



Welcome Pack

Section 1: Introduction

Mission

Ultimate Primary Sports Out of School Club (UPS) is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend St Vincent's Primary School. We aim to help parents to balance work commitments and family life by providing convenient, affordable and high quality before and after school care during school term time.

Background

The (UPS) was set up by Coach Nick, he has been providing PE and sport clubs in north London for over 5 years.

St Vincent school in Mill Hill realised there was growing demand from parents for before and after school childcare so they approached Us and with the help of the school and the BPA (Barnet Play Association) and after much planning and preparation, the club was established and opened in September 2009.

Section 2: Practical details

Location

The club is held at St Vincent Primary School in the main hall, a separate hall reserved for older children, and a well-equipped kitchen available near by. Outside we can use the school playground, tennis court and playing fields.

A copy of our policies and procedures is available at the club for you to read or refer to.

Club opening times

The club is open Monday to Friday during school term times, except for INSET days and we also run half term sports and fun camp.

The breakfast club opens at 8.00 am and goes through until 8.45am. The afternoon club runs from after school until 6.00 pm.

Who can attend?

The club is open to children aged 4 -11 years old that attend St Vincent Primary School for now.

Places are allocated in line with our admissions policy. If there is a greater demand for places than those available, a waiting list will be operated.

Booking arrangements

Before you can book a place at the club you must register your child by completing a registration form, permission forms.

Places can be booked for regular use on one or more days per week using the club booking forms.

These forms should also be used to make any changes to regular bookings e.g to alter the days or times you have previously booked.

Subject to availability, you can also book extra / occasional / one-off sessions. This must be done by contacting the club and speaking to a member of staff who will confirm if a place is available for that session. If you request an occasional or extra session and then do not use it you will still be expected to pay for it. Ideally

payment for extra / occasional sessions should be made at the time of booking or at the very latest when your child attends the session.

Giving notice: If you no longer require a place for your child you must give one week notice **in writing** and fees will be payable during this notice period whether or not your child still attends.

Fees and payment

Our fees are based on approximately £5 per hour, which is cheaper than most childminders and includes breakfast and snacks.

Club	From	To	Fees
Breakfast	08.00	Line up time	£7.00
After school Club	School	18.00	£13.00

You will be invoiced **weekly** in advance for the sessions you have booked for your child and payment is

due within 5 days. Cheques should be made payable to "**Ultimate Primary Sports Ltd**". If invoices are not settled on time, the club reserves the right to refuse to admit your child. Refunds for the absence of a child can only be given in exceptional circumstances.

Please note that fees may be increased periodically in order to cover the costs of running the club. You will be notified of any increases at least one month before they come into effect.

Late collection

As the club is based in St Vincent Primary School, it is very important that children are collected on time as the school shuts at 6.00pm. If a child is not collected by 6.00 pm, staff will call your contact numbers. If this is unsuccessful, they will try the emergency contact numbers. If no one can be contacted by 6.30pm, Social Services will be informed.

Charge for late collection is £10 per 10 minutes after 6.00pm.

Complaints

We hope that you will be happy with the service that we provide. However, should you wish to make a complaint, a copy of our complaints policy is displayed on the club notice board.

Our policy follows a simple 3 stage process. In the first instance we encourage you to discuss your complaint with the Playleaders who should be able to respond to your concerns. If you are still not happy then we would like you to put your complaint in writing to **Coach Nick** if still not happy your complaint will be forwarded to **Ofsted**.

Section 3: What happens at the club?

Structure of a typical session (timings are approximate)

Breakfast

8.00 – 8.15am Arrive, register and Breakfast served (see sample menu).
 8.15am onwards Free play activities – art table, puzzles, games, , Lego, sponge football, etc.
 8.40 Tidy up.
 Put on coats and reflective jackets.
 8.45 Juniors go to school playground.
 Infants walked to classes accompanied by an adult.

After school

3.15pm Infants collected & registered.
 3.25pm Juniors collected & registered.
 3.30pm All children are offered drinks and given choice of sandwich and fruit. This is also a social time when the children sit down together and talk about the day. We also celebrate birthdays!
 4.00pm Indoor and supervised outdoor free play (weather permitting)
 4.20pm Free play continues.
 5.50pm Tidy up.
 6.00pm Latest collection time.

Activities

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities - Lego, mechanic toys, etc.
- Indoor and outdoor physical play-football, swing ball, rounders, cricket, hoops, skipping ropes, bowling, etc.
- Movie night on Wednesdays
- Building dens
- Quiet corner
- Cooking club on Fridays
- Themed activities

Organised activities may be on offer, but the emphasis is on child-centred and self-directed play.

We have a good range of play equipment from books, games and puzzles and more

Section 4: Food Menu

Sample menus

We aim to provide a variety of healthy food from all the main food groups - a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal.

Breakfast

- Various cereals e.g. Coco Pops, Golden Nuggets, Weetabix, Muesli, Rice Crispies
- Fresh fruit
- Milk / water / apple and orange juice
- Waffles, Pancakes

After school

A selection from the following items:

- cake / biscuits
- Fresh fruit – e.g. apples, pears, satsumas, bananas, strawberries
- Fresh vegetables – e.g. carrots, cucumber, tomatoes, lettuce
- Chicken, Ham, Coleslaw, Honey, Jam
- Cheese
- Water / Juice (Sugar free)

Formatted: Bullets and Numbering

Section 5: Staying Safe

Accidents and emergencies

If your child becomes ill during a club session, every attempt will be made to contact one of the people listed on the registration form to arrange for them to be collected and your child will be cared for until someone collects them.

In the case of a minor accident, basic First Aid will be administered. In the case of an accident requiring more than basic First Aid, every attempt will be made to contact you to discuss the course of action to be taken. All accidents and emergencies are entered in the Accident Book / Incident Log.

Please note: The Registration Form contains an authorization giving staff permission to act. If you cannot be contacted in time, the Playleader will invoke that authority to take action to gain appropriate medical treatment for your child. IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE DELETE THE RELEVANT PARAGRAPH ON THE REGISTRATION FORM.

Supervision and collection

Children are always supervised by staff during club hours, until they are collected by you (or a named substitute). The ratio of staff to children complies with Ofsted regulations. You must give written permission if you wish a child to go home unaccompanied (Y5 & Y6 children only).

Your child is welcome to join a session after they have attended clubs/after school activities. However, we cannot pick children up - you must arrange for them to be dropped off at the After school club and the Playleader should be told what time to expect them to arrive.
Please notify staff in advance if anyone different is collecting your child, even if they are a relative.

Club rules

These rules were developed with input and ideas from the children.

Be kind to each other

- Behave towards others as you would like them to behave towards you
- Take turns and share, the equipment is for everyone
- Shouting, rudeness and fighting is not acceptable and is not kind

Always listen to the Playworkers

- We are here to help and also keep you safe

When the whistle blows you must stop and listen

- There may be a fire or an emergency

Show respect for all ASC equipment

- It is not easy to replace things

If children do break the rules, staff use a 3 step approach to behaviour management.

Step 1: Children are given a verbal warning.

Step 2: Children are moved to a time out area to cool down.

Step 3: Parents will be informed.

Section 6: Staff

We are fortunate to have a highly experienced, capable, and committed staff team at the club. Parents rated our staff as very friendly and helpful in our 2020 parent's survey.

Nick – Club Manager

Soulav B –Play Worker

Catherine F – Child carer

Daniela L

Section 7: Contact details

Venue: St Vincent's Primary School, The Ridgeway, Mill Hill NW7 1EJ.

NB Please do not send post to this address.

Club Mobile Tel No: 07862 737 527

Email: info@ultimateprimarysports.com

Website: www.ultimateprimarysports.com

Please contact Nick on the mobile number above during club hours to make a booking or advise of any change in arrangements (e.g. child's absence from the club, changes in collection arrangements, etc).

If you have a query about a booking or payment during the school holidays then please contact Nick, on the number above or visit our website.

- **Ofsted Registration Number: EY439275**
- **Registered Company Number: 6999207**

Please return your completed forms to Ultimate Primary Sports Out of School Club or to the school office in clear marked envelope.

Included with your welcome pack

- ✓ Registration form
- ✓ Leaflet
- ✓ Permission form – photos, medical and food
- ✓ Terms and Conditions