## ABC Childcare (Ipswich) Limited

**Out of School Club**

**Prospectus**

**2022/2023**



## 537 Foxhall Road

## Ipswich

## Suffolk

## IP3 8LR

## Tel: 01473 718296

Mobile Number: 07740 997599

## *A member of the Pre-school Learning Alliance*

## Charity No: 111357

**Ofsted Registration No: EY318888**

Registered Office- 537 Foxhall Road, Ipswich, Suffolk, IP3 8LR

Registered in England & Wales No. 5568542

**Opening Hours**

**Afterschool Club**

Monday to Friday 15:15 – 18:00

**Breakfast Club**

08:00 – 08:45

**Holiday Club**

Monday to Friday 08:00 – 18:00

Suitable for children in full time primary education.

INTRODUCTION

## Free Time Clubs are situated within ABC Childcare (Ipswich) Ltd, in East Ipswich and run by a parent-elected Executive Committee. At our last OFSTED combined inspection in June 2019 we were judged as ‘Good’.

## ABC Pre-School began as St Andrew’s Playschool in 1973 but changed the name when we moved to the present site in 1983. The day to day running costs are paid by Early Years Education Grant funds, fees, fundraising events and donations.

## ABC have been running out of school clubs since 2006 and during that time we have continued to provide extended service with the same ethos as the Pre-School, providing a warm friendly atmosphere, where children feel safe and secure. Your child will be given a healthy snack and a comfortable place to play and relax.

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| **AIM OF ABC CHILDCARE (Ipswich) Ltd** Aim Our aim is to provide a safe, secure and fun environment for children beyond normal school hours. We will help each child gain confidence and independence. We offer:  * Individual care and attention made possible by a high ratio of adults to children * Warm and Friendly environment * Opportunities for other family members to be directly involved in the activities of the group * Regular feedback to you on your child’s progress |

## STAFF

ABC Childcare (Ipswich) Ltd is committed to provide on-going training for all members of staff. In addition to the qualifications below the majority of staff have attended First Aid, Food Safety and Safe Guarding Children Courses. Each member of staff has an individual training plan, which is reviewed at an annual appraisal. All staff members are subject to a vetting procedure which includes a Disclosure & Baring Service (DBS) check.

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| Name | Title | First Aid Trained | Qualifications |
| Jane Keveren | ABC Childcare Manager | Yes | BA (Level 6) Early Learning & EYPS, NVQ (Level 3) Playwork |
| Amanda Goldsmith | ABC Childcare Manager & setting SENCo | Yes | MA Educational Studies (MAES), BA (Hons) (Level 6) Early Learning, EYT, NVQ (Level 3) Working with Parents (SENCo) & NVQ (Level 3) Playwork |
| Beccy Quinton | Administration |  |  |
| Annemarie Brinkhoff | Early Years and Playworker Supervisor | Yes | MA Early Childhood Studies (MAECS) BA (Hons) (Level 6) Early Learning, NVQ (level 3) in Playwork, |
| Racheal Gooding | Practitioner | Yes | Diploma (Level 3) CYPW |
| Jade Watson | Practitioner / Playworker | Yes | Early Years Educator (level 3) |
| Natalie Prodger | Practitioner / Playworker |  | NNEB |
| Kaci Armstrong | Playworker | Yes |  |
| Shannon Brunning | Practitioner / Playworker | Yes | Early Years Educator (level 3) |
| Jane Gooch | Practitioner / Playworker | Yes | Cache (Level 3) Children’s Care, Learning and Development |
| Isla Moss | Apprentice |  | Working towards Early Years Educator (Level 3) |
| Ben Alty | Apprentice |  | Working towards Early Years Educator (Level 3) |

NB: - Childcare Learning and Development (CCLD), Special Educational Needs Coordinator (SENCo),

Children and Young Peoples Workforce (CYPW), Early Years Professional Status/Early Years Teacher (EYPS/EYT)

Early Years & Childcare (EYC) Early Years Educator (EYE)

Club Sessions

Charges

**After School Club**

**£10.50 per session**

**Breakfast Club**

**£3.70 per session**

**Holiday Club**

**£35.00 per day or £4.00 per hour**

**Concession available for siblings on full day price**

## We maintain a minimum staffing ratio of 1:8.

During the session we will provide a drink and a healthy snack. **If your child has any allergies or intolerances, please make sure you inform the Play Supervisor who will ask you to complete a Care Plan**.

Unfortunately, we are unable to provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease. Please do not send your child if they have been unwell in the last **48 hours. Please contact ‘Free Time’** on 01473 718296 (option 2) to advise of absence.

Our staff are First Aid trained and will deal with any injuries or sickness however, if an injury is serious or your child is distressed you will be contacted and may be asked to collect your child. All accidents and incidents will be recorded and will require your signature.

**The Children Act states that the Club must report to Children and Young Peoples Services, any concerns such as suspicious injuries. So please tell the staff about your child’s injuries to avoid misunderstandings. We require your authority to enable your child’s school to disclose details to us of any accidents or injuries that have occurred during the school day. Please sign the relevant section on the admission form.**

## Arriving and going to school – Breakfast Club

* We are open from 8am and will provide breakfast for your child before we take them to school.
* ABC staff walk the children to school.
* On arriving at school, the children split into two groups. KS1 children are escorted into school & to their classroom by Britannia staff. KS2 children are taken to the main playground, where they are handed over to the member of Britannia staff on playground duty until they are escorted into school.

## Collection from school and going home – After School Club

* KS1 children are collected from their classroom by ABC staff. KS2 children meet ABC staff in the Year 1 shared area.
* A register is taken, then the children walk with staff to ABC.
* Please be prompt at collecting time and be aware that we operate a late collection charge for any child collected after 6pm. For further details, please see our fees policy.
* If someone else is due to collect your child, please inform the Play Supervisor or they will have to phone you before they can let your child leave.
* Please do not use the car park outside the flats of Ropers Court on Foxhall Road, as it is private property.

**Change of procedures due to staggered start and finish times at Britannia school, during the Coronavirus outbreak.**

Our staff will escort the breakfast club children on to the school site and will take them to the outside entrance nearest their classroom. The children will enter the school and go straight to their classrooms, regardless of their start time. Their teacher will be waiting for them.

Our after school club staff will wait for the children on the basketball court, near the school nursery. The class teacher will escort the children to the rendezvous point at 3.15pm. When all the children are present, they will be escorted to ABC.

**Arriving and going home – Holiday Club**

* The club is open from 8am
* You must provide a healthy pack lunch for lunch time
* You will be notified in advance if your child needs to be collected from another location
* Please be prompt at collecting time and be aware that we operate a late collection policy as detailed below.
* If someone else is collecting your child you will need to inform the Play Supervisor or we will phone you before we can let your child go.
* Please do not use the car park outside the flats of Ropers Court on Foxhall Road, as it is private property.

**Policies**

Our staff can explain our policies and procedures to you. Copies of which are available within our lobby.

Our policies help us to make sure that the service provided by our setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and their parents.

Our staff and parents work together to adopt the policies and they all have the opportunity to take part in the annual review of the policies. This review helps us to make sure that the policies are enabling our setting to provide a quality service for its members and the local community.

**Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data is we collect is:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

**Safeguarding children**

Our setting has a duty under the law to help safeguard children against suspected or actual ‘significant harm’. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures that we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

**Special needs**

To make sure that our provision meets the needs of each individual child, we take account of any special needs a child may have. We work to the requirements of the Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015).

**The management of our setting**

Our setting is a charity and as such is managed by a volunteer management committee - whose members are elected by the parents of the children who attend our setting. The elections take place at our Annual General Meeting. The committee, who are supported in their role by Childcare Managers, make up the registered person with Ofsted and are responsible for:

* managing our finances;
* employing and managing our staff;
* making sure that we have, and work to, policies that help us to provide a high quality service; and
* making sure that we work in partnership with parents.

The Annual General Meeting is open to the parents of all of the children who attend our setting. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

**Fees**

The fees are payable monthly in advance and must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, talk to Amanda Goldsmith or Jane Keveren, who are the childcare managers of the setting.

For your child to keep her/his place at our setting, you must pay the fees.

Fees are reviewed annually and any fee increases will take effect in January.

## COMMENTS AND COMPLAINTS

Committee members are keen to hear your comments or suggestions. Please talk to the Play Supervisor about anything that worries you. If you are still concerned then ask a member of staff for a complaint form and return it to the Chairperson.

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| CONTACT NUMBERS  * Free Time direct line, 01473 718296 (option 2) or 07740 997599 - For all enquiries regarding Free Time Clubs or to report absences. * Chairperson, 01473 718296 (option 1) – For enquiries regarding committee   Ofsted NBU, 3rd Floor, Royal Exchange Buildings, St Ann’s Square, Manchester, M2 7LA  Helpline: 08456 404040, e-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) |

**We hope your child’s time will be a very happy one.**

**If you have any queries or if we can be of any help, please contact us.**

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| **Application To Join Freetime**  **ABC Childcare (Ipswich) Limited’s Application Form**  **537 Foxhall Road, Ipswich, IP3 8LR**  **(01473) 718296**  **admin@abcchildcare.org.uk  Charity Number 1113357**  **Company Registration Number 5568542** | | | | | | | | | | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | | | | | | | | | | |
| First name(s) of child: | | | |  | | | | | | | | | | | | | | | | |
| Surname of child: | |  | | | | | | | | Gender: M /F | | Date of Birth: | | | | | | |  | |
| Full address: |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | Postcode: | | | | |  | | | | | |
| Parent/carer name (1): | | | | |  | | | | | | | | | | | | | | | |
| Relationship to child: | | | |  | | | | | | | | | | | | | | | | |
| Full address (if different): | | | | |  | | | | | | | | | | | | | | | |
| Postcode: | | |  | | | | | | | Email: | | | | |  | | | | | |
| Daytime/work tel: | | |  | | | | | Home: | |  | | | Mobile: | | | |  | | | |
| Parent/carer name (2): | | | | |  | | | | | | | | | | | | | | | |
| Relationship to child: | | | | |  | | | | | | | | | | | | | | | |
| Full address (if different): | | | | |  | | | | | | | | | | | | | | | |
| Postcode: | | |  | | | | | | | Email: | | |  | | | | | | | |
| Daytime/work tel: | | |  | | | | | Home: | |  | | | Mobile: | | | |  | | | |
| **Session request** | | | | | | | | | | | | | | | | | | | | |
| Preferred start date: | | | | | |  | | | | | | | | | | | | | | |
| *Please tick the sessions you would like your child to attend:* | | | | | | | | | | | | | | | | | | | | |
| [Breakfast Club] | | | | | | | □ Monday | | □ Tuesday | | □ Wednesday | | | | | □ Thursday | | | | □ Friday |
| [After School Club] | | | | | | | □ Monday | | □ Tuesday | | □ Wednesday | | | | | □ Thursday | | | | □ Friday |
| [Holiday Club] | | | | | | | □ Yes | | | | | | | | | | | | | |
| This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available. **Please note that completion of this form does not guarantee a place for your child,**  Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records. Your child’s birth certificate is required at this point  If you find that you no longer need the place, please inform us as soon as possible. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice). | | | | | | | | | | | | | | | | | | | | |
| **Signed parent/carer (1):** | | | | | |  | | | | | | | | Date: | | | |  | | |
| **Signed parent/carer (2):** | | | | | |  | | | | | | | | Date: | | | |  | | |
| **Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.** | | | | | | | | | | | | | | | | | | | | |
| ***For office use only:*** | | | | | | | | | | | | | | | | | | | | |

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session offered (if different from above) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_