

MOORINGS WAY INFANT SCHOOL

COASTGUARD CLUB



Handbook for parents

September 2022

Our Purpose

Coastguard Club exists to provide out of school care for families of children attending Moorings Way Infant School and pupils of Meon Junior and Infant School. This means the school offers extended services provision from 7.30am to 6:00pm during term times.

A 'walking bus' facility enables pupils using Coastguard Club to be accompanied to and from Meon Junior/Infant School.

Coastguard club offers a safe, child centred environment where youngsters can explore and enjoy new and familiar play and leisure activities in the company of their peers. We believe in a child-centred approach and involve the children in our decisions as much as possible.

Our Intention

Our intention is to care for children and support their physical, emotional, social and intellectual development through a wide range of planned activities, providing a range of relaxing and stimulating situations which reflect the opportunities parents would provide for their children in the home environment.

Our Standards

We abide by the DFES National Standards set for Under Eights Day Care and Childminding Out of School Care and we are regularly inspected by OFSTED.

The National Guidelines are available for parents to see.

Coastguard Club Opening Hours

The Morning Session runs from 7.30am to 8:50am (Start of School).

Children who use the walking bus will leave Coastguard Club at 8:35am to ensure they arrive at Meon Junior/Infant School by 8:50 am (Start of School)

There is a choice of two afternoon sessions.

The first afternoon session runs from 3:20pm (End of School) to 4:30pm. The second session runs from 3:20 pm (End of School) to 6:00pm, this session includes a light tea.

Children who use the walking Bus will leave Meon Junior/Infant School at 3:10pm (End of School) and will arrive at Coastguard Club by approximately 3:35pm.

Current Charges

Morning Session from 7:30am to 8:50am (Breakfast Included)	£4.00
Afternoon Session 1 from 3:20pm to 4:30pm	£5.00
Afternoon Session 2 from 3:20pm to 6:00pm (Tea Included)	£10.00
Full Week (contract booking) of sessions from 7.30am until 4:30pm	10% discount
Full Week (contract booking) of Sessions from 7.30am until 6:00pm	10% discount

Payment Arrangements

Coastguard Club has to be entirely self funded. No money from the school budget can be used to finance services provided through Coastguard Club.

Fees are paid monthly in advance. When you book the sessions through the online system, you will be given an invoice with a break-down of the sessions you have booked. If sessions are not paid for in advance, they will be cancelled immediately to ensure the smooth running of the club.

For further details of the Clubs operations please feel free to contact school directly.

Organisation

Coastguard caters for children ranging from 4 to 11 years. There are 5 members of staff. All the staff care for all the children but are deployed across the building and within the routines to facilitate a variety of opportunities from which the children can choose.

Running of the session

Mornings

Children come into the club and greet a member of staff at the door an adult will then sign them in.

There are a variety of activities including puzzles, games, construction toys and a reading area.

At 8:30am, children help to clear away the activities before walking bus children leave for the Meon schools and the remaining Moorings Way children do a 10 minute group activity.

At 8.50am, they collect their belongings and leave the club to go to their class.

Afternoons

Moorings Way children are collected from class by an adult and escorted to the hall to begin their activities.

Children from Meon Junior School leave their classroom at the end of the day and meet the walking bus staff at the benches in the playground (under the shelter) and wait for all of the children to arrive. The children wait outside the junior school while a member of staff collects Meon Infant children.

When all children have arrived safely in the Coastguard area, they can begin their activities and have a fruit snack.

In the afternoon there are several activities to choose from. There is always a physical activity, where a member of staff will involve children in games outside (weather permitting), allowing children to also explore the large variety of outdoor equipment the club has. These include activities such as football, dancing, dodge ball, skateboards, scooters and tennis. In poor weather conditions children will have the opportunity to play physical games on the Nintendo Wii, or a group game indoors.

In the main play area a member of Coastguard staff will involve children in activities including a selection from art and craft projects, computers, videos, small world play, construction apparatus, jigsaw, puppets, table games or role play. This allows the children to explore play opportunities and experiences they may be familiar with at home.

There is also a creative activity every week, allowing children to explore their artistic side. This may be cooking, face painting, gardening, sewing, papier maché, or painting.

We are continually trying to increase the number of activities available to the children, ensuring we cater for different interests.

Children have a small snack and drink on arrival at afternoon Coastguard club. The snacks we offer are a variety of different fruit which is always available. Children have a light tea which begins at 4.30pm.

After tea children return to the main play area to play with table top activities, play games, use the laptops or watch a film until their parents arrive.

Leaving Coastguard Club at Collection time

Before a child leaves the building at any time during the Coastguard session with their parent or expected responsible adult who collects them, the child must tell a member of staff they are leaving.

This ensures the Coastguard staff can say "goodbye" to each child and can put the collector down on the register when they sign the child out. This helps maintain the clear, visual record of all the children still in the care of the Coastguard club staff.

Coastguard staff have a copy of every child's contact information, which parents can update on the online system. This provides us with a list of adults who are authorised to collect a child and if any other adult attempted to collect the child, we would call the parents for confirmation. We cannot allow children to be collected by someone whose name is not on the contact form, unless given parental consent. The system also allows a password to be added so anyone new picking up can use so the adults in the room can confirm they are ok to collect.

Parents are reminded that whilst we wish to develop and maintain good relationships with parents, the Coastguard staff are responsible for the supervision and care of the children even when there are only a small number in the group. Collection time is a particularly important time when staff need to be totally vigilant and aware of all that is happening.

Changes to the Normal Collection Routine

Please alert the Coastguard Club/School if there are any changes to the normal collection arrangements of your child from the Coastguard Club. This will avoid embarrassing situations and also anxious moments whilst we contact you for permission to allow your child to leave with somebody else.

If there were any doubts at all about the collection arrangements, the child's parents would be contacted.

The Programme

Children are encouraged to take an active part in planning the activities offered and this is achieved through an informal group meeting held once every half term and also through suggestions made by the children at any time.

Staff are expected to record children's suggestions so they will be discussed and put into practice wherever possible.

We would also welcome suggestions from parents, so if you have any ideas for activities, please let the Coastguard staff know.

The activities change weekly and the plan is published on the notice board.

Clearly not all children want the same activities and it may happen there appears less choice on some occasions. Please bring any concerns to the attention of staff who will consider suggestions.

Snacks and Food

In the morning session, Coastguard children can have breakfast at the club. We provide a choice of 3-4 cereals and milk, or toast on alternate days. Fresh fruit, fruit juice and water are also provided daily. On special occasions, a different breakfast may be provided. Parents will be informed of this. Please inform a member of staff if your child requires breakfast, so we can ensure they have eaten.

At the beginning of the afternoon session, children have a drink and snack. This is just a little boost to keep them going!

At 4:30pm, those children who are attending for the longer session also have a "teatime". If parents do not wish for their child to have tea at this time as it may ruin their family evening meal, they must share this information with Coastguard staff. These tea menus are reviewed and updated regularly. We try to keep the meals as nutritious as possible, but must also consider preparation times.

Children help to prepare the tea and clear away afterwards.

They are taught about the rules of hygiene and all children are asked to wash their hands before sitting down at the table.

Children are expected to respect others, share the food, pass items to one another and eat politely.

They are expected to eat what they have chosen and asked for. Children are encouraged to have a small taste of foods they may not have eaten before, but no one is made to eat anything.

Children help to clean away after having tea and help by washing up their plates, cups and cutlery.

Social behaviour is developed during meal times when children are reminded they should take part in a sedentary activity.

Any information about food allergies or special dietary requirements must be shared with Coastguard staff on the online form. The Club will try to cater for any allergies or special dietary requirements where possible.

Children are able to access water at all times during their session at Coastguard club.

Health, Safety and Hygiene

At least one member of the Coastguard staff is trained in first aid. The procedure for dealing with an accident, illness or injury is the same as in school as the children are familiar with the system.

There is a first aid box in the hut which a trained member of staff will use. The accident will be recorded on the same bump notes the schools use for the parent/s to see. If it is a more severe incident then the parents will be contacted immediately and emergency services if needed.

If a member of staff is needed to deal with a poorly child, the other staff will share the responsibility for supervising all the children who are left- although there is usually an additional member of school staff on site who could be called on in an emergency.

Communications with Coastguard Club

Parents must make sure Coastguard staff have information about variations in collection routines whenever possible. Please contact the Coastguard mobile for any communications and we will respond as soon as possible. (07811 028 594)

In the event of a Meon pupil not arriving for the walking bus when they are due to attend a Coastguard session, the Coastguard manager would be informed and the following procedure would take place:

1. The Junior school would be searched to see if the child is still on site.
2. A telephone call will be made to the child's parents.
3. The police will be notified by the Coastguard manager if the parents do not know the whereabouts of the child.

In order to avoid any anxiety or trauma for parents, Coastguard staff, responsible, accompanying adults and children, it would be very much appreciated if parents of Meon children could contact Coastguard club if their child will not be attending on any particular occasion. This will prevent any false alarms.

Courtesy and Social Behaviour

All members of the Coastguard community will be expected to say "please" and "thank you" and to demonstrate a courteous and respectful manner to everyone at all times.

Behaviour and Discipline

We will encourage good behaviour through public recognition and praise.

Children are expected to play, learn and behave in a way which allows everyone to have an enjoyable time in Coastguard club.

Everyone is expected to show respect for themselves and others and this will be encouraged by offering activities which encourage turn taking.

Children will be encouraged to share equipment and treat it correctly, carefully and with respect.

All children are encouraged to talk to a member of staff if someone is exhibiting behaviour they find difficult to cope with.

At all times, members of staff will address inappropriate behaviour by talking with the child/children, trying to establish with them why the behaviour was unacceptable and explaining how it needs to change.

Staff will ensure the child/children are aware it is inappropriate behaviour they do not like, not the child.

After two warnings, the child may have a 5 minute 'time out' to consider the effects of their behaviour on other people.

If persistent behaviour continues, the parents will be notified. At this stage, the behaviour would be recorded in the incident book.

Special Needs

We believe all children, regardless of their ability/disability, have the right to share in the Coastguard Club environment. We will do our best to accommodate all children within our group, providing support as required and preparing staff by offering specific training as appropriate.

Some Coastguard staff know the children because of their involvement with them in school but we do ask that parents inform us of any additional needs their child may have to ensure we can fully accommodate for their child.

Safe Guarding Children

"The welfare, safety and protection of children are paramount" (ref Guidance to the National Standards, Standard 13)

We are aware of our responsibilities to protect children from abuse at all times and this is the first priority of the Coastguard manager and staff.

Working With Parents

Our aim is to offer a facility in which parents have confidence that their children will be safe and happy, so it is important to seek comments from parents and offer opportunities for them to share their thoughts with us.

Parents of children attending Coastguard will have an invoice indicating the sessions they have requested for their child, the cost of care and The Coastguard Promise detailing the responsibilities of all parties-Coastguard Club, children and parents.

Signing up

To sign up for Coastguard club, please email for more information and a step-by-step guide to getting registered and booking sessions, please contact the manager.

07811 028 594

a.traynor@tsatrust.org.uk

Coastguard Club Contact Details

Postal Address: Moorings Way Infant School
Moorings Way
Milton
Hampshire

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0333 360 2180

Email: a.traynor@tsatrust.org.uk

Manager: Miss A Traynor

Playworkers: Mrs E McPartland
Miss E Jenson
Mrs T Meacham
Mrs T Symmons

Coastguard club is OFSTED registered. The registration number is 14345