



# Kool Kids

## Information Pack

Kool Kids provides before and after school care for our pupils in a safe, happy environment at an affordable price.

### Opening times

Before school 7.30am – 8.45am

After school 3pm – 6pm

### Staff



Mr Bailey



Miss Lawton



Mrs Robinson



Miss Dodds

Before School	Charge	Sibling
7:30am-8:45am	£4.75	£4.28

After School	Charge	Sibling
3:00pm-4:30pm	£3.50	£3.15
4:30pm-5:15pm	£6.50	£5.85
5:15pm-6:00 pm	£8.50	£7.65
Late collection after 6pm	£6.00 per every 15 minutes	

For further details, please email:

[admin@kingsfield.staffs.sch.uk](mailto:admin@kingsfield.staffs.sch.uk) or [koolkids@kingsfield.staffs.sch.uk](mailto:koolkids@kingsfield.staffs.sch.uk)



## Admissions Policy

- All children who attend Kingsfield have an equal right to be admitted to the before and after school club.
  - The club reserve the right to accept and refuse admissions.
- The club reserves the right to terminate the places of any child/ren if fees are not paid, or if behaviour is unacceptable, or if the parents/carer does not adhere to the club policies.
  - All information disclosed will remain confidential.

## Activities

Kool Kids offers a relaxed atmosphere, the children have a snack and there is additional time for child choice activities such as; ICT activities, crafts, construction, puzzles, toys and games.

Kool Kids staff fully supervise the children and ensure all their needs are met. This includes helping with homework and using the outside play equipment. Activities will be regularly reviewed to evaluate what has worked well and what the children have enjoyed.

Children attending Kool Kids can attend any clubs being run after school, this may include activities such as football, dance or multi-skills. We will ensure our staff collect your child and take them safely to Kool Kids.

## Meals and Snacks

If your child arrives at Kool Kids before 8:30am they will be able to enjoy a healthy breakfast. We have a range of cereals as well as toast and fruit on offer.

After school snacks, such as beans on toast, crackers and fish fingers are served before 4:30pm.



## **Picking up and dropping off**

Kool Kids are based in the Key Stage 1 building, access to the room is via the playground and to the left of Key Stage 1. We do expect an adult to drop off and pick up, signing their child in on arrival and signing them out on departure.

To ensure children's safety please we ask that every parent provide us with a password for their child. This will be used if your child is to be collected by an adult we are not familiar with.

A late collection fee for parents collecting their child after 6:00pm will be charged.

## **Booking In & Payment Procedures**

Initially, you will need to register your child with any member of Kool Kids staff or the school office.

A registration form will need to be completed and handed in to any member of staff or the school office. Once your child is registered with Kool Kids no booking is required.

If you wish your child to attend after school please inform your child's class teacher on the day. School staff will then take your child over at the end of the day.

Fees for Kool Kids must be paid via ParentPay.

## **Belongings and Personal Property**

Children should not bring money, tablets, mobile phones or other valuables to Kool Kids. The club cannot accept responsibility for loss or damage to belongings or personal property.



## Accidents and Illness

Kool Kids follows school procedure which in summary is as follows:-

- In the event of a child feeling ill or having an accident the parent/carer will be contacted immediately. The parent contact form must state 2 contact names and telephone numbers.
- In the case of a minor accident a member of Kool Kids staff will attend to the child, accident forms will be filled in and parent/carer informed upon collection.
  - In the case of a more serious accident, the parent/carer will be contacted immediately to collect their child and take them to a medical centre. If this cannot be done, a phone call to the paramedics will be made.

## Complaints

Kool Kids deal with all complaints as quickly and effectively as possible and in line with school procedure.

## Documentation

A copy of Kool Kids policies and procedures can be seen upon request.

## Safeguarding

Under child protection legislation, the club has duty to protect children in its care and will ensure that this is done in line with school policy.





## **Discipline & Positive Behaviour**

Staff will promote and maintain a positive and caring environment within the club. A full copy of the Behaviour Policy can be seen upon request. The club expects that children will:

- Be polite to staff, parents and each other.
- Show consideration to the needs of others.
- Respond to instructions given by a member of staff.

All unacceptable behaviour will be reported to the parent/carer.

## **Contact Details**

Kool Kids telephone number is - 01782 973803

Opening times (7:30am-8:45am & 3:00pm-6:00pm)



## Kool Kids Registration Pack

### Parent/Carer Details

Full Name	
Address	
<b>Contact Details</b>	
Home	
Mobile	
Work	
Email address	

### Child details

Full Name	
Date of birth	
Address if different from above	



*The following information is important and will be used in the event of an emergency, please read carefully and complete accurately.*

Name(s) of person(s) with permission to collect my child from Kool Kids:  
*(MUST be over 16 years of age or older)*

Name	Relationship to child	Contact Number

In the event of an emergency please contact the names person below in order:

	Name	Relationship to child	Contact Number
1			
2			
3			

Password	
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Medical Details	
Doctors name and address	
Surgery telephone	
Does your child have any allergies / medical conditions?  YES / NO	If YES please provide details:
Does your child require any regular medication?  YES / NO	If YES please provide details:

***I have read the registration and information pack and agree to abide by the rules and conditions of Kool Kids.***

***I understand that by signing this document I am entering into a contract with Kool Kids before and after school club.***

Parent / carer signature	
Date	