

# Welcome to Crew Club



(Formerly known as Club Cool)

## Policy booklet

May 2021



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Cowes Primary School  
Edinburgh Close  
Cowes  
Isle of Wight  
PO31 8HF

Telephone: 01983 293261

Crew Club Mobile Number 07511709744

Crew Club Email: [crewclub@cowespri.iow.sch.uk](mailto:crewclub@cowespri.iow.sch.uk)

(Please either text or leave a message and someone will get back to you.)

### **Opening times**

#### **Term time**

Monday to Friday  
7.45 a.m. – 8.50 a.m. (Breakfast session)  
&  
3.00 p.m. – 6.00 p.m. (After school)



## **Crew Club Staff**

### Manager

Mrs Janet Carter

### Assistant Manager

Miss Tracy Hayman

### Assistants

Mrs Srihana (Anna) Speczyk  
Ms Vicky Ward  
Mrs Tania Dixon

Other staff employed by Cowes Primary School may be called upon to cover sickness, emergencies etc.

## Costs and Charging Policy

Session	Time	Cost per session	Cost for full week of sessions (Monday – Friday)	Cancellation fee per session if less than 24 hours notice given
Breakfast Club	7.45 a.m. – 8.50 a.m.	£3.50	£17.50	£3.50
After School session (1/2)	3.00 p.m. – 4.30 p.m.	£5.00	£25.00	£5.00
After School session (Full)	3.00 p.m. – 6.00 p.m.	£10.00	£50.00	£10.00
Full time (Breakfast Club and Full After School session Monday – Friday inc)	7.45 a.m. – 8.50 a.m. & 3.00 p.m.- 6.00 p.m.	N/A	£60.00	As per individual sessions.

### Term time fees

**Late Collection Charge** – A late collection charge will be incurred if a child is late on more than 5 occasions after the session has finished. The charge will be £5.00 per each late collection.

**Sibling discount** - There will be a 10% discount for the first additional sibling attending the same session and a further 5% for each sibling after that. Sibling discount only applies to individual sessions.

**Payments** must be paid in advance daily, weekly, monthly or half termly. Any arrears will be discussed with the Manager and a suitable payment plan will be arranged. Bookings will not be confirmed until payment has been received.

Payments should be made wherever possible via SIMS Pay. Cheques should be made payable to **Cowes Primary School**.

Charges and policies are reviewed annually. Any changes will take effect from September each year.

### Cancellations

When informing the school of your child's absence, please also cancel your Crew Club booking, if applicable. To cancel permanent booked sessions, please inform the manager or assistant manager for any reductions in hours.





### **How to Book Sessions**

A child record form must be completed prior to the first attendance. Primary school age children are accepted until the end of the summer holidays after they leave year 6. At the discretion of the Manager, we accept 'Rising Four', 3 year old children who are toilet trained and who are registered at Blackberry Lane Pre-School.

All attendance must be booked and paid for in advance of the session. Sessions can be booked on the day as long as we have the relevant forms completed, payment has been received and there is space available. This can be done by phoning Janet or Tracy on 07511709744, however messages for late bookings should not be left on the answerphone facility, instead, bookings must be via the school office on 01983 293261.

If a child has not attended their booked sessions for 3 weeks in a row we may offer the space to another child; we will confirm in person if this is the case.

### **Our Aims**

Our aim is to provide:

- A safe and secure environment where every child can learn and develop, both socially and academically
- A variety of choice to include arts and crafts, games, exploring the local environment
- To promote healthy eating, active and healthy lifestyle
- An inclusive provision; Crew Club operates under the Cowes Primary School Single Equality Policy for inclusion

Most of all we would like your children to enjoy their experience with us!

### **Admissions**

- Any child who attends Cowes Primary School is entitled to be registered at 'Crew Club'
- Older siblings of children attending the club will also be welcome until the end of the summer holidays after they leave year 6
- Admissions will be subject to availability and in accordance with the policies signposted in this booklet
- Places are available on a first come, first served basis
- Places can be booked on a half-termly, weekly or daily basis subject to availability
- Any variation, is to the Manager's discretion

## Behaviour

Crew Club upholds the Behaviour Policies of Cowes Primary School's that are underpinned by the Three Rights:

- Right to be Safe
- Right to Learn
- Right to be Respected

## Food and Drink



- Fresh drinking water will be available at all times
- Children will be offered a variety of options for breakfast
- Children will be offered a snack and drinks during the after school session
- Children attending after 4.30pm will be offered a light tea at 4:45 pm
- Information sheets will be requested showing dietary requirements and any allergies. These are included in the 'Child Record Form'.
- Members of staff preparing food will have the appropriate food hygiene qualifications
- A menu will be displayed in the Crew Club notice board.

## Sick children

If your child is ill or has been ill then please keep them at home until they have fully recovered. Children who are unwell are better off in the comfort of their own home. Illness unfortunately is out of our hands and the quicker it is isolated the less likely it is to spread. Please contact Crew Club if your child is ill, depending on the illness they may still be able to attend. If a child becomes ill whilst attending the club then every effort will be made to contact the parent/carer detailed on the information sheets provided by parents. If a child's condition gives cause for concern then appropriate medical assistance will be sought. Please advise of details of any existing injuries or health concerns you may have before your child attends any club sessions.

## Medication

Crew Club can only give medication to your child if it has been prescribed by your Doctor. In order for us to administer the medication, we require the following:



- If parent/carer request prescribed medicine to be administered and staff are happy to do this, a Healthcare Plan must be completed and signed by the parent.
- All medicines need to be in their original, prescription labelled packaging.
- If parents want any non-prescribed medicine given, then they must complete a Healthcare Plan and the medication must have a label on it from the Pharmacy, confirming recommended dose and child's name.
- Please hand the medication directly to a member of staff. It needs to be clearly marked with the child's name and class.

- If the child has a long term complaint or chronic illness such as asthma, a Healthcare Plan will also need to be completed. The medication will need to be kept at Crew Club while the child is in attendance.
- Medicines (other than Epipens), when not in use, will be kept locked in our Crew Club cabinet, or if required, stored in the fridge.
- **Crew Club adhere** to the School's 'Administration of Medicines in School Statement' which documents the School's procedures in more detail.

### First Aid

- There is a First Aid box complying with all current health and safety regulations
- The contents will be checked regularly and replaced when necessary
- There will be qualified staff supervising children at all times
- Should emergency treatment be required, we will ensure that a member of staff will remain with them at all times
- Parents will be informed immediately or the nominated emergency contact
- Parents will need to give permission on the appropriate form for emergency treatment

### Children's Personal Belongings

We will not be held responsible for any loss or damage to any property brought in to Crew Club.

### Health and Safety

#### Fire Drills

- We will follow the school policy for fire drills
- A copy of the fire drill will be displayed on the club room door.
- Fire drills will be practised once every term

#### Toys and Equipment

- All toys and equipment will be fit for the purpose it is to be used for and will conform to the appropriate safety standards.



#### Safeguarding

Crew Club upholds the Safeguarding and Child Protection Policies of Cowes Primary School. The Designated Safeguarding Lead for the Club is **Tracy Hayman**, who has undertaken the relevant Safeguarding Training.





As a professional childcare provider at Crew Club we have a duty to protect the children in our care. Where there are any indisputable signs of abuse we will report it immediately to the local area child protection committee and the Isle of Wight Social Services without parental consent. All suspicions and investigations will be confidential and only shared with people involved with the situation.

All staff will have adequate training to ensure that they can recognise any symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

- Adults will not be left alone for long periods with any one child.
- All staff will have been checked by the Disclosure and Barring Service.
- The club room will be set out in an open plan design to allow constant supervision.

Crew Club will ensure that:

- The register is updated as soon as the children arrive.
- All children will be signed out by the person collecting them and the time noted.
- Collection of children – information needs to be provided of any persons allowed or not allowed to collect your child from Crew Club. It is your responsibility to inform us if you are unable to collect the child and who will be collecting.
- All collectors must be aged 14 years or over.
- If you require changes to this policy, individual arrangements can be discussed with management (e.g. a request for a child to make their way to and from Crew Club independently).
- Late or non-collection of a child - If a child has not been collected 10 minutes after the end of the session time and we have had no contact regarding lateness then a supervisor will attempt to contact the parent/carer. If we are unable to obtain a response then we will continue to attempt to contact the named person for a further 15 minutes if necessary.
- If the child has not been collected following these attempts we will try to contact the emergency contacts.
- If we are unable to get a satisfactory response within 45 minutes of the session end time we will inform the Headteacher, Mrs Stephanie Praetig of the situation, following this we will invoke the Child Protection Policy and social services will be informed.
- Two members of staff will remain with the child until the situation is resolved.

## **Staffing**

- We exceed the statutory requirements of 1:30.

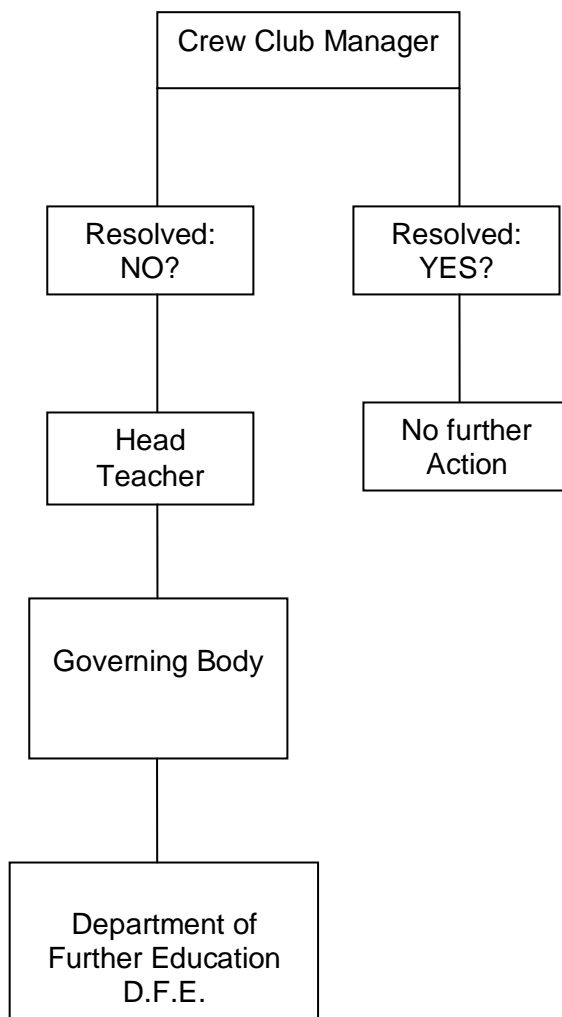
Allegations against staff members - Members of staff will not put themselves in any position that may lead to allegations being made against them. If an allegation is made then the staff disciplinary and grievance procedure will apply. In cases of gross misconduct, the member of staff will be instantly dismissed. If a member of staff is dismissed due to a child protection issue then the DFE and the local protection unit will be informed.



## Complaints procedure

Crew Club follows the Cowes Primary School Complaints Procedure.

If you have any queries, concerns or complaints with regards to any matter then please let a member of staff know as soon as possible so we can try to resolve your concerns. If your matter has not been resolved to your satisfaction, please follow the process below.



Please note: this booklet should be read in conjunction with the following aforementioned policies :

- Single Equality Policy
- Safeguarding Policy
- Health & Safety Policy
- Behaviour Policy
- Administration of Medicines in Schools
- Complaints Policy

