

Funzone

Out of school clubs

Information Booklet

Last edited September 2024

Funzone at The Windmill Centre
(Collecting from Walkwood Middle and Vaynor first schools)
Rye Grass Lane
Walkwood
Redditch Telephone: **07703-610788**
B97 5YE
walkwood@funzoneltd.uk

Funzone at Tardebigge Community Hall (Collecting from Tardebigge School)
Tardebigge
Bromsgrove Telephone: **07952-349682**
B60-3AH
tardebigge@funzoneltd.uk

Funzone at Feckenham First School
School Lane
Feckenham Telephone: **01527-892150**
B96-6QD
feckenham@funzoneltd.uk

Funzone at Holyoakes Field First School
Cookridge Close
Redditch Telephone: **07458 301465**
B97-6HF
holyoakes@funzoneltd.uk

Funzone is an Out of School Club that provides a caring and happy environment for school aged children where they are stimulated and respected for who they are. Our clubs are registered with OFSTED, and employ staff, who are happy, enthusiastic, and who genuinely enjoy working with the children.

We have four sites during school term time:

The Windmill Centre (collecting from Walkwood Middle and Vaynor First schools)
Tardebigge Community Hall (Collecting from Tardebigge First School)
Feckenham First School
Holyoakes Field First School

We run before school sessions at all our settings. Our Tardebigge club opens at 7.45am and then a slightly earlier start at The Windmill Centre, Holyoakes Field and Feckenham First Schools where we open at 7:30am.

Our after-school sessions run at 4 sites from school end until 6pm. If you are interested in places at our before or after school sessions, please contact the club manager with any questions you may have, all the contact details are on the front cover of this booklet.

All bookings need to be made via our online booking system please.
<https://funzoneltd.uk/>

During the school holidays we run a holiday play scheme at our Holyoakes site (until August 23rd, 2024, then from Tardebigge from Tuesday 27th August-Tuesday 3rd September), we open from 7.30am-6pm. Children from any school may attend and places are allocated on a first come first served basis. To book a place please follow the link to our online booking system.

We run a range of activities to suit every child. Indeed, most of these are chosen and planned by the children, we have areas to cater for everything from team games, art and craft, messy play, sport, Nintendo switch, ipad's, cooking, or simply playing board games, we also have a quiet area set aside for children who don't feel so boisterous, Regular meetings are held with the children to discuss what they would like to do – the children “own” the club, Funzone just provide the means!

Our holiday club now has its own space for the older children-children who are middle school age can go to 'The Zone' where the activities are a bit more grown up and it has a youth club feel to it. We have all first school age children together where we have activities and toys suitable for their age.

During the winter months please provide your child/ren with names wellies please.

We will work with you to provide the highest standard of care for your children – simply because we would expect no less for our own children. You are always welcome to visit to see this for yourself just give us a call first in case we have planned an outdoor activity.

If you would like any further information about Funzone please give us a call or email using the details on the front of this booklet.

The following pages give a brief description of the policies and procedures we have put in place at Funzone. If you wish to see a full copy of any of these documents, please ask a member of staff.

Equal Opportunities

We welcome all children. Self-confidence, self-worth, and self-esteem are at the heart of personal development, therefore all children will be accepted, respected, and valued.

We aim to meet the needs of the local community and incorporate equal opportunities into all areas of our work. To achieve these aims, we will

- develop procedures which challenge prejudice and discrimination
- ensure that all staff and volunteers are aware of our policy on equal opportunities, and are good role models
- encourage the children to appreciate each other's differences, by the use of toys, activities, lead by example and discussion sessions
- make every effort to ensure that the premises are accessible for all members of the community.

We embrace diversity - variety is the spice of life! We believe we should all learn from each other, and that everyone deserves respect. For further information, please ask to see our Equal Opportunities Policy.

Registration

Registration must be completed on our online system in advance please. Please add siblings to the same account to activate the sibling discount.
There are no registration fees at Funzone.

Arrival & departure

Please escort your child into Funzone, handing over care of your child to Funzone. The member of staff on the desk role will sign your child in via the ipad. Any medication or messages can also be handed over at this point.

If you will not be collecting your child at the end of the session, you must provide staff with the name and description of the person who will be picking the child up on your behalf. This information must be entered on your child's online registration form. Your child will only be allowed to leave with a responsible adult (over sixteen years of age). You will be contacted if any person attempts to collect your child other than those named on the online registration form.

If you think you may be late collecting your child, (after 6pm) it is important that you telephone your child's Funzone setting so staff can arrange who can stay and reassure your child of how long you will be. You may be charged an additional amount for the care of your child outside agreed hours.
Please note that we cannot legally care for children after 6:00pm.

When you collect your child, the staff member on the desk role will sign them out on the ipad.

If you know your children will not be attending a booked Funzone session for any reason, please cancel this via the online system, there will be no charge for cancellations with 48hours notice or more.

Here is a link which has a video to show how to cancel the places,
<https://youtu.be/yuJzf-tyC1o>

Routine

During the morning sessions, children will be offered breakfast and a variety of activities to break them gently into the day.

The First school aged children will be escorted to the school playground and watched until they go into school.

The older middle school aged children can go into the school playground unaccompanied at their start time, once the gates are opened and the playground is supervised by the school staff.

After school, our priority is to ensure that we have all children that we are expecting for the evening. The children will then be escorted to Funzone where they will be offered a light snack (please note this is NOT dinner). A range of activities will be on offer for the children – and although the staff will have a plan, they will discuss this with the children first to see if they have any preferences on what they would like to do. Consultation with the children is very important to us at Funzone.

Children's Behaviour

Funzone operates a behaviour policy based on rewarding positive behaviour. We will focus attention on behaviour and not individuals.

Children need to have clearly defined boundaries: they feel secure when they know what is expected of them. These need to be pitched at the right level - enough to teach children what is acceptable behaviour, but not to restrict them too much.

We will involve parents in all aspects of the child's progress, concentrating on the positive achievements made by the child. For further information on these rules, please ask to see our Behaviour Policy.

Children's development and progress

You need to feel that your child is happy and well cared for by the play leaders at Funzone. We use a keyworker system for children in reception. After this time, we find that children gravitate towards their favourite members of staff.

If you have any queries or comments about your child's development, please arrange to discuss these with the appropriate member of staff

Please try to avoid discussing issues about your child when they, or others, may overhear, as this may have a negative effect on your child.

If we have any concerns with your child's development or behaviour, we will inform you at an appropriate moment.

Play

We believe that children learn a great deal from play, particularly when they can try out new experiences in an environment where they feel safe to do so. At Funzone we encourage the children to take risks, to learn new skills and to become assertive. The play leaders at Funzone are responsible for risk assessing any risky play activities, which is then voiced to the children in an appropriate manner.

Eating

Light snacks will be provided for children attending Funzone, both in the morning and afternoon sessions.

Water will be on offer throughout all sessions.

During holidays, children are asked to bring a packed lunch (in a named box with an ice pack in) from home.

We offer breakfast from 7:30 during school holidays until 9am.

During term time breakfast is served from 7.30am-8am.

Afternoon snack is available from school until 4.15/30pm at all clubs. Children will always be encouraged to eat a healthy, balanced diet wherever possible.

During meal/snack times, children are encouraged to remain seated in small groups. Allowances are made for younger children and for those with additional needs. Children will be asked to wash their hands before eating.

We are a **NUT FREE SETTING**. Please check the ingredients of any items being brought into Funzone please.

Illness

Please do not bring your child to Funzone if they are unwell or recovering from a recent illness. In the best interest of your child, we will contact you and ask you to collect your child should they become ill during a session.

Any child with an infectious condition will be excluded until fully recovered.

Please cancel your child's place.

<https://youtu.be/yuJzf-tyC1o>

Please notify us if your child is absent due to Covid-19.

Medicines

We will only administer prescribed medication, which must be clearly labelled. A medication sheet must be completed with details of dosage, times, and storage. It is the parent/carers responsibility to drop off and collect the medication.

If a child is taking antibiotics, it is advisable that they do not attend the first few days. Staff must be informed if a child is taking any medication, even if it isn't administered at Funzone.

Child Protection

Funzone staff have clear guidelines on child protection, which outline the responsibilities of the staff. These are based on county wide safeguarding guidance. It is not the policy of the Funzone team to investigate abuse; however, staff have a duty to report any concerns to the Designated Senior Lead (DSL) Member of Staff for Safeguarding at the setting. If they feel it is appropriate, then the Worcester Children's first will be contacted. If you would like to see a copy of our safeguarding policy, please speak to a member of our staff team.

Emergencies/accidents

There will always be at least one first aider on site at Funzone, in fact most of our staff are first aid trained. If there is need for immediate medical attention, we will telephone for medical assistance and will accompany the child to hospital. The child's registration form will be supplied to the doctors or medical team to provide any necessary information. You will be contacted at the first opportunity.

If the injury is less severe you will be contacted and asked to collect your child and seek medical advice.

All accidents are wrote up via the booking system, these are live and can be accessed by yourself at any time.

Please be assured that children are always closely supervised, and that all precautions are taken to avoid accidents or incidents. Any accident will be fully investigated and reported to the relevant authorities if appropriate.

Security

- The doors to the Funzone area will be kept locked when sessions are taking place.
 - All staff will wear an easily recognisable uniform (blue Funzone T-shirt/navy vest or coloured hoody with Funzone logo) to enable both children and adults to recognise them.
 - Children will never be unsupervised.
- Children will not be allowed to leave Funzone without a parent/guardian or a person named by the parent/guardian.

Only expected persons will be allowed on Funzone premises.

Confidentiality

Information relating to your child's personal and medical history will be kept strictly confidential. Staff and volunteers will only be informed of personal information on a 'need to know' basis. Staff and volunteers will not disclose information outside Funzone.

Staff

Our managers all hold first aid, safeguarding and food hygiene certificates. Many of our playworkers are qualified or are currently undertaking an appropriate qualification.

The staff aim to be friendly and approachable and will do whatever they can to help Funzone children and parents. If you ever have any questions, please do not hesitate to ask them.

Charges

Please see the attached sheet detailing our current charges.

Absence during term time

are charged as normal, unless cancelled online with at least 48hours notice.

You must notify us if your child will be absent from Funzone. We have spent many hours searching for children who have gone home with their parents.

All payment details are on your invoice, including bank details and voucher company reference numbers.

Invoices are emailed on the 1st of each month, in advance. Any additional fees incurred during the month will be added to you next invoice. Invoiced must be paid by the 15th, to avoid extra charges.

Absence during school holidays

Holiday sessions are charged unless cancelled with at least 48hours notice.

Complaints

Please feel free to chat to the Funzone staff. We do our best to be approachable and can meet with you for a private chat about any concerns you may have.

For more details, please ask to see our Complaints Policy.

Parent's Privacy Notice

We, Funzone, the Data Controller, intend to use the information you provide to us about your child to lawfully process (for reasons of our contract, legitimate interests and public and legal obligations), we store information relating to the childcare for between 2 and 21 years, 3 months depending on the requirement of the Children's Act 2006. If you wish to complain about how we handle your data you can find the contact details including a helpline number can be found on the Information Commissioner's Office website www.ico.org.uk.

Other matters

We would ask that children do not bring their own toys to Funzone. If toys are brought to the club, they will be held in a safe place and handed to the parent or carer on collection. We do allow children to bring electronic games to Funzone during school holidays – however these always remain the responsibility of the child.

In line with our safeguarding policy, children are requested not to wear or bring smart watched to Funzone please.

Children asking questions on "sensitive" issues, such as those of a sexual nature, will be responded to honestly, giving information appropriate to the child's age and stage of development.

We allow middle school aged children to bring mobile phones into Funzone.

But they are only to be used in 'The Zone' area. Mobile phones are the responsibility of the child. No social media, communication or videos are to take place at Funzone. Games and music only.

Moving on...

We hope that you and your child have been happy with Funzone. If you find that your child will no longer require a place at Funzone, then we ask that you cancel online but also let us know in person or via email so we can arrange a fond farewell to your child/ren. If your child is changing school - we hope to see them back in the holidays!