

PROSPECTUS 2016

SAM'S PLACE AFTER SCHOOL CLUB



Sam's Place After School Club

where every child matters to us.

**ALL SAINTS COMMUNITY PROJECT TRUST,
ST PAUL WITH ALL SAINTS CHURCH,
MAGPIE HALL ROAD, CHATHAM, KENT. ME4 5NE
Registered Charity Number: 1148911**

**Tel: 01634 845419 - All Saints Church &
Community Project Office**

Tel: 07906 834569 - Supervisor - Diane Tippett

Email: parish.office@googlemail.com

Sam's Place After School Club - held at St Paul with All Saints Church - Main church entrance - Magpie Hall Road

For just £9.75 we will collect your child from school, provide 3 hours of quality child care with qualified staff providing a variety of activities for your child's enjoyment.

Plus with Working Families Tax Credit you can get up to 70% of your childcare fees paid!! Call the help line number 0345 300 3900 to find out if you are eligible.

Sam's Place - Helping families and Making a Positive Contribution to the Community

Sam's Place has been operating since February 2002 as part of an initiative of the All Saints Community Project Trust based at St Paul with All Saints Church, Magpie Hall Road, Chatham. The Project's purpose is to work in partnership to improve the local community services and area.

Sam's Place After School Club is designed to help parents by providing a safe, fun and stimulating environment for children. We are non-profit making and fees go towards paying staff wages, rent and ongoing expenses such as play equipment.

The day to day running of the club is taken care of by our Supervisor- Diane Tippett. The purpose of the Club is to provide a service to parents in the community and our aim is to work in partnership with parents.

Our Sessions are:

Mon, Wed, Fri	3.15-6.15pm
Tues, Thurs	3.15-6.00pm

Your child can be collected from school and brought to club by a member of staff so you can be sure that your child is safe. If you have children aged between reception and Year 6 and you need after school child care call us and arrange for a visit.

Cost and How to Book

The After School Club costs £9.75 per session and payment can be made by cash or cheque at the end of the session when you collect your child. Cheques should be made payable to "All Saints Community Project". We can also make arrangements to receive payments by Childcare Vouchers.

To book a session please call Diane Tippett the Supervisor on 07906 834569 or Sarah Martin in the office on 01634 845419. You will need to complete a Registration Form so that we have all the vital information about your child that we need to provide good care.

Walking Bus

In co-operation with local schools your child can be collected from school and escorted to the After School Club by staff members. This arrangement is available by prior arrangement with the Supervisor. The Walking Bus operates from the following schools within the local area:

- ✚ All Saints Church of England Primary School
- ✚ Phoenix Junior Academy
- ✚ Greenvale Infant School
- ✚ Luton Infant School
- ✚ Luton Junior School
- ✚ New Road Primary School

Enjoying and Achieving

There are a wide range of activities available at Sam's Place offering an environment where children can wind down from school. We offer fun, excitement, a chance to learn new things and meet new friends. There are also places for quiet or to do homework.

Activities include:

- ❖ Computer suite
- ❖ Sports such as hockey, football or tennis
- ❖ Construction and crafts
- ❖ Table top games
- ❖ Snack time

Policies for staying safe and being healthy at Sam's Place

We hope our policies reflect our desire to keep your child safe and healthy and an outline of some of them are below. You are welcome to inspect our policies and procedures in full by speaking with the supervisor.

Behaviour Management

We aim to promote an environment in which children can develop self-confidence and self-esteem in an atmosphere of mutual respect and encouragement.

Bullying will not be tolerated. Wherever possible desirable behaviour such as sharing and kindness will be praised and encouraged. When children behave in unacceptable ways they will be given one to one adult support to see what is wrong and how to cope more appropriately. In the case of severe or continued undesirable behaviour a child may be excluded if necessary but only after 2 warnings and consultation with parents.

Child Protection

We create an environment in which children are safe from abuse and to which any suspicion of abuse entails a prompt and appropriate response.

All staff whether paid or voluntary are subject to Disclosure and Barring Service (DBS) Checks in addition to references being obtained. The Safeguarding Children Policy is reviewed annually. Procedures are complied with to ensure by good practice, abuse can be prevented.

Diet Policy

All meals and snacks provided are nutritious, fresh and reflect dietary requirements of religious groups, cultures, medical conditions, vegetarians and vegans.

Equal Opportunities

We are fully inclusive, value diversity and promote equality of opportunity and good relations through all our policies, practices and activities.

We aim to ensure that we offer help to children and families from all groups in our community and provide all children, parents and staff equal access to our services.

Health and Safety

Our policy is to provide a safe, secure environment for children and staff. Each member of staff is trained in first aid. Any accidents or injuries will be formally noted and brought to the parent/guardian's attention. We aim to ensure that health and safety are an integral part of all the activities.


If a child has been sick/had diarrhoea in the 24 hours prior to attendance or is known to have an infectious/contagious condition we ask that you keep the child away and inform us.

Parents of children suffering from an acute condition such as asthma must ensure that the necessary medication is available at the After School Club where it will be kept in a secure container unless it is an inhaler that needs to be kept at hand. However, Sam's Place staff are usually unable to administer medication to children. If you think your child will need medication during the After School Club please speak to the Supervisor.

Children in the Early Years Foundation Stage (EYFS)

Children in the EYFS have special requirements for their care and education as set out in the EYFS 2012 practice guidance and the Development Matters documentation. Children in this stage are offered activities that will support their learning across all learning and development areas.

These are:

-  Communication, language and literacy, numeracy and problem solving, creativity and media, physical development, personal, social and emotional development. All our play activities offer huge opportunity to develop learning in these areas.

Collection of Children

We ask that children are collected promptly at the end of the day by the parent or person authorised by the parent. Any authorisation must be in writing giving prior notice to the Supervisor. In the interests of safety we prefer that no more than 3 different persons are authorised to collect a child. For the safety of the child, if the Supervisor is not properly informed she may detain the child and contact the parent to verify the situation.

Please note that in order to comply with regulations at least two staff must be present on site with a child. Therefore late collection of a child will incur additional fees at the rate of £16.00 per hour or part thereof to cover costs.

If no staff are available and the Supervisor considers there is no other option, Social Services may be contacted to collect the child.

Contact after 5pm should always be on the mobile phone number 07906 834569 as the office will be closed.

Complaints Procedure

If you have a complaint about any aspect of the After School Club you should in the first instance speak with the Supervisor. If you are not satisfied with the response or the problem reoccurs ask to speak to the Community Project Manager. If the problem still persists then you should put your complaint in writing to the Management Committee Chairperson:

Mr Stuart Kay,
All Saints Church,
Magpie Hall Road,
Chatham,
Kent
ME4 5NE.

Following this you can request that the matter be discussed with all parties concerned. If the matter is still not satisfactorily dealt with you may contact the Chairperson again and request a mediation meeting.

In the event that you believe the Club is in breach of its obligations to the registering body, Ofsted you may decide to contact them at:

OFSTED,
Piccadilly Gate,
Store Street,
Manchester
M1 2WD

Or by telephone: 0300 123 1231

We believe that most complaints are made constructively and can be sorted out at an early stage. We also believe that it is in the best interests of Sam's Place After School Club and parents that complaints should be taken seriously and dealt with fairly and in a way which respects confidentiality and treats parents, children and staff with respect.