

Ravensdale Primary School

RAVEN CLUB



Information for Parents

RAVEN CLUB STAFF



Donna Cox (Officer)
BTEC National Diploma in
Nursery Nursing



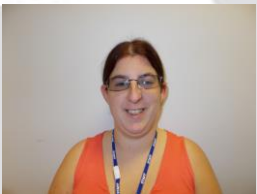
Tracy Perkins (Deputy)
NNEB National Diploma in
Nursery Nursing



Barbara Stevens (Play worker)
Level 3



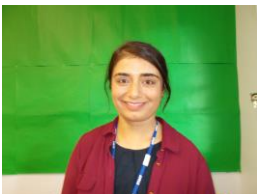
Liz Burns (Play worker)
Level 3



Claire Phillips (Play worker)
Level 2



Vahide Bytyqi (Playworker)



Nina Nabi (Playworker)



Nazia Rafique (Playworker)

All staff regularly attend training in Paediatric 1st Aid, safeguarding children, food hygiene, games, craft, special needs and many more!

WELCOME TO RAVEN CLUB

Chair of Governors: Mr Bill Day
Head Teacher: Mr Rob Matthews

Breakfast, lunchtime and After School Care offers high quality affordable childcare. Raven Club is registered for 48 children for any session aged between 3 and 11 years.

Breakfast Club opens at 7.45am– 8.45am. Breakfast is available till 8.15am offering a selection of healthy eating options for breakfast: crumpets, muffins, bagels and water or fresh juice.

Lunchtime runs from 11.45am till 12.15pm and is for nursery and play group children who stay all day or wish to come early or stay a bit later and join their friends for dinner and for those children who stay all day.

After School Club is 3-6pm. Nursery to year 3 children are collected from their classrooms by a member of staff. Older children make their way to the club room where the register is taken. When all children arrive they have their snack straight away before the fun begins! Healthy food and water is on offer daily with a menu on the door. Children have the chance to take part in many activities: craft, themed work, computers, games, cooking, knitting, or just relaxing after a long hard day.

Staffing ratios are in line with OFSTED requirements. All activities at Club are to suit the ages and abilities of the children.

DAILY CHARGES FROM JANUARY 2016

Breakfast club	7.45-8.45am	£3.35
After school club	3-6pm	£7.70
Breakfast and after school club		£11.05
Lunchtime club	11.45am-12.15pm	£1.50

An invoice will be sent each half term informing you of your child/ren fees.

Advance payments

Payments must be made in advance. If we are not in receipt of a payment by the previous Friday, then we will not be able to accept your child/ren at the club and will result in a phone call home for your child to be collected.



WORKING TOGETHER

If your child feels ill or becomes very distressed during a session, staff may feel it is best to contact you to arrange for the child to be collected.

Please ensure that you inform staff of any changes of address and or contact telephone numbers.

Children should be collected promptly at the end of a session. When genuine emergency arises please contact Raven Club staff on 07922111642 or leave a message with Ravensdale School office on 024 76444966

Arrangements for children who are not collected on time:

Two members of staff will remain on site until an appropriate adult can collect the child/ren OR Social Services Emergency Duty Team will be contacted so that arrangements for the temporary care of the child/ren can be put in place until an appropriate adult is available to collect the child/ren.

Please make sure that you inform staff by letter or telephone if there is a change of arrangement for the collection of your child.

Please ensure you inform/update staff of any dietary needs, allergies or changes to health.

If something happens at home which may impact on your child (e.g. a family bereavement) please let staff know so they can be aware and provide additional care and support if necessary.

CHILDHOOD DISEASES

If your child is not able to attend Raven Club for any reason please let the staff know.

For the care, comfort and wellbeing of your child and other children it is sometimes better if the child remains at home.

For example:

Diarrhoea/ Vomiting	48 hours from the last episode of diarrhea or vomiting.
Measles	Your child may return four days from the onset of the rash.
Chicken Pox	Your child may return five days from the onset of the rash.
Mumps	Your child may return five days after the onset of swelling.
German measles	Your child may return six days from the onset of the rash.
Whooping Cough	Your child may return 5 days from commencing antibiotics or 21 days from onset if no antibiotic treatment.

**IF YOU HAVE ANY DOUBT ABOUT ANY OF THE
ADVICE ABOVE PLEASE CONTACT YOUR DOCTOR.**

HEALTH AND SAFETY

We aim to provide an environment which is safe for you, your child and staff. We work to Coventry City Council Health and Safety Guidelines.

Daily and annual risk assessments are carried out and all staff have undergone training.

We are unable to administer medication to a child without first having written permission from a parent or carer. Parents or carers will be asked to complete our medication record as part of the permission process.

An adequate 1st Aid box is available at all times in case of an emergency with fully trained staff available at all times.

Equipment is regularly cleaned and checked for the safety and hygiene of all children.

If a child is unwell we ask parents not to send them to Club. If a child becomes unwell during a session they will be cared for by Raven Club staff until parents are able to collect them. We will always keep parents informed of any incidents, emergencies or ill health.

BEHAVIOUR

We recognise that there are different types of behaviour linked to a child's age and stage of development. Staff believe that your child's feelings are important and actively encourage them to feel good about themselves and therefore staff will promote and maintain a socially acceptable level of behaviour to ensure a positive experience for all children.

Unacceptable behaviour will be challenged and dealt with in a manner appropriate to the age and understanding of the child.

You will be advised and consulted if your child has been involved in, or is the victim of a more serious incident, for example, bullying or racial abuse.

If your child is presenting behavioural difficulties at home and you would like the support of the staff in working towards resolving the problem please let us know.

Raven Club staff will not shout, frighten or humiliate the children in their care and will never use any form of physical punishment.

Serious or unresolved issues will be referred to the Headteacher who will reserve the right to exclude or withdraw the place.

A copy of the Behaviour Policy can be obtained upon request.



SPECIAL EDUCATIONAL NEEDS CODE OF PRACTICE

Raven Club is an inclusive service where the special needs of individual children can be met.

All children have their needs provided for in a way which values them and supports their inclusion.

A copy of the full policy and Code of Practice can be obtained upon request.

CHILD PROTECTION

Raven Club operates within the terms of the City Council Guidelines for Child Protection.

Whilst your child is cared for by Raven Club, the staff are responsible for their well-being. Therefore, if staff are concerned about the welfare of any child appropriate action will be taken.

This could mean that the Local Social Services Department may be contacted. It is important that Parents/Carers inform Raven Club staff of any incidents, illness or medication to prevent unnecessary upset and misunderstanding

EQUAL OPPORTUNITIES

Raven club staff will treat all children with equal care and respect. They will also provide support for all children's needs.

The Raven Club environment will positively reflect the multi cultural society in which we live.

Children will be treated equally regardless of their gender, race, cultural background or special needs.

Raven Club positively encourages an atmosphere of mutual respect.

COMMENTS, COMPLIMENTS AND COMPLAINTS

We will be pleased to receive your comments and encouragement to help us provide the best possible service.

If you have any concerns please speak to the staff

A copy of Coventry City Council's Comments, Compliments and Complaints are available upon request.

OFSTED telephone number: 0300 123 1231

POLICY STATEMENTS

This booklet provides an outline of policies relating to Raven Club. Full policies are available upon request.

Raven Club is regularly inspected by OFSTED, reports can be inspected upon request.

WHAT IS IT LIKE FOR A CHILD AT RAVEN CLUB?

I like the staff and toys at Raven Club. I enjoy playing outside skipping and in the maze. In our game the maze has doors with passwords, sometimes we have to say "hurry up, door open"
Eva aged 6

I like drawing and playing outside.

Eddie aged 5

I like playing outside and playing games.

Sammy aged 4

I like that it is for all ages with loads of activities, colouring and games to keep you happy. We also go on the quad and in the computer room.

Dylan aged 10

I like everything, it is very good cooking and drawing, you meet new children and make new friends.

Ella aged 10