

Behaviour Policy

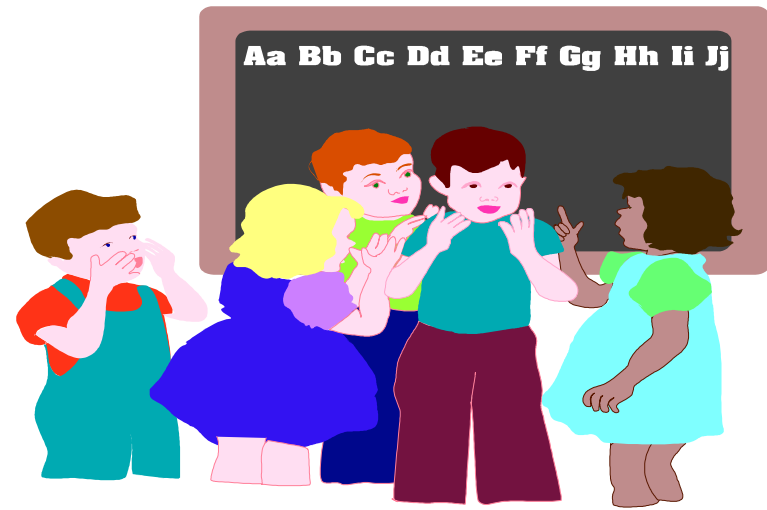
Physical punishment is not allowed whatever the circumstances. When a member of staff manages a child's behaviour, they will do so in order to promote and develop their welfare. Unsociable or unacceptable behaviour is dealt with by temporal withdrawal. A member of staff will discuss with the child/ren the current circumstance and the reason for the withdrawal.

Complaint Procedure

Parents/Guardians are welcome to make a comment, complement or complain
Please do not hesitate to speak to the supervisor on duty if there is a matter that concerns you.

Collection of your child/ren

Children must be collected by 18:30 by the nominated person(s). Please notify the club if anyone other than the nominated person is collecting your child/ren.
If you are going to be late, where possible please contact the club. Continuous lateness will incur a £5.00 fine for every fifteen minutes. Please note if there is an ongoing continual late pattern this could lead to the forfeit of your child/ran place.



Parents Information Leaflet

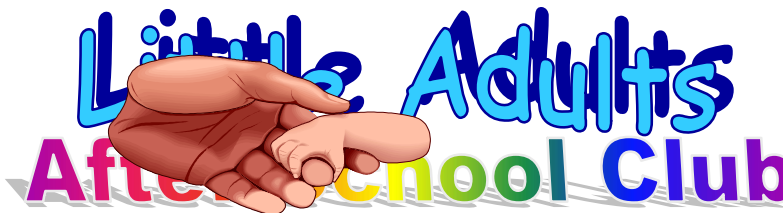
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The Club operates during school term time Mon- Fri 15:00 - 18:30
For Children aged 4yrs -14yrs 6 months
Children are collected from school
The Club provides hot /cold snacks & various activities for children to take part in

Club Policies available on line/hard copy available for viewing



Little Adults is committed to providing:

Care and activities that put the needs and safety of children first.

Safeguarding procedures

A programme of activities that is interesting educational, stimulating and enjoyable.

Experience well trained and properly supported staff.

Access to a variety of facilities and equipment under safe and supervised conditions

Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation whenever they apply.

An environment where no child is bullied or confronted with extreme radical views or suffers discrimination of any type or form.

Admission

A waiting list is kept and a place will be offered to a child who meets the age group available and the days on offer.

The Club gives priority to siblings and extended families.

Collection

Children are collected from the pre-arranged place inside the school and are walked or transported safely to the club.

Absences

If a child/ren is/are going to be absent from a session, parents/carers must inform the club in advance.

Fees

Little Adults accepts Childcare vouchers Edenred voucher ref no. P394085

The Club fees will run in conjunction with school terms and vacations. Opening with the first school, and closing with the last school to vacate. Children due to attend when their school is closed, can attend the club.

All agreed sessions must be paid for whether the child attends or not, Including holidays taken during term time, teacher's training days and other religious/ bank holidays which fall during term time.

The only special case is when the child has an infectious disease, such as chickenpox, measles, whooping cough, rubella, or attending a relative's funeral service.

Payment of fees should be made weekly or monthly, on an agreed day prior to the start of the week or month.

If fees are paid persistently late or not at all with no explanation, the club will be forced to terminate the child /ren place. Under exceptional circumstances the manager may agree to allow the child to continue attending the club for the remainder of the week.

Staffing

As well as permanent employees the club may also include students and volunteers on placement.