St. George's Junior School

Breakfast and After-School

HANDBOOK
2021/2022

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Chill Zone



Welcome to Chill Zone

INTRODUCTION

Our Breakfast and After-school club is an in-house club run by qualified members of staff. Our aim is to provide children in its care with a safe, stable, stimulating and caring environment. We aim to continue to develop friendships, extend social skills, and encourage personal interests, hobbies and mutual respect.

Through our qualified and friendly staff, we provide an atmosphere that makes both the children and parents relaxed, happy and comfortable. We particularly strive to achieve a home from home environment to ensure our children are happy and content. We do not aim to be as structured as school; children will have opportunities to make decisions about their club and the activities provided.

STAFFING

Staff are qualified and experienced within the childcare field and some work in the school during the school day. The staff ratios for Chill Zone are currently 1 adult per 13 children up to and including 8 years old. There is currently no specified staff: child ratio for children above this age.

WHERE IS THE CLUB?

The club are run in a large, spacious hall. Children are kept busy with our excellent range of games, equipment and facilities to suit all ages and abilities. Chill Zone currently has the use of the front school playground for outdoor activities.

We are open school term only and our opening hours are 7.45am – 8.45am in the morning, then 3:20 pm – 6:00pm in the late afternoon.

BREAKFAST CLUB

The before school breakfast facility is open from 7.45am. Children arriving before 8:15am will be served breakfast. Children will play or generally relax inside the hall before the start of the school day. Staff will ensure that the children get to their classrooms ready to start the school day at 8.50am. Children can bring their own breakfast if they wish.

AFTER-SCHOOL CLUB

The After-school facility will also be held in the hall. Staff will be setting up and waiting for the children in the hall at 3:15pm. The children will then be able to enjoy all the activities planned for them, or activities of their own choosing. We are more than happy to assist children with any homework they wish to complete during their time with us; however, we will not insist that any child does their homework in Chill Zone as this is not the purpose of this facility. Drinks and snacks will be available from 4:30pm.

ENROLMENT AND ADMISSIONS

The clubs operate an inclusive approach to all children and families. Information regarding your child's interests and hobbies will be gathered from both the child and parents (as part of the enrolment form) to support our role in providing play and leisure activities. To register an enrolment, please email *chillzone@st-georges-jun.shropshire.sch.uk* to request a form for completion.

ATTENDANCE

Children must only attend the Clubs on the agreed days and sessions must be paid for in advance. In emergency situations, should parents need to book their child in or require additional hours on the same day, the cost in this case would be £4.50 per hour. Parents should contact the school office if an emergency placement is required who will book their child into the clubs via the system. The cost of the clubs would be automatically charged to their Arbor online payment account. Payment must be received in full prior to the booked date.

On arrival at the clubs, staff will sign your child in on the daily register; when collecting the child, staff and parent will both sign the child out. Parents are required to inform staff at the setting if someone other than a parent is going to collect your child- failure to do this will result in the child not being allowed to leave until confirmation has been gained from a parent. We ask that a password is given for all children at time of enrolment and you may be asked for this at all times.

We ask that parent/carers ensure that anyone other than themselves collecting their child is above the age of 16 years; staff will not allow a child to leave with anyone considered to be under this age unless agreed by prior arrangement.

DROPPING OFF & PICKING UP

Chill Zone is accessible via the entrance to the school hall– this will be shown to you when you register your child. A member of staff will open the door as soon as possible. Parents/ Carers are asked **not** to use the main school entrance for collecting or dropping off their children. Children will not be accepted into the club before 7.45am and must be collected no later than 6pm. Late pick-ups can cause unnecessary distress for a child, staff and parents, and an additional charge of £5 per 15 minutes per child will be charged due to additional staffing costs. If a parent is late collecting their child continually, we reserve the right to terminate the place.

CHILDREN'S BEHAVIOUR

Children are encouraged to behave appropriately whilst attending Chill Zone. We encourage them to show mutual respect for their peers, staff, toys and equipment. The St. George's Way will be used to demonstrate positive behaviour choices. Appropriate behaviour is expected from all children attending the clubs. Any persistent, unacceptable behaviour may mean that your child can no longer attend. MOBILE PHONES are strictly prohibited and will be confiscated from the child and handed back to parents.

ILLNESS

Should a child become unwell whilst attending Chill Zone at any time, parents/carers or the additional emergency contact person will be contacted and the child must be collected as soon as possible.

SAFEGUARDING & CHILD PROTECTION

Chill Zone will follow the school's Safeguarding and Child Protection Policy (available on the school website). All safeguarding concerns are raised using the electronic reporting software operated by the school and will be monitored by the school's designated safeguarding leads.

MEALS AND SNACKS

Children who attend our Breakfast and After-School clubs will be provided with a drink (water/ juice/milk) and breakfast (cereals/toast/fruit/flapjack/yoghurt) until 8:15am and after 4:30pm, a small snack (crackers/cheese/toast/sandwiches/fruit/vegetable batons/dips) along with access to water/juice/milk.

EXTRA-CURRICULAR ACTIVITIES

The school offers a variety of extra-curricular activities e.g. Choir, Cross-Country, Football etc. If a child is attending any of these, it should be indicated on the permission slip and an email notification sent to Chill Zone, so staff know where children are, especially if they are due to go to Chill Zone at the end of the activity.

PLAY PROVISIONS

All play activities and provisions are planned in accordance to the children's needs, age, preferences and abilities. The hall is divided into many different areas with each area providing different activities for your child to enjoy.

Such provisions may include a craft area, a construction area including blocks, cars and garage and building materials such as Lego etc. Many table top activities are available and children can choose what game they would like to play. The book box has a wide range of fictional and non-fictional books. Children also have access to modern technology in a varied form, including the Ipads (where internet access is used but monitored), a set time is given per child, so that each child gets the chance to have a go. The play provisions mentioned are not exhaustive of the clubs resources and we endeavour to update and add to them throughout the year.

CHILDCARE VOUCHERS

Parents who are already registered for the national childcare voucher scheme, please contact the office for further information processing.

TERMS AND CONDITIONS

FEES

SESSION TIMES	Session Costs
7:45am – 8.45am	£3:50
3.20pm – 4.20pm	£3.00
4:20pm – 5.00pm (incl. refreshments)	£3:50
5:00pm – 6.00pm	£3:50

- Sessions for the coming week are booked and paid for via our online booking system. This will determine staffing levels for that week and ensures that all those parents needing out of school care can be accommodated.
- In emergency situations, parents may need to book their child into Chill Zone or require additional hours on the same day; the cost in this case would be **£4.50** per hour. Parents should contact the school office, who will book your child into the club via the system; the cost of those hours would automatically charged to their Arbor online payment account. Failure to make immediate payment will terminate the placement.
- Chill Zone hours are 7.45am – 8.45am and 3.20pm – 6:00pm**. There will be an additional charge of £5:00 per 15 minutes for those children who are not collected by 6:00pm.**
- We regret that once a place is booked and paid for, it cannot be refunded unless your child is ill or has an urgent medical appointment (evidence of appointment will be required). This is due to staffing costs and organisation. (Other circumstances may apply.)
- For safeguarding purposes, parents must notify school if a child will not be attending, but is already booked in. If a child does not arrive when they are expected, an investigation would ensue to ensure that child is safe.

Email: *chillzone@st-georges-jun.shropshire.sch.uk* or telephone 01743 357133

If your child is absent from school and will not be attending Chill Zone, please inform the School Office.

- If a child no longer requires a place in the Chill Zone Club notification in writing is required.
- Appropriate behaviour is expected from all children whilst attending the Clubs. Any persistent unacceptable behaviour may mean your child can no longer attend Chill Zone.
- For safeguarding purposes, arrangements must be made and agreed upon before an unauthorised person is allowed to pick up a child. Alternatively, a confidential password will be put in place if other people are collecting children.



E&OE