



Home from Home
Kids Club

Home from Home Kids Club



Prospectus for Parents/Carers

Home from Home Kids Club

Fawbert and Barnard's Primary School, London Road,
Old Harlow, Essex, CM17 0DA

Phone: 07512 201850

Website: www.homefromhomechildcarers.co.uk



Contact Information

Manager/Owner

Linda Reynolds



Address

Home from Home Kids Club
Fawbert and Barnard's Primary School
London Road
Old Harlow
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CM17 0DA

Telephone

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Email

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Website

www.homefromhomechildcarers.co.uk

Facebook

www.facebook.com/HomefromHomeChildcarers

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Introduction

At Home from Home Kids Club, we aim to create a friendly, flexible and homely environment with plenty of opportunities for your child.

We provide after school and school holiday care for primary school aged children.

We pride ourselves in providing a variety of activities and outings for the children to have a range of different experiences.

We are open from 3pm—6pm during term time and pick up from Fawbert and Barnard's, Harlowbury, Tany's Dell, Henry Moore and Newhall Primary School's. In the school holidays we are open from 7.30am—6pm, in all the holidays apart from the Christmas holidays.

Our experienced team of staff are all DBS checked, First Aid Trained and undertake regular Safeguarding training to ensure your child's safety and to give your child the highest quality of care.

How it all began

Linda Reynolds started working as a Childminder in 2005 and received one Good and two Outstanding Ofsted inspections. Her childminding was always expanding taking on new assistants to support her and it reached the point she needed somewhere bigger in order to provide outstanding childcare on a larger scale.

She originally created Home from Home Childcarers in 2016, with the new business and premise ready to launch in June 2017. She took over The ABC Centre, which was an ideal premise for what was planned. Ofsted gave their approval to start working, providing childcare for children 3 months to 11 years. Since opening in 2017, the setting has changed to adapt to the ever growing childcare needs and we are always looking at ways to improve the service we provide. In April 2021 we expanded our main building and opened a new preschool room.

Her aim is to offer all the children in her care a personal and caring service and to work with parents to ensure all your child's needs are met.

Our 2nd expansion, Home from Home Kids Club launched in January 2023 at Fawbert and Barnard's Primary School.

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Staff

All our staff are police checked by the Disclosure Barring Service. All staff have completed Safeguarding and First Aid training and are encouraged to attend other relevant training.

Linda — Owner/Manager
Zoe — Business Manager
Chrissie — Deputy Manager



Chrissie
Co-Kids Club
Leader



Sarah
Co-Kids Club
Leader



Daisy



Lesley



Lucy



Maureen

We also have a team of bank staff that support Kids Club during the school holidays.

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Fees

Fees are to be paid monthly in advance via bank transfer, cash or card payment.

The setting will be closed on all Bank Holidays and 2 weeks at Christmas. Charges still apply for sickness or non-attendance.

Fees as of January 2024:

After School Care:

- £13 until 5pm
- £6.50 per hour after 5pm
- £6.25 per hour for additional siblings (Terms and Conditions apply)

Holiday Care:

- 9am — 4pm — set charge of £35 per day.
- 7.30am — 9am and 4pm — 6pm is charged at £6.50 per hour

Meals/Snacks

Children are provided with a cold afternoon snack (and morning snack in the holidays) that consist of snacks such as fruit, brioche's, cereal bars, rice cakes etc.

We can provide a hot snack at a cost of £2.50, this is served at 4.15pm and includes food such as pasta, scrambled eggs, spaghetti on toast, pizza bagels.

Water/squash is available throughout the session and milk/milkshakes are also offered with snack.

We are a nut free setting and all ingredients used in the preparation of food are monitored to ensure no risk of contamination.

If your child has any allergies and intolerances, and you need us to provide food please discuss this with the manager/deputy, We are able to provide gluten, soya, diary and egg free snacks.

During the holidays children will need to bring a packed lunch in for lunch time.

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Joining Home from Home Kids Club

When you enrol your child at Home from Home Kids Club we need to know the sessions and days you wish to attend. We provide flexible childcare where possible.

If you wish to increase the days/hours your child attends, we will of course try to accommodate this as soon as possible. If you need to reduce or cancel any of your child's regular sessions, four weeks' notice is required in writing.

Children's Information

Before starting, children's documents including personal details and permission form must be completed, signed and returned to us before your child can be left in our care. The information provided ensures that our staff know your child's individual needs and requirements, enabling us to provide the best possible care. We ask for you to inform us as soon as possible of any changes in your personal contact information or child's dietary requirements. This is vital for us to provide the correct care for your child.

Emergency contacts

We require a minimum of 1 emergency contact to be given on your child's personal record. The named person/people will be contacted if parents are unreachable.

Zero Tolerance Policy

We will not tolerate aggressive or abusive behaviour towards our staff. Any parent/carer or member of the public found to be in breach of this will be asked to leave the premises. Failure to do this will result in police involvement.

Policies and Procedures

A copy of the settings policies and procedures are available on our website. These policies and procedures govern the way the setting runs. We welcome all parents/carers to come and discuss any policies with us further.

All policies are working documents and are reviewed and updated annually or earlier if required. You will be notified of any changes.

Insurance

The setting is fully insured with both public and employer's liability cover, and staff involved in school runs hold business insurance for their cars.

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Safeguarding

At Home from Home Kids Club we are committed to the safety and welfare of all children. We have named Designated Lead Practitioners within our settings that have specific training on safeguarding matters and will ensure this is of paramount importance in all aspects of our work. We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

All staff are thoroughly vetted prior to starting work with the children, have Enhanced DBS checks and are kept up to date in ongoing training on safeguarding. They all understand their role and have a responsibility to the children.

Inclusion/SENCO

At Home from Home Kids Club all children regardless of ability will be given equal respect and encouragement appropriate to their needs to ensure they reach their full potential. We have a designated SENCO whose role and responsibilities are to work alongside the staff to:

- Ensure liaison with parents and other professionals in respect of children's special educational needs
- Advise and support other practitioners in the setting as appropriate
- Ensure that appropriate individual education plans are in place
- Ensure that relevant background information about individual children with special educational needs is collected, recorded and updated.

We are committed to recognising and responding sensitively to the needs of any child or parent/guardian regardless of age, gender, class, family status, ability, disability, race, colour, ethnic origin, culture, religion, or belief. We accept people's differences and treat each person as an individual. We will support children with learning difficulties and disabilities and will work with outside agencies to meet the child's needs.

We offer staff training, to increase their knowledge and skills to ensure that each child is offered equal opportunities within the setting. We also aim to acquire the necessary information about the specific situation to further support the parents.

Complaints Procedure

If you are unhappy with any of the services or care provided by Home from Home Kids Club we welcome you to come and see the manager, or alternatively you may discuss this with a staff member you feel most comfortable with. The manager will ensure all complaints are dealt with in line with the relevant procedures and in a timely fashion.

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Terms & Conditions/General Information

1. Home from Home Kids Club has an "Open Door" policy and Parents/Carers are welcome to pop in to discuss anything during opening hours.
2. We are an equal opportunity provider. Registrations are accepted regardless of race, religion, colour, sex, and national origin.
3. There will be no refunds for sickness or non attendance.
4. Once a session is booked, it will be charged for if less than 7 days notice is given for change/cancellation.
5. The Kids Club must be notified of allergies, dietary requirements or any changes in home circumstances which may affect the child. We must be notified immediately of any changes to daily contact numbers, emergency contact numbers, addresses etc.,
6. Parents must notify us if their child is going to be absent due to sickness or on holiday.
7. Complaints, if any, must be brought to the attention of the Manager/Deputy. If necessary, please ask for our complaints policy. The manager and the staff member responsible for your child will deal with your complaint.
8. Parents of children attending Kids Club on a regular basis will be required to pay fees in advance. All fees must be paid by the 7th of each month for that month.
9. Parents are responsible for all fees billed, even if the fees are to be paid by a 3rd party, e.g. Local Authority, college or work place. If they fail to pay, for whatever reason, parents will be expected to pay the outstanding amount immediately. Failure to pay fees will result in your child being refused entry and eventually losing their place. Continued non payment of fees will always be taken seriously and court proceedings will be instigated.
10. A late pick up/early drop off fee of £8.50 per 15 minutes is charged for every 15 minutes that your child is here before or after their scheduled start or finish time.
11. Fees are reviewed annually, and you will be notified 4 weeks in advance of any changes.
12. We reserve the right under exceptional circumstances (e.g. behaviour problems) to request a child to be removed from the Kids Club at any time.
13. When collecting your child, parents should check and ensure all of the child's belongings are collected too. We cannot take responsibility for lost or damaged property or clothing.
14. Kids Club is closed over the Christmas period and all public and bank holidays.
15. The above terms and conditions are subject to revision at any time.

Book a Visit

To book a visit please give us a call or email us.

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