



# Rockets

• Breakfast and After School Club •



**2022-2023**



## **Rockets Out Of School Club**

### **Welcome to Rockets**

**Rockets runs after school from 3.15pm till 6pm Monday to Friday and before school club from 8am till 8.45am. In order for us to provide your child/children with the very best care we have written this parent pack so that you can understand how we work and how you can help us. We hope that your child/children have a happy and rewarding time with us here at Rockets.**

**Our aim at Rockets is to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely with confidence and enjoyment. Each child is valued as an individual. We will help children to develop responsibility for themselves and their actions, to become competent, confident, independent and co-operative individuals.**

**We will also encourage children to have a positive attitude and respect for both themselves and others. We want to promote a productive relationship with parents/carers and work in partnership with you to provide high quality learning, play and care for your child/children.**

**Rockets is committed to meeting the needs of parents and carers by listening and responding to their views and concerns, keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.**

**Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.**

**Rockets is committed to providing:**

- **care and activities that put the needs and safety of children first.**
- **a programme of activities that is interesting, educational, stimulating and fun.**  
**activities that promote each child's social, physical, moral and intellectual behaviour.**
- **access to a variety of facilities and equipment under safe and supervised conditions.**
- **a staff team that is experienced, well trained and properly supported.**
- **an environment where no child is bullied or suffers discrimination in any form.**

### **Learning is play and play is learning:**

**Rockets provides a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for them selves. The programme of activities will recognise and take into account the differing ages, stages, interests, backgrounds and abilities of the children. Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships.**



**At all times, the club will recognise a child's individuality, effort and achievement. Wherever possible, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over the club.**

**Rockets and all its members of staff are committed to the principles of involving and consulting children whenever decisions are made within the club that affect them. We at Rockets believe that actively promoting the participation of the children in the decision making process is beneficial to children, staff and the club as a whole.**

### **What about the before school club? Blastoff**

**Blastoff before school club opens at 8am at a cost of just £3.50, it runs in the same hall as our after school club, please ring the bell by the blue double doors on arrival.**

### **What happens at Blastoff?**

**Mrs McArthur and Miss Fletcher run the before school club 5 days a week. A range of activities are available to all children who attend and toast and cereal is provided for those who wish to have breakfast before school.**



**All children must be registered with Rockets before they can use our before school club but once registered you can just drop your children off with your £3.50.**

**Children in Reception and Year 1 are taken into their classroom at the beginning of the school day, Key stage 2 make their own way down to their classrooms.**

### **Rockets After School Club**

**Rockets is open from 3.15pm – 6pm daily 5 days a week term time only. The children arrive at 3.15pm along with all their belongings ready for activities. We call this period 'busy learning' and children can self select from the activities available.**

**We offer a light snack which children can help themselves to; toast/sandwiches/cheese crackers etc and fruit. Water is always available.**

**At 3.45/4.00pm we line up ready for outside play and the register is taken. Play outside can last anything from 30 minutes to 2 hours depending on the weather and the chosen activity/game outside.**

**When we are ready to come inside, we line up and the register is taken.**

**Inside play consists of free choice and planned activities.**

**Parents can collect their child/children any time before 6pm, (when the club closes) but MUST sign them out.**



### **Who will be looking after my child/children?**

Rockets currently has 7 members of staff, 5/6 members of staff are present at the club on a daily basis.

Miss K Fletcher – Manager

Miss R Sutton – Deputy

Mrs J McArthur – Play worker

Miss S Walton – Play worker

Mrs V Agnihotri - Playworker

Mrs P Gangwar - Playworker

Mrs J Bowden - Playworker

All Rockets staff attend regular training courses to extend their knowledge in childcare and education.

### **Arrivals and Departures**

Rockets will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session. All children from Reception and Year one will be collected at the end of the school day. All other children will make their own way up to Rockets.

### **Collection**

When you arrive to pick up your child please ring the bell on the right hand side of the double security door (BLUE) which is situated by the ramp in the car park. This system ensures that only you can enter our premises. Please make sure you sign your child/children out before leaving the club and also take any letters and all your children's belongings. **ROCKETS CLOSSES AT 6PM, ANYONE ARRIVING AFTER THIS TIME WILL BE CHARGED ACCORDINGLY. (SEE LATE CHARGES)**



### **Non Collection**

In the event of you failing to collect your child/children every effort will be made to contact you, failing this we will contact the other emergency contacts that you have provided. Failing all the above options the registered person will contact the Local Authority Designated Officer.

### **Closing Rockets in an emergency**

In very exceptional circumstances, Rockets may need to be closed at very short notice due to an unexpected emergency. If this happens the manager and staff will ensure that all steps are taken to keep both the children and themselves safe.

### **Illness**

If your child is ill, we ask that they do not attend the club. If a child is ill during their time with us, you will be called and asked to collect them immediately.





Please do NOT send your child/children to Rockets following sickness and diarrhoea for at least 48 hours.

### **Infectious and Communicable Diseases**

If an infectious or communicable disease is detected on Rockets premises, the club will inform parents/carers personally in writing as soon as possible. Rockets are committed to sharing as much information as possible about the source of the disease and the steps to being taken to remove it. Ofsted will also be informed of any infectious or communicable diseases discovered on Rockets premises



### **Absences**

If your child is not going to attend a session at Rockets please inform us as soon as possible, this can be done by calling the School office on 01926 423404 or e mail [rocketsooscltd@hotmail.co.uk](mailto:rocketsooscltd@hotmail.co.uk). You will still be charged for your booked place unless cancelled a week in advance giving other children an available space.

### **Medication**

Rockets has a policy not to administer medication to any child/children in our care. All children with inhalers must have them with them at Rockets. All staff at Rockets are qualified first aiders and will act efficiently and accordingly to any accident or emergency.



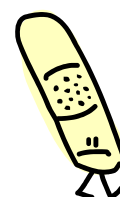
### **Accidents**

Active children can occasionally get into bumps and scrapes. If an accident should occur whilst in our care the appropriate action will be taken. Every accident will be logged in the accident book accurately. You will be asked to sign the form stating that you are happy with the way we dealt with the accident. If we feel the parent should be contacted we will do so. If the injury occurred during the school day, the teachers will pass on to us the bump form with an explanation of the accident and procedure followed.



### **First Aid**

Rockets are committed to encouraging and promoting good health and to dealing efficiently and effectively with illness and emergencies that may arise while children are in our care. All of our staff are first aid trained.



### Sun Protection



The manager and staff understand the dangers posed to children by over exposure to the sun, parents are encouraged to send their child/children into school with appropriate protective sun clothes.

### Food and Drink



If your child/children have any dietary requirements please inform us, also any allergies. It is very important that you provide this information.  
(THE SCHOOL HAS A NO NUTS POLICY)

### Fire Procedure



In the event of a fire the children in the club will be evacuated immediately. Regular fire drills are carried out every 12 weeks and all new children will be made aware of our fire procedure.



### Health and Safety

Health and safety at Rockets is of upmost importance. Our club aims to ensure the health, safety and welfare of all staff, children and visitors.



### Risk Assessment



We understand the importance of ensuring that systems are in place for checking that Rockets is a safe and secure place for children, staff and other visitors. Our risk assessments procedures are part of continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

### Site Security

Rockets are committed to providing care learning and play in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at the club at all times.

### Physical Environment

Rockets are committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, parents/carers and any other visitors.



## **Hygiene**

Rockets recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and visitors. All staff at Rockets are committed to taking practical steps to prevent and control the spread of infectious germs.

## **Child Protection**

Rockets follows the 1989 Children's Act and complies with the child protection procedures. All staff have received child protection training to raise their awareness of any kind of abuse and knowledge of appropriate child protection procedures. Two members of Rockets staff are designated safeguarding leads.



## **Equal Opportunities**

Rockets is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

## **Anti Bullying**

Rockets is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our club, whether the person involved is a child or an adult.

## **Special Needs**

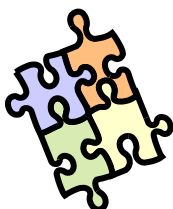
Rockets are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

## **Behaviour**

Certain types of behaviour are not acceptable at Rockets and will be dealt with by staff accordingly. Guidelines are laid down by club staff and are explained to the children who attend the club so that they are aware of behaviour codes.

We adhere to the same system as school whereby children start off on green and if they misbehave they will be moved down to orange and if it happens again moved down to red which results in time out for 10 mins and a chat to parents/carers. If unacceptable behaviour persists it may result in loss of place at the club. Behaviour charts may be put in place to promote good behaviour.

Physical punishment in any form will not be used and no child will ever feel





frightened or humiliated by anyone at Rockets.

### Complaints

Should a complaint need to be made regarding Rockets or its staff you can do this by speaking to the club manager directly or you can contact Mrs Miles, school head teacher.

### Children's Belongings

We ask that all children bring all their belongings along to the club this includes letters, book bags, lunch boxes, water bottles and coats etc...

### Lateness



**If you are going to be late collecting your child/children please notify us immediately. If you are late after 4pm you will be charged for the 5pm session - £3.30 extra PER CHILD**

**If you are late after 5pm you will be charged for the 6pm session - £1.70 extra PER CHILD**

**If you are late after 4pm and stay until 6pm you will be charged £5 extra per child.**

**If you are late after 6pm an extra £4 for every five minutes you are late will be charged to you. PER CHILD for example 6.00PM – 6.05PM =**

**£4 PER CHILD, 6.05PM - 6.10PM = £8 PER CHILD AND SO ON.**



### Collection

If you are unable to collect your child/children we will need a full description of the person who will be collecting them, under no circumstances will we release a child into the care of an unknown person.

If you have any problems or matters you wish to discuss concerning your child/children Rockets we will be happy to talk to you at any available time.

### Payment Details

At Rockets we charge as follows:

If your child stays until 4 o'clock - £3.60

If your child stays until 5 o'clock - £6.90

If your child stays until 6 o'clock - £8.60

Before school club-£3.50 per morning.

If you wish to use Rockets as a one off you must pay for the session in advance before your child attends or when you collect your child that day.



All booked places for your child must be paid for.

If your child is absent and does not attend their designated session, you will still be charged for this session.

Any additional sessions to your child’s normal sessions must be paid for as an extra. For example a Monday swapped for a Tuesday will be charged as an extra sessions.

Rockets Team 

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**PARENTAL AGREEMENT**

I have read the Rockets parent pack and I understand that I must adhere to the rules and regulations of the club.

Signed.....

Date.....

Name of child.....

Relationship to child.....

Email address .....