



to

KidZone

Ofsted Registration number -EY344530



**Registration Booklet for KidZone based at
St Elizabeth's School
Matlock Road, Belper
Derbyshire. DE56 2JD**

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**Mrs. Marie Ann Mason
NVQ Level 3 Playwork &
Level 4 Children's Care Learning & Development**

An Introduction to KidZone

KidZone is an **Ofsted Registered** out of school care scheme offering a variety of supervised breakfast, after-school and holiday club activities for school children aged 3 to 14 years.

KidZone is run by qualified, caring and dedicated staff with the experience to offer a safe, secure and happy environment for all children. We understand and are committed to treating all children as individuals and with equal concern and respect.

Our Club aims to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely. We will help the children to develop responsibility for themselves and their actions and also to become, confident, independent and co-operative individuals.

KidZone is committed to the inclusion of all children in its care and is aware that some children have additional needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

We positively welcome children and families from all social, cultural and religious backgrounds. We value the diversity of family structures and life-styles. We aim to create a rich and diverse environment to reflect the social and cultural diversity in our communities, in which all children can play and grow together.

KidZone recognizes the growing physical, intellectual, and social needs of children eager to explore the social world around them. They thrive on challenges, friendships, fun and responsibility. They want to make things, build things, enjoy drama, explore computers, books and construct imaginary worlds. We will help them to pursue their interests through freedom of choice. KidZone reinforces their drive to learn by actively encouraging them to be involved with the everyday planning of their clubs activities, rules, day-trips and the buying of new equipment, giving them some responsibility and a sense of ownership.

Weather permitting the children will always be encouraged to engage in freeplay, sports or games in the fresh air, in the beautiful grounds of the school.

Breakfast and after-school programs offer a relaxed, cheerful and balanced program with time to eat, play and learn with friends, finish homework, but most importantly, to be happy.

The Holiday Club gives time for the children to interact, socialise and discover the world around them through regular day trips throughout the holiday period. A wide range of activities are available to the children and include e.g. arts & crafts, team games, reading, karaoke, playstation games, board games, computers (with safe internet access) and outings with the holiday club. The children will always be given the freedom of choice and will never be forced but gently encouraged to join in the activities.

Our aim is to help children prepare for life and citizenship through principles of fairness, mutual respect, tolerance, acceptance and inclusion. All children in our club will be listened to, respected, valued and protected from all forms of discrimination and bullying.

We aim to provide a valuable service to the community giving you as parents or carers, the opportunity to work, study, shop, or to just take a little relaxation, safe in the knowledge that your children are in a fun and safe environment. We want Kidzone to be a place where parents as well as their children feel at home.

Admissions and Fees

Kidzone is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

We are open every weekday including Inset Days (*for St Elizabeth's only*) but we will be closed on Bank Holidays, the last week in the summer holidays and Christmas week.

Opening times and fees:

**** Term Time** – prices are for permanent sessions in term-time only and must be paid whether your child attends or not

7.30am – 9.00am	St Elizabeth's £4.75 Other Schools £5.75 - includes breakfast
3.30pm – 6.00pm	St Elizabeth's £8.75 Other Schools £9.75 - includes a snack tea

Any extras added or flexible sessions booked will incur an extra £1 charge per session

**** Holiday Time**

9.00 am – 3.30 pm	School Day	£23.00
7.30 am – 6.00 pm	Full Day	£27.00 - includes breakfast & tea
7.30 am – 1.00 pm	Half Day	£15.00 - includes breakfast/ <i>add £3.50 for each hour added after 1 pm</i>
1.00 pm – 6.00 pm	Half Day	£15.00 - includes tea / <i>add £3.50 for each hour added before 1 pm</i>

Or choose your own hours at £3.50 per hour

Children will need to bring a packed lunch (we eat at 12.00pm) during Holiday Times

**** KidZone accepts Child Care Vouchers ****

- **Registration fee is £10** for first child and then **£5** for each additional sibling
- Invoices are to be paid one month in advance
- Refunds will only be given for bank holidays.
- Please provide 4 weeks' notice to terminate your place at KidZone or to make permanent changes to your sessions.
- Holiday Club is on a first come, first serve basis and accessed through the holiday club booking form. These will be made available approximately 3 weeks before each school holiday.
- There will be an additional charge on specified day-trips and various activities during the school holidays.

HELP WITH CHILD CARE COSTS

Up to 80% of your childcare costs can be claimed via the childcare element of
The Working Tax Credits.

Tax Credit helpline number call
0845-300-3900 for details or visit

www.inlandrevenue.gov.uk/taxcredits

KIDZONE CHILD PROTECTION STATEMENT

As workers at the Organisation (KidZone) we have a responsibility to make sure that children are developing in a safe and secure environment. We believe that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

The Club will appoint a member of staff as the Child Protection Officer. This Officer will have suitable experience, training and expertise, and will be responsible for liaising with *SCB, the Derbyshire Safeguarding Children Board and Ofsted in any child protection matter.

Derbyshire Safeguarding Children Board (Derbyshire SCB)

What is the Derbyshire Safeguarding Children Board?

Sharing information and practice across agencies helps protect children. Derbyshire Safeguarding Children Board is a multi agency forum which ensures that children and young people throughout Derbyshire are kept safe and have their needs met.

For further information please refer to the web site at www.derbyshirescb.org.uk

The Club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, the Club will ensure that: - All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks and they are all given a copy of the Child Protection policy during their induction, and have its implications explained to them.

If a child is injured in any way whilst in our care, then we will always let you know how it has happened. If the injury is serious, we will notify you immediately and get the necessary medical treatment. If a child arrives with an injury, we expect that you will tell us about it. It is normal practice to ask you in any event, especially as most childhood injuries are a normal part of growing up. It is important that staff and you communicate openly about this.

There may be occasions when we have concerns about an injury, changes in behaviour, or concerned that a child is being harmed. As part of our responsibility to keep children safe we must report any concerns of this nature to the SCB, especially if they are unexplained or inadequately explained.

The Club is committed to reviewing its Child Protection policies and procedures at regular intervals. The policies and its procedures are available to read at any time and we more than welcome any opinions you may have on it.

The Club's child protection procedures comply with all relevant legislation and other guidance or advice from the Derbyshire Safeguarding Children Board.

CONTRACT

With the aim of providing a quality service to your child/children and family, we have a Child Protection Policy.

Within this policy parents/carers are requested to notify staff of any injury sustained by their child in order to establish that that injury did not occur whilst in our care. In turn, staff will provide information on any accidents of injuries which may have been sustained whilst in our care. We will inform the SCB of any child protection concerns about the child in our care.

Registration and Agreement Form

General information

Child's full name: _____

Preferred first name: _____

Address: _____

Post Code _____

Date of Birth: _____

Ethnicity: _____ Languages Spoken: _____

E-Mail Address for invoice

First Parent/Guardian *Who to Contact first in an Emergency*

1st Name: _____

Relationship _____

Does the above person have parental responsibility? Yes No

Tel Home: _____ Mobile _____

Place of Work

Works Tel

Second Parent/Guardian *Who to Contact second in an Emergency*

1st Name: _____

Relationship _____

Does the above person have parental responsibility? Yes No

Tel Home: _____ Mobile _____

Place of Work

Works Tel

Other Emergency Contact Details Please give details of people who we can contact in the unfortunate event of not being able to contact you.

3rd Name _____

Relationship to child _____

Mobile: _____

4th Name: _____

Relationship to child _____

Mobile: _____

Name of School your child attends _____

Please indicate which sessions you require	Mon	Tues	Wed	Thur	Fri
Am 7.30 - 9.00 - Breakfast Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pm 3.30- 6.00 - After School Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Or flexible days (subject to availability) extra £1 per session					<input type="checkbox"/>

What date would you like your child to start KidZone _____

Do you require holiday care (half term) 7.30am - 6.00 pm Yes No

The Holiday Club is booked separate to the term-time breakfast and after-school club and you will be automatically be sent a newsletter & holiday booking form approximately 3 weeks before each half-term. You will see the various activities we have planned and then you will be able to book in if holiday care is required.

Medical Details

Doctor

Name of Child: _____

Doctor's Name _____

Telephone: _____

Address: _____

Please let us know of any Additional needs, Disabilities or Health Issues *-including behavioral problems as this will help us to understand and give the best possible care to your child.*

Please list any special dietary requirements:

Allergies

Please list any know allergies (foods or materials) and please let us know what happens when an allergic reaction occurs and the severity of it. You will need to fill out one of the forms below (follow the link or pick one up from KidZone)

Please download and fill in the appropriate form if your child has had any form of an allergic reaction - <https://www.bsaci.org/about/download-paediatric-allergy-action-plans>

Please download and fill in this form if your child has asthma - <https://www.asthma.org.uk/32326f44/globalassets/health-advice/resources/children/myasthmaplan-trifold-final-interactive.pdf>

Allergic to _____

Circle known reaction – Mild / Moderate Reaction: • Swollen lips, face or eyes • Itchy/tingling mouth
• Hives or itchy skin rash • Abdominal pain or vomiting • Sudden change in behavior

Do you consent for members of staff at KidZone

- | | | |
|--|------------------------------|-----------------------------|
| To apply sun cream to your child in hot conditions. (if needed) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| To apply a plaster when your child has a small injury? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| To take photos of your child and use for our indoor display only | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| To take photos of your child for use on our Facebook page | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Emergency Consent - I consent to my child (name) _____ to receive any emergency medical treatment necessary during the running of the club. I authorise the club owner manger / supervisor to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Yes No

Parents signature: _____ Date: _____

Agreement

I hereby consent for my child to take a place at KidZone, according to the terms and conditions set out in its policies and procedures. I confirm that the details about my child above are as accurate as possible and if any of the circumstances change, I will notify KidZone as soon as possible. I understand that in line with the Data Protection Act, records and personal details kept by KidZone will be in a locked cabinet and will be kept strictly confidential and only used for the purpose of the club.

Signed: _____ Date _____

Terms and Conditions KidZone Copy

Kidzone at St Elizabeth's School, Belper, Derbyshire.

Tel: 07738 35 30 94

- Once you book a permanent place for your child you will be invoiced on the last Friday of each month (during term-time) for those sessions. **Refunds will be given for Bank Holidays Only.** Payments are to be paid in advance, please pay within 10 days of receiving your bill or unfortunately a 5% interest charge will be added to the total amount. Increase of fees will be considered annually.
- If you use KidZone on a flexible basis and add extra sessions to their week, those sessions must be paid for and cancelling at a later date does not entitle you to a refund.
- Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children. Children must not use their mobile phone to take photographs of any kind whilst at the club or have access to the internet without checking with a member of staff first.
- Please provide 4 weeks' notice to terminate your place at KidZone or to make permanent changes to your sessions. This cannot be used for holidays or inset days as permanent sessions are always payable.
- If your child is sick please do not send them in, but please do inform us so that all children can be accounted for. We also ask to be informed of any contagious diseases so that we can notify other parents.
- Holiday Club is on a first come, first served basis and accessed through the holiday club booking form. These will be made available approximately 2-3 weeks before each School Holiday. **Once you book a session** with the Holiday Club **it must be paid for** even if you cancel at a later date.
- You must notify us of any change to your contact names, numbers and addresses and staff must be aware of how to contact you if it is different from the registration form on any particular day.
- KidZone cannot take responsibility for any loss or damage to children's property and suggest valuables are not brought into the club. Please encourage children not to bring their own toys to KidZone, however, children are expected to be responsible for anything they do bring.
- Children are to be collected before KidZone closes at 6.00pm. There will be **a charge of £1.00 per child for every 1 minute late after 6pm.** This payment is to cover staff fees that need stay late to care for your child.
- Children are not allowed to leave with anyone other than those written on the registration form unless KidZone have been informed and their full name and a password (if needed) has been put in place.
- KidZone has the right to refuse registrations and persistent intolerable behaviour may result in exclusion.
- We ask parents for their support in creating a safe and enjoyable environment for children, by encouraging appropriate behaviour and respecting staff authority. If any difficulties arise please inform a member of staff. In the event of a dispute please contact the manger.
- All parents and carers must be aware of and follow our security policies and procedures at all times to ensure the safety of the children. Please take some time to read these which are available at any time. Please ask a member of staff.
- If your child uses or needs medication, a form needs to be signed and discussed with a member of staff. **Please Note;** we can only administer medication that has been prescribed by a doctor and under no circumstances will members of staff administer medication against the will of a child.

By signing this form, you the parent/carer agree to the terms and conditions above:

Signed _____ Date: _____

Childs Name: _____ Parents Name (Print) _____



Privacy Notice (for parents)

At KidZone we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone and email so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

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By signing the form for KidZone, you have agreed to the terms and conditions above – please keep this copy for your records.