



Parents/ Carers Information Pack

Dear families, this information pack has been devised to give you an insight into the overall management and running of Yellow Birds School Holiday Club, whilst we continuing to follow and adapt to the ever changing government guidelines with the recent pandemic of Covid-19. Unfortunately as apart of our ongoing risk assessment Parents and carers will not be allowed to enter the premises during play sessions, to include drop off and pick up times as adults pose a higher risk of transmitting coronavirus. Nevertheless there may be occasions where a single adult is allowed to enter the building (when agreed by management) but they must wear a face covering. Consequently we hope you find this information both informative and useful, as we aim to ensure that both you and your children are comfortable, well cared for, and have an enjoyable experience with us as we 'facilitate learning and development through play'.

Admissions Statement

Yellow Birds Play Academy Limited provides quality Out of School care for children between the ages of 3-13 years old which is inclusive of all. We are based in a secure, stimulating, play environment where children will be encouraged to extend and enrich their abilities and grow in confidence.

Buddying System - All children newly attending the club will be given a special friend, this child will support the newcomer to join in and will form a point of reference / contact. This special friend will introduce the child to the toilet facilities, guide the newcomer around the various activities, explaining any systems such as limiting of popular activities e.g. booking time on the football tables.

All staff members will be allocated a group of key children, although we are no longer required to minimise contact between (socially distance) children, these groups will be encouraged to 'play' together especially during close contact games and activities.

Equal Opportunity Policy

This policy is in place to encourage awareness of the individual rights and needs to ensure the provision of the service reflects the multi diversity of the community. We take great care to treat each individual as a person in their own right and are committed to the inclusion of Equal Opportunity provision in all areas of service delivery. Discrimination on the grounds of sex, race, religion, colour, creed, sexual orientation, marital status, ethnic origin or political belief will not be tolerated and each parent, child, visitor or employee will be treated with equal rights.

Child Protection Statement

By law, Yellow Birds has a duty to protect all children attending their setting. Consequently, we have a very strict child protection policy that we advise should be read in full. In summary: a) The Club Manager is primarily responsible for issues surrounding Child Protection and Safeguarding from harm and danger. The Designated Safeguarding Lead (DSL) and company manager hold overall responsibility. All parents/ carers must sign a Child Protection Declaration as part of their child(ren)'s registration form. Staff will receive ongoing training to enhance knowledge and understanding about child protection and safeguarding. Should an allegation be made against a member of staff, their employment will be suspended following an investigation and both Ofsted and Social Services will be informed.

Behaviour Management Policy

With the support of our team your child(ren) will decide on the ground rules for the club. This is to create ownership and to help them understand the concept of rules and consequences within the play environment. Following this we use the 'Traffic Light' behaviour system. All children start on the green circle. Their names are moved to the amber circle if they decide not to follow their club rule or demonstrate undesirable behaviour. Their names are moved to the red circle if the behaviour continues. The aim of this system is for everyone to stay on the green circle which means they all earn a privilege. If your child's name is moved to the amber or red circle our staff will actively encourage them to move back to green. NB: their name will return to the green circle the following day.

Raising a concern or complain

We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Manager. Alternatively, you can contact the office by emailing YellowBirdsinfo@aol.com.

Please feel free to look at all of our Policies and Procedures on our website YellowBirds.co.uk

Staff

Yellow Birds aims to recruit a diverse staff team, with a range of differential skills to reflect the needs and diversity of the children we will care for. Our staff are fun, enthusiastic and passionate about caring for children. They are all vetted in accordance with our Safer Recruitment Policy which includes taking a detailed inventory of their training and working experience, collating references and carrying out enhanced DBS (Disclosure and Barring Service) Checks. The club managers hold a minimum of a level 3 qualification in Childcare, education or Playwork and a least half of all other staff are either qualified or working towards an accredited childcare related qualification. All staff members are Pediatric first aider (new staff are trained as soon a course becomes available – this summer it is 29th July 2020) All staff are vetted in accordance with company policy, this ensures that not only do they have the appropriate qualifications and work experience but also that they are fun, enthusiastic and passionate about caring for children. All staff will be subjected to an enhanced Criminal Records Bureau (CRB) Check. We will operate on a minimum 1:8 staff child ratio off site (and 1:10 ratio onsite) within this we have decided to only care for up to three 3 year old at one time.

All staff members will be required to change into their uniform when onsite and complete the Covid-19 training and complete a health and safety questionnaire.

With this in mind staff are friendly, caring and accommodating to all and will be approachable should you need to discuss the care of your child. In some cases where especially where staff are deemed as vulnerable to coronavirus a request maybe made to talk with you over the phone. However you are able to request a face to face/ socially distanced meeting with the company by call 020 8509 0006 at any time.

Activities, Toys and Resources

Sports, performing arts, arts & crafts activities and cookery are incorporated into our weekly themes- which would have been previously chosen by children attending the club. Throughout the day in addition to our scheduled activities children are able to access a wide range of toys, equipment and other resources which have been selected to encourage learning and development through play. A space is also made available should your child wish to rest or have quiet time to reflect or read a book. (If your child is taken ill a member of staff will accompany your child to the upstairs studio which is warm, airy and away from all other children. In this case you will be invited onsite to collect your child via the internal side entrance away from our main play spaces)

Please note, toys and resources will be cleaned a minimum of 4 times per day (to include before a new group uses them) and when put away.

Extra curricular activities – Due to the current pandemic and with the ever changing government guideline, Yellow Birds have decided to postpone any outings that are usually planned to places such as activity centers and local leisure facilities i.e. bowling. We are also unable to invite professions onsite to lead workshops however, we will continue to schedule workshops lead by our own staff, sports coaches and dance teacher.

Daily Schedule

IMPORTANT: All staff, children and visitors must wash their hands for a minimum of 20 seconds in the toilets located on the left before entering the main play space.

Cleaning: As noted previously toys, equipment and resources will be regularly cleaned. In addition high touch area (such as toilets seats, taps, door handles) will be disinfected every hour and a deeper clean (such as mopping toilets floors) in areas following high activity times such as mid-morning activities and lunchtimes.

The club is cleaned before our use

- 7.30 – 9.30am – Early Birds.

8am clean

- 9.30am – 10am Breakfast time - a continental breakfast consisting of cereal, toast and fruit
- 10am – 12.30pm – Registration and 1st Activity Session

10am clean

11am deep clean

12pm clean

- 12.30pm – 1pm Lunch Time- Please provide children with a healthy packed lunch which does not contain sweets, chocolate, fizzy drinks, glass bottles, peanut butter or any other nut based food items

1pm deep clean

- 1./ 1.30pm – 2.30pm 2nd Activity Session

2pm clean

- 2.30pm- 4.00pm 3rd Activity Session

3pm clean

- 4pm – 4.30pm Snack Time – please see the weekly menu (consisting of at least two of your child's 5 aday)

4pm clean

- 4.30 - 6.30pm Night Owls

5/6pm deep clean

6.30pm clean

Enrolment

Parents and carers will need to complete an extensive onsite registration form before their child is able to attend the club, this is in accordance with the Children Act 1989 and the Care Standards Act 2000. This form needs to be completed in person on your child's first day to include listing persons over the age of 16 that you authorised to collect child, your child's doctors details, your consent for our staff to take your child in an ambulance if required and your consent for us to take your child on The Green or to the local park (Ridgeway Park). Please allow extra time on your child's first day to complete these forms which would normal be accompanied by a Welcome Visit/ tour of the club and a 'chat' with the club manager but owing to the current epidemic is not possible at this time.

Please inform us if there are any changes to these details.

Bookings

- All children must be booked to attend (Parents and Carers must complete a health and safety questionnaire on their child's first day).
- Yellow Birds operates on a first come first served basis.
- It is advisable to book in advance owing to the limited amount of spaces available. Advance booking also enables us to allocate children to the best key groups for them based of ability and interest and keep parents/ carers advised of forthcoming play programs.

Payments – Direct Debit, childcare voucher, tax free childcare or bank transfer

Fees are required in advance (- a 60% deposit is taken for families who wish to book more than 4 weeks or 20 days in the summer holiday only)

All children are given a settling-in period. Yellow Birds will do their best to offer a full refund if you are not completely happy with the service provided, but please note that this is not guaranteed and will be at the manager's discretion.

Fees

Registration

includes a complementary t-shirt

£20.00 for the first child.

£30.00 for a household

Advance Bookings 10am – 4pm for bookings placed on or before the 17th July 2020

£15.00 per day

'Early Birds' from 7.30am – 9.30am

£5.00 per child, per session

'Night Owl' from 4.30pm – 6.30pm

£5.00 per child, per session

Normal Bookings 10am – 4pm for bookings placed on or after the 18th July 2020

£18.00 per day

'Early Birds' from 8.00am – 8.30am

£7.00 per child, per session

'Night Owl' from 6.00pm – 6.30pm

£7.00 per child, per session

Concessions maybe available to vulnerable and look after children

- please ask a member of the management team before placing your booking

Late fee

£10.00 + £5 for every 15 minutes thereafter will be charged

Yellow Birds Holiday Club on The Green
Morningson Hall. E4 7EN

Club Contact Number 073 9718 0616

Office number 020 8509 0006