

# Fun 4U Club

## 1 Written Statement of Purpose

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### **Aims**

We aim to provide quality affordable after school care which can be accessed by all parents and children within the primary school system. In order to do so we keep our prices competitive, affordable and flexible. We promote the use of childcare vouchers as a means of payment whereby parents can save money on their childcare costs. We offer spaces to children in a fair and unbiased manner. Fun 4U Club has no intention of discriminating against any child on the grounds of sex, race, religion, creed or ability.

### **Ethos**

We are committed to having an environment which is as safe as humanly possible, providing the highest standard of care in a homely atmosphere. Actively promoting equal opportunities and continuing to provide effective play opportunities for all the children. We seek to recruit well qualified members of staff with a compassionate and caring outlook. We pride ourselves in ensuring staff will be offered a full and varied program of training opportunities which will benefit staff, children and parents within the setting.

### **Procedures for Admissions**

- We encourage parents to visit our facility at any time to see the quality after school care we provide.
- Parents should bear in mind that whilst an appointment is not always necessary to view the facility there are particularly busy times during the afternoon when there may not always be someone available to show them around. Therefore it's best to contact the manager in advance.
- We will offer spaces primarily in accordance with our availability within the setting i.e. If we have a full time space available it will be offered to a person (matching the criteria of availability) who applies for a full time space, if we have availability for specific days only we will offer to the person on our list (matching the criteria) who has applied for that specific day or days. At all times we will ensure that we are not exceeding our maximum number of children allowed in accordance with our registration certificate. In allocating the spaces we will use the following criteria.

In the case of a new facility opening for the first time, places will be allocated primarily to children that need the greatest proportion of days per week, based on availability.

Thereafter based on availability, places will be allocated using the following criteria.

1. Children with a brother or sister who already attends Fun 4U Club on a full time basis.
  2. Children with a brother or sister who already attends Fun 4U Club on a part time basis.
  3. Children whose parent/carer is an employee of Fun 4U Club.
  4. Children that are attending or enrolled to attend at our host school on the 1<sup>st</sup> September that year who require full time after school care including holidays.
  5. Children who require full time after school care including holidays.
  6. Children that are attending or enrolled to attend at our host school on the 1<sup>st</sup> September that year who require part time after school care including holidays.
  7. Children who require part time after school care including holidays.
  8. Thereafter places will be allocated on a first come first served basis.
  9. Summer Scheme places; first preference will be given to children that are attending Fun 4U Club after school care on a regular basis. Thereafter on a first come first served basis.
- When allocated a space, parents are required to complete an enrolment form along with all of the child's current information, although it should be noted that this need to be updated with any changes prior to the child starting and thereafter as changes occur. The enrolment forms required to sign and date by the parent in acceptance of our Terms and Conditions a copy is proved at the time of enrolment.
  - The Management will keep in regular contact with parents on the waiting list to advise them of the up to date position of their application.
  - We have a separate policy on "equal opportunities", "Settling in" and on "Children with special needs" please see policy file for these.

## Hours of Opening

Term Time; 2pm - 6pm Monday – Friday  
School Holidays; 8.15am - 6pm Monday - Friday

## Contact details

Head Office 02837552713 Stephen Martin (General Manager)

## Portadown Facility

Registered person

Mrs Pauline Martin

[fun4uclubportadown@btinternet.com](mailto:fun4uclubportadown@btinternet.com)

Facility Phone: 07580061453

## Daily Routine

Children are collected from their classes and are taken to Fun 4U Club by our staff.

On site children from P4-P7 are monitored walking from their leaving door to our facility.

Upon arrival children are welcomed coats are hung up and if anyone wishes to do homework this is catered for. Some children change their clothes this is optional.

Children then are engaged in free play and socialising with their friends and staff.

Snack is prepared and served.

Children then continue to play at their own level and speed.

Outdoor play is then set up by the staff and the children and we all avail of outside time.

During the session children are always free to choose their play and are encouraged by staff to do so. A wide and varied collection of resources are open to the children every day.

Refreshments are always available during each session which the children can freely access at any time. Should a child be at an after school activity until 4pm, staff will make fresh snack for the child upon arrival.

When parent/guardian arrive to collect their child one member of staff will escort the child to the facility, where the parent is warmly greeted and receives their child and any information is verbally passed on regarding their time with us.

Should any documentation need signed it is done during the collection period i.e. - accidents/behavioural issues.

Any messages from the child's class teacher are also passed onto the parent at this time.

Once the child is signed out by the parent /guardian the staff member will return to the play area with the other children and remaining staff.

All children are encouraged to help during "tidy up" as this instils a feeling of belonging and inclusion.

The remaining children then play indoors with staff until all are collected by parents/guardians.

## Fees

After school club Term Time; 2-6pm from £15 per day and 3-6pm from £13.70 per day  
School Holidays; 8.15am-6pm from £25 per day

## Registration

Fun 4U Club are registered with the Southern Health and Social Care Trust.

A copy of your registration certificate can be seen displayed in the front entrance hall.

## Insurance

Fun 4U Club is insured with Morton Michel insurance providers, Policy number PS0028539

A copy of your Employers liability can be seen displayed in the front entrance hall.

## Role of Parents

At Fun 4U Club we feel that a positive friendly relationship with our parents is extremely important. Parents are encouraged to speak freely and communicate openly with our staff. All conversations when needed are kept confidential unless we deem information needs to be passed on to social services due to child safeguarding. This will firstly be passed onto the Designated Child Protection Officer (Mrs Pauline Martin).

Parents are given open and constant access to all the policies and are required to sign a form to state this and that they have read and understood these.

When we are exploring themes we ask our parents if they can help with resources and all input is gladly welcomed.

## **Policies & Procedures.**

There is a file in the front entrance hall with ALL of our setting P&P's which is open to all our staff and parents at all times. Upon enrolment parents are emailed policies to read at their own leisure. Should they need any resent at any time we can email them to the parent. In the case of a family not having a computer or device to do this we can upon request print the policies for the parent.

- Safeguarding and child protection - see policy No.29
- Managing aggressive and challenging behaviour - see policy No.16
- Complaints - see policy No.7
- Infection Prevention and Control - see policy No.13
- Additional Needs - see policy No.4

## **Children's Play.**

Fun 4U Club follow Playboards Play curriculum and Bob Hughes 16 Play Types.

Children have open access to all the resources within the play room including, art/craft area, relaxation area, house corner, board games, construction, pool table, foosball table, dressing up, small world area, drama stage & zone out pod (this rotates uses during the year.) Junk art and free drawing is encouraged although sometimes the children like to have printed colouring pages to avail of which is normally whatever the latest craze is at that time, we find that this does encourage children to then follow on and attempt free art and develops a deeper creativity in children who are unsure of their talents.

## **The role of HSC Trust Early Years Team**

Fun 4U Club's designated social worker is Mrs Pauline Barden, contact number; 02837564020

The trust carry out yearly detailed inspections of our facility, reports are now accessible through the SHSCT web site. The trusts role regarding Safeguarding of our children please refer to Policy No.29.

The trust will request parents contact details prior to our annual inspection so as to forward questionnaires for feedback on our service to you.

Reviewed on:

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