

Lady Katherine Leveson C of E Primary School



'To learn, love and live with joy'

Lady K Kids Club Prospectus 2025/2026

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What is Lady K Kids Club?

Lady K Kids Club is the name given to before & after school care at Lady Katherine Leveson School, for children aged 3 – 11 years.

It is run for the benefit of all Lady K School families.

The children will be closely supervised and cared for by trained and experienced staff.

The children will be taken to their class teacher at the start of the day and collected from their class teacher at the end of the day.

When is Lady K Kids Club available?

Lady K Kids Club runs during term time between 7.30am until school starts and from the end of school day until 6.00 pm.

What can my child do in Lady K Kids Club?

A variety of activities, both focussed and independent, are available including arts and crafts, table tennis, table football, pool, or time to relax with a book or to watch a DVD. Theme nights include our popular Lady K Spa night, film night, disco night, bingo, games night and cooking. Children have access to outdoor activities (weather permitting) including football, bicycles and scooters, water play, parachute games, garden Twister, as well as other physical activities on the playground/school field.

Children are given the opportunity to choose and are actively encouraged to be involved in the planning of activities.

Children are given encouragement to begin any homework they may have, although we find children like nothing better than to play games, to talk and to relax after a hard day at school.

Lady K Kids Clubs Staff:

Supervisor: Miss Michelle Pitt

Childcare Assistants: Miss Vicky Russell, Ms Nicky Wells, Miss April Caves

Fees, Booking and Payment

Fees and what's included:

Session	Times	Cost per session, per child
Lady K Kids Club -Morning Breakfast Club	7.30 – 8.45 am	£7.00 – Price includes breakfast and drinks
Lady K Kids Club -Morning Breakfast Club	8.30 – 8.45am	£1.50
Lady K Kids Club- After school – Early	3.20 – 4.30 pm	£7.00 – Price includes a small snack and drinks
Lady K Kids Club- After school – Middle	3.20 – 5.30 pm	£11.50 – Price includes a freshly prepared hot/cold meal and drinks
Lady K Kids Club- After school – Late	3.20 – 6.00 pm	£13.50 - Price includes a freshly prepared hot/cold meal and drinks
Unarranged childcare (guardian late collecting)		After 1 late arrival, parents will be charged £10.00 per late arrival, plus a surcharge of £10.00 per 15 minutes after 6pm.

Please note that prices are subject to review.

Fees are payable in advance, upon booking via Arbor.

If you need to cancel your place, 4 weeks' notice **must** be given by contacting the school office via email. If cancelling within the 4-week notice period, the standard charge will still be incurred. If cancelling more than 4 weeks ahead of the session, a full refund will be given.

Please note that if your child is absent from school, you will still be charged for the Breakfast/After School club session. This is due to the place being reserved specifically for your child, and staffing and resources are allocated accordingly.

If a parent collects late from an earlier session, they will be charged at the next session rate.

Bookings

Bookings are to be made via the **Arbor parent portal**. Bookings should be made termly in advance where possible, but if there are available sessions, bookings can be made with shorter notice, up to 24 hours before the session. **On the day bookings** are discouraged, however if you require an urgent on the day booking, please contact the school office for availability and to book your child in, as the Arbor Parent Portal requires 24 hours' notice.

Once a booking is made, the standard charge will apply, unless 4 weeks' notice is given.

How to Pay?

Payment must be made by debit/ credit card via the Arbor Parent Portal. All sessions **must** be pre-paid for.

Payment can be made by childcare vouchers or Government tax free schemes.

If it's an urgent on the day booking, payment will be required **within 3 days** of the date the session was taken.

Collection:

Please inform us as early as possible if your child will not be attending a booked session so that the register can be amended.

The school **MUST** be notified if anyone other than the normal carer or someone not documented on our contact list will be collecting their child and a password **MUST** be provided prior to collection.

Should unfavourable domestic issues arise, please resolve the matter of collecting your child as Lady K Kids Club cannot legally prohibit any parent listed on the contact list from collecting their child – unless there is legal documentation.

At the end of a session if a child has not been collected, repeated attempts will be made to contact a parent/carers or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff who will offer reassurance and support. If after one hour no contact is made with the parent/carers or any other person on the contact list, Children's Services will be notified, and the child will be handed over to the Children's Services Team.

Anyone collecting a child **MUST** be 18 years or older.

Safety:

Fire regulations: All staff working in Lady K Kids Club are aware of the fire regulations and regular fire drills take place.

First Aiders: There will be a trained and qualified Paediatric First Aider present at all times.

Sun safety: All children to wear sun hat/cap during outside activities in summer months. Staff will supervise and help, if required, your child apply sunscreen that has been sent in (named) once permission has been given from parent/guardian.

Other considerations:

- Lady K Kids Club cannot care for children who are sick or suffering from an infectious/contagious disease i.e., measles, chicken pox, German measles, mumps, impetigo, gastro-enteritis (diarrhoea and vomiting), or any other illness your doctor considers contagious.

48 hours must pass from the last bout of sickness/diarrhoea before returning to Lady K Kids Club

Parents/guardians must complete appropriate forms if children are to be given medicine whilst at Lady K Kids Club.

- Parents must park in the large main parent car park when dropping off or picking up children from Lady K Kids Club.

Child Protection/Safeguarding

The provision abides by the school's Child Protection and Safeguarding Policy.

Lady Katherine Leveson CE Primary School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. All staff will have received the necessary pre-employment checks, and their details will have been entered onto the school's Single Central Record.

During school hours the Designated Safeguarding Lead (DSL) for Child Protection is Mrs L Anderson/ Miss V Russell. For out of hours provision, there will be a DSL available to speak to in order to report information/concerns to the appropriate body.

Lady K Kids Club

Mission Statement

This statement outlines the services that children, parents/carers can expect from Lady K Kids Club and the values that inform our work

Lady K Kids Club aims to:

- Provide a high-quality, reliable, flexible Lady K Kids Club for children aged 3-11 years during out of school hours.
- Provide a happy, safe, warm and stimulating environment for all children to play, establish good relationships, learn new skills, have fun, build their self-esteem, and develop freely.
- Help children to develop responsibility for themselves and their actions to become competent, confident, independent, and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care and their children.
- Offer inclusive services that are accessible to all children.
- Undergo regular monitoring and evaluation of our services to ensure that we continue to meet the needs of children and parents/carers.

Lady K Kids Club is committed to meeting the needs of parents by:

- Listening and responding to their views and concerns.
- Keep them informed of our policies and procedures, including opening times, fees and charges, and programme of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Lady K Kids Club is committed to providing:

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and joyful.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- Staff that are experienced, well trained and properly supported.
- An environment where no child is bullied or suffers discrimination in any form.

Lady K Kids Club welcomes children, parents and other visitors.

We undertake to treat you with courtesy and ask that you do the same.

The majority of visitors to our setting are aware of and respect that our employees have the right to be treated with dignity and respect, and to work in an environment that is free from any form of discrimination, abuse, bullying or harassment. This helps to promote the best possible environment for the children in the setting.

Therefore, Lady K Kids Club does not tolerate discrimination, bullying, abuse or harassment of any kind, towards any employee of Lady K Kids Club by any visitors, parents, employees or other third parties.

Any allegations of discrimination, bullying, or harassment, will be investigated and appropriate action taken.

Thank you for respecting our setting's environment.