 pm. Key workers will collect foundation children and infants from their classrooms using the check lists provided.

Juniors are expected to make their way to the dining hall where members of staff will be expecting them.

An afternoon register will be taken as children arrive at the club and any unexpected absences will be reported immediately.

Children will be given the opportunity to wash their hands prior to joining Key Workers at their tables for a healthy snack provided by the club. Drinks are available throughout the session and a further snack is available from 5.00 pm.

Once the register is completed children are free to participate in all activities.

Once the playground has been secured, children will have the opportunity to use the extensive range of outdoor play equipment provided. Children are encouraged to take advantage of the outdoor spaces when weather permits and have supervised access to the wild area.

Activities are organised daily, arts and crafts, cookery, sports, music, games, physical games, construction toys, computers, numeracy and literacy and much, much more.

Collection of Children...

If your child/ren are booked into Roundabout for a session the staff will be expecting them. Therefore, if for any reason your child/ren are not going to attend **then it is your responsibility to notify Roundabout prior to the session.**

If we are unable to trace your child by 4.00 pm, rather than risk the safety of your child/ren **the police and relevant agencies will be contacted.**

When collecting your child/ren you will be greeted by a member of the Roundabout team at the security door. The member of staff will call for your child to collect their belongings and sign them out as they leave.

Usually only two people will be registered to collect your child/ren, these will be detailed on the registration form. If there is a change to collection arrangements written authorisation is required from the parent/carer in advance and an agreed password will be required.

- Name of person collecting child.
- Relationship.
- Date.
- Password.

- Parent/carer signature.

No one under the age of 16 may collect a child from the club unless previously arranged with the manager.

Occasionally children will leave their possessions in school. Please do not try to enter the school, a Roundabout staff member can accompany a child to look for their possessions before 5.30 pm.

All parents/carers should collect their child/ren by 6.00 pm. Due to insurance and caretaking arrangements Roundabout staff must be out of the setting by 6.00 pm. If any parent/carer is going to be late it is your responsibility to notify Roundabout. In the event of a late collection two staff members will accompany the child/ren to the school reception area to wait for collection. **A late charge of £ 5.00 will be applied.**

If a child has not been collected by 6.45 pm Children's Services will be contacted.

In situations where a child/ren is/are repeatedly collected late, the withdrawal of the child/ren's place(s) may have to be considered.

Cancellation/Changes to Your Child's Place...

Please discuss your revised requirements to check availability on your new intended days. One months' notice **MUST** be given prior to changes/cancellation.

PLEASE NOTE if your child is booked into Roundabout but is unable to attend **charges will still apply as your child's place is reserved and cannot be re-allocated.**

Occasional, additional sessions can be requested if space allows.

Charges...

Morning Fee	£ 4.22	7.45 am - 9.00 am
Afternoon Fee	£ 8.59	3.15 pm - 6.00 pm

Invoices will be sent to the email address provided on the registration form at the beginning of each month and we request that all accounts are settled in full by the 20th day of each month.

Information about payment methods is provided on your invoice.

Inset Days...

Parents/carers who wish their children to spend Inset Days with us will be invited to register children approximately three weeks in advance of the day. Priority will be given to children usually attending Roundabout on that day. Remaining places will be allocated to other Roundabout children on a first come first served basis.

Charges for Inset Days

Full day	£30.60 (7.45 am - 6.00 pm)
Half day	£18.36 (7.45 am - 12.45 pm or 1.00 pm - 6.00 pm)

Children are required to bring a packed lunch. Breakfast will be served 7.45 am - 9.00 am. Snacks and drinks will be made available. Bookings must be made at least eight days before the Inset Day to ensure staffing levels.

Any cancellations made within eight days prior to the Inset Day will be charged.

How You Can Help Us...

Please keep us up to date with any changes of:

- Addresses
- Telephone numbers
- Contacts
- Dietary or health requirements
- After school clubs

Above all else talk to us, let us know what you and your child/ren thinks about Roundabout. After all, it is YOUR club...

A folder containing all of Roundabouts Policies and Procedures is available to all parents/carers.