

 **@ 3rd**

**Munchies**

 **Hampton**

July 2019

**Breakfast and After School Club**

C/o 3rd Hampton Scout Hut 59 Percy Road Hampton-on-Thames TW12 2JT

0208 241 6338 – lindaallen54@hotmail.com – Reg no EY537341

***“Aspiring to provide the highest quality play opportunities in Richmond”***

INFORMATION BOOKLET

“Munchies at 3rd Hampton is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment”

Munchies at 3rd Hampton is a limited business.

It offers a Breakfast Club, an After-School club [Munchies Xtra], and a

We are also open on some Inset days if needed.

Our base is at 3rd Hampton Scout hut, 59 Percy Road,

Hampton-on-Thames, Middx TW12 2JT

The telephone number for Hampton Munchies is

020 8241 6338

Or email lindaallen54@hotmail.com

Munchies at 3rd Hampton is open during term time. The times and prices per session are below.

Breakfast - 7.30a.m – 8.35a.m £6 [for a full term]

 Xtra - 3.00p.m – 5.30p.m £12 [for a full term]

6.00 finish – 3.00p.m – 6.00p.m £14 [for a full term]

Parents who book in advance for certain dates, but not a full term will pay as follows, sessions booked are not refundable.

Breakfast - £7

 Xtra - £13

6.00 finish - £15

Any emergency or odd days will be charged as follows, but the sessions have to be paid for before they are booked, and are not refundable

Breakfast - £9

 Xtra - £17

6.00 finish - £19

For anyone booking a 5.30 finish and arriving after 5.30 a fee of £5 per child will be charged.

The fine for not picking up by 6.00 [whatever the reason] will be £10 and then £5 per 15 min or part of, thereafter.

So if the time is 6.05 bill is £10, if it is 6.16 the bill is £15 and so on, and this should be per child.

All bills to be paid in advance of sessions, a £10 fine will be charged for late payments.

A month’s notice for a change of days or leaving must be given in writing, even at the end of the school year.

Places are awarded on a first come, first served basis. Munchies does operate a waiting list, and is inclusive of all children, as long as their school is close by. We have a walking bus to pick up the children from other schools.

**AIMS AND OBJECTIVES OF** Munchies at 3rd Hampton

We aim to promote the highest possible standard of care in a stimulating environment. We encourage staff training to achieve this aim. Our code of best practice is based on maintaining certain general principles, namely that;

1. The welfare and development of the children is paramount.
2. The children, with their different cultural, linguistic and religious values, will be respected as individuals.
3. We are committed to equality of opportunity as an inclusive organisation.
4. We are committed to respect the environment.
5. We ensure the children are offered healthy & nutritional snacks & drinks.
6. Play is an important part of our setting, we believe children should be able to freely express themselves in various play opportunities.
7. Munchies celebrate different festivals throughout the year helping the children understand different cultures.

**ADMISSIONS POLICY**

Admission is open to all parents or carers of children at any school within walking distance.

If the club is full the child/children will be entered on our waiting list and informed as soon as a place becomes vacant.

**THE ROLE OF THE MANAGER**

As parents/carers the first point of contact for all queries is the Manager, whose responsibilities include:

* Promoting suitable and appropriate staff training.
* Acting as arbiter/negotiators in any case of dispute, and holding the responsibility for all final decisions.
* Conforming to all legal requirements and promoting a high standard of awareness of Health and Safety Regulations.
* Liaising with all schools.
* Ensuring that the approved ratio of staff to children is always met and that a full range of activities is available.
* Monitoring all standards.
* Receiving applications for places, maintaining a waiting list and registering new children as places become available.
* Collecting fees, issuing receipts, keeping records of payment and maintaining appropriate documentation.
* Day to day liaising with the host school.
* Ensuring all Munchies staff have contracts of employment, job descriptions and are adhering to procedures and policies, and are continually taking on training relevant to our setting.

The Manager - Linda Allen can be contacted on 07795632333 – 020 82888973 – Munchies base 0208 241 6338

**CHILDREN’S BEHAVIOUR**

If a child is behaving inappropriately, the parents will be informed. If the child continues to misbehave, the child’s name, date, and full description of the incident will recorded on an Incident/Behaviour form. The child will be made fully aware that the incident has been recorded and both the team leader and the parent/carer will be asked to sign the form. The manager will countersign.

Clear guidance will be given to the child and the parents about the expected behaviour and every effort will be made to improve the situation by positive means.

**SUSPENSION OR DISMISSAL OF A CHILD FROM MUNCHIES**

If a child is logged on a form for a second time within a term, the parent/carer will be again informed, the child will be suspended for a week.

Parents/carers are welcome to discuss their child’s behaviour at any time with the manager/team leader. In all cases, the decisions made by the Manager are final.

**PAYMENT OF FEES**

Payment is made at least one week in advance of the term starting.

Cheques should be made payable to Munchies at 3rd Hampton

Payment must be made for all sessions booked, even if the child is absent for illness or holiday during school term. **We require 4 weeks paid notice if your child is leaving, or changing their days.** Your child’s place may be withdrawn if payment is not made in advance of any booking.

**ABSENCE**

It is **vital** to let the manager or team leader know if your child is going to miss a session that has been booked - please phone or write a note 020 8241 6338

**LATE AND NON COLLECTION OF CHILDREN**

Parents who haven’t booked their child in for a late finish but arrive after 5.30 will be charged the emergency rate of £3.

Any parent arriving after 6.00 will be charged £10, and £5 for every 15 mins. or part of, on top of the late finish fee, if applicable.

In the cases of non-collection, where the manager/team leader are unable to contact the parents or other contacts, the Social Services will be asked to help.

**PARENTS RESPONSIBILITIES**

The terms of this contract have been created to ensure that all members of Munchies at 3rd Hampton are aware of the obligations. Please keep this booklet in a safe place for reference.

Once your child is accepted and a registration form is completed, you will be a member of Munchies at 3rd Hampton, and we very much hope you and your child will benefit from this.

**All parents/carers will be asked to sign a “Client Code of Conduct” form**

**Please also note that mobile phones are NOT to be used on the club premises around the children, please ask the staff for a safe area to use your phone in an emergency, this is in our Safeguarding Policy**

**SECURITY**

Munchies at 3rd Hampton has a security gate, with buzzer entry and exit for Munchie’s parents to use.

Everyone entering Munchies that isn’t dropping off or picking up a child will be asked to sign the visitor’s book, and only pre-arranged visits are allowed. Anybody on site not known will be challenged and asked to leave.

All parents must sign their children in at breakfast & out in the evening, unless we have had a letter to give the child permission (usually only given to year 6).

Please park safely when picking up or dropping your child off. Do not obstruct other cars in the school car park or park on the zig-zag lines.

If your child belongs to a club or they are out on a trip on a day when they are on the Munchies register, they will be expected to come to Munchies as soon as their club, or trip, has finished, where they will sign in and carry on as normal. If you pick your child up or they do not attend Munchies on one of those evenings we still need to be informed, as we will think they are missing, and spend valuable time looking for them. We would also like to be informed of trips and clubs for your child’s safety.

Twice a year, for 1 week, whilst the scout group get prepared for their Jumble Sale we are outside in Marquees, we refer to these weeks as our “camping weeks”.

The marquees do have heating if it is needed and we still have the same activities and still provide snacks and breakfast.

**MUNCHIES VISION STATEMENT**

 **“Aspiring to provide the highest quality of play opportunities in Richmond”**

**MUNCHIES MISSION STATEMENT**

We will provide a stimulating play-based learning environment to help children reach their full potential and develop independence.

**MUNCHIES INDIVIDUAL VALUE STATEMENT**

To respect each other.

To try and understand each other.

Have a sense of humour.

Value each others sense of humour.

To be caring and sharing.

Flexibility.

Listening to each other.

Empowering each other.

Take time for each other.

**MUNCHIES TEAM VALUE STATEMENT**

A good team works together, we can only go forward and achieve our Vision by working as a team, inspiring and motivating each other to reach our goal.

**MUNCHIES CUSTOMER VALUE STATEMENT**

We are kept in touch with decision making and changes.

Staff are helpful and approachable.

We get regular Newsletters and are often given questionnaires

[Comments taken from surveys]

**MUNCHIES BUSINESS VALUE STATEMENT**

We will provide a professional service for parents with support and guidance, respecting individual needs and values, and at all times adhering to our policies and procedures.