



Mylnhurst

Preparatory School & Nursery

ISA Co-Educational Day School : Ages 3-11
A Catholic Foundation Welcoming Families of All Faiths

including

EYFS: Early Years Foundation Stage
(Nursery & Reception Class)

Mylnhurst Children's Club

MCC

Early Morning & After School Club

Information Booklet

Parents & Carers

Version: September 2018



What is Mylnhurst Children's Club? (MCC)

Mylnhurst Children's Club is our early morning and afternoon school club. It provides families with high quality care in a safe and stimulating environment. We appreciate that this facility may be required on either a regular or occasional basis and therefore we offer parents a flexible care service. Booking is not essential but is advised. We will always make every effort to accommodate your child at MCC.

Where is MCC?

MCC is situated in The Mylnhurst Early Years Centre between the Nursery and Reception Classrooms.

When is it open?

Opening times are: Morning Session: 7.40am to 8.30am (start of school day)
 After School Session: 3.30pm to 5.45pm (prompt)

Normal Operating Procedures

- Children will be escorted to and from MCC by a member of staff at all times (please refer to the Safeguarding section in this booklet).
- Children arriving for the Morning Session, with their parents/carers, are registered by a staff member and then at 8:30am are escorted to their appropriate location in school and handed over.
- The Nursery and Reception children are escorted by their class teachers at the end of the school day and handed over to the MCC staff. Children in the Main School (Preps 1 to 6) meet in the school entrance hall and are registered by MCC staff before being escorted to MCC.
- Children from Preps 3 to 6 attend the homework club, following their snacks, and work under supervision in a dedicated quiet area. Afterwards they return to the club activities.
- Children from Preps 3 to 6 that arrive after attending a school club, will have their snacks and drinks and then attend to their homework.

Menu (Our menu is overseen by our school chef Gareth and is as follows):

Breakfast

A selection of Cereal / Brown Toast / Butter / Jam / Lemon Curd

After School Snack

A selection of Cereal Bars, Yoghurts and Fresh Fruit

Water and juice are available.

Note: Children are not allowed to bring food into MCC.

What activities take place?

•All children have the opportunity to choose a wide range of structured and free play activities such as: *arts and crafts, role play, a selection of games, dolls' house, construction toys, table football, air hockey, use of ICT equipment and some electronic games (WII & PS2).*

The activities are planned in advance and are changed on a fortnightly basis.

•*Children can use the quiet area to relax and watch films.*

•*On Fridays children can enjoy a special treat of popcorn and watch a film on the big screen.*

•*The outdoor play area within the confines of the building enables children to play outside under floodlights.*

•Activities are occasionally themed to reflect particular seasons and celebrations.

•Weather permitting, children sometimes play on the school sports field with a selection of fully supervised outdoor activities.

Registration

Parents are required to register any child using MCC and a registration form is included in this information pack. This enables staff to contact parents/carers and also supplies a security password for use when third parties are collecting children on behalf of parents.

Attending the Morning or Afternoon club does not require any pre-allocated booking. However parents can contact the school office, MCC club and/or the classroom teacher at the start of the day to notify the school that their children will be attending on the day.

School Office Number (8:30am-4:30pm) : 0114 2361411

or

MCC Direct Line (opening hours only) : 0114 235 7736

Staffing

All our staff have experience of working with young children and have undergone enhanced DBS checks to ensure suitability. A range of essential training is provided such as Safeguarding, Health & Safety, Food Hygiene and Paediatric First Aid. At all times there will be at least two senior staff members who are NVQ L3 qualified in child play work.

Staffing Ratios

- EYFS Children (three to five year olds)
Ratio is strictly 1:6
(with one staff member holding an appropriate level 3 qualification for every group of 8 children or part thereof).
- The overall ratio for the running of MCC is 1: 8.
- There are always at least four members of staff on duty for safety reasons and MCC has its own direct phone line facility. Please use this direct line during the Morning & Afternoon Club. If phoning outside of these club times please contact the school office and leave a message.
- There will always be a member of the team on-hand who is qualified in paediatric first aid.
- There is always a member of the team who is qualified in Food Hygiene to ensure all food being served is prepared and served within food hygiene standards.

The permanent MCC staff team are as follows:

Co-ordinator: **Mr Paul Michalowski** Deputy Co-ordinators: **Miss Laura Stewart/ Miss Cherry Robin**

Playworkers vary at each afternoon session and all have been trained to care and play with the children.

Collection Time

Please read the separate notes about collection procedures. Can we stress the importance of collecting children no later than 5.45pm and that we have strict guidelines about who can collect your child. Please respect these procedures. **Additional charges are made if children are collected AFTER 5:45pm.**

It is important to remember that MCC should be an enjoyable experience for all the children. We have a high quality setting and staff who are there to work in close partnership with families. Help us to maintain the success of MCC and do please feel free to make suggestions and share your thoughts and ideas with us.

Collection Time

- **Children should always be collected by 5.45pm.**

Note: A standard £10/child charge is applied to collections after this time.

The late charge increases by £5 for every 10 minute period (or part thereof) from 6pm onwards.

If the 5:45pm closing time is repeatedly breached, then the use of the facilities may be withdrawn after the coordinator has discussed the matter with the headteacher.

- Collection of every child **must** be by an adult known to the staff or a designated collector. All other arrangements are subject to written permission.
*(Note: Each child has a unique collection security password, known only to the staff and parents - NOT THE CHILDREN!
Staff may request this password at any time and will not release a child to an adult who has not been given the security password by the child's parent/carer.*
- The MCC Registration Form **must** be completed and handed to MCC Staff/School Office prior to the first visit to MCC.
- If a child is not collected and no contact is received from the parent/guardian, the school will report the situation (via our standard safeguarding procedures), to the Local Authority.

Who can collect?

Collection must always be by a parent/carer or designated adult.

Where the parent/carer requests collection by another adult, they must contact the school/club in advance and ensure the **security password** has been communicated to their designated adult.

Please note that we discourage the collection of children by brothers or sisters under the age of 16 years.

Morning Club arrangements

- Children should arrive with their parent / carer and alert the MCC staff by pressing the MCC intercom button on the panel situated by the outside security gate. Please announce your name and your child's name to the member of staff - you will then be let through the security gate. Proceed down the path to the yellow clear glass door and press the bell labelled MCC.
- A staff member will be waiting to let you into the MCC building. Your child's name will be recorded by a staff member on the morning register.
- Your child should place their bags, coats and hat onto a peg with their name label and enter the main room. Parent/carers should then leave the building and the staff member will ensure that the yellow door is securely closed.
- Following breakfast and activities, every child will be escorted by a staff member to their appropriate location and handed over to their classroom teacher.

After School Club arrangements

- At the end of the school day all children attending the after school club from Nursery and Reception classes are handed over to MCC by a member of the teaching staff. Each child has their name entered on the register by a MCC staff member.
- The children from Preps 1 to 6 meet in the main school entrance hall and a MCC staff member enters their name on the register. MCC staff will ensure that all the children for the after school club are on the register prior to walking them up to the MCC building.
- Parents/Carers arriving to collect their children from the after school club should announce their arrival at the outside security gate by using the MCC intercom. This enables the MCC staff member to prepare your child for collection in the foyer.
- The MCC staff member will only open the door into the foyer once the parent/carer is visible. The MCC staff member may request the parent/carer to provide the appropriate security password which has been set up for each child in advance. This is usually because the staff member is not familiar with the parent/carer or that the collecting adult is a third party who has been given authority by the parents to collect their child.
- A list of all the parents and approved collecting adults, together with valid security passwords, is maintained in a secure location in the MCC. A child will not be handed over to any adult who cannot provide a valid password when requested.
- Each child is collected from the foyer and is signed for by the collecting adult (name, signature and collection time) on the daily register.
- Children may be taken to MCC when they are not collected on time at the end of the school day.
- Children attending the after school club following an activity are charged pro-rata.

Fees are as follows and are reviewed annually			
Please note that both children have to be at the session to qualify for the discount.			
Session	1st Child	2nd/3rd Child	
Morning Club 7.40am to 8.35am	£4.75	£3.75	Standard late charge of £10/child after 5:45pm. Plus £5 for every 10min period (or part thereof) from 6pm onwards.
After School Club End of school to 5.45pm	Collected Before 4pm	Collected Before 5pm (inclusive)	Collected 5pm-5.45pm
1st Child	£3.25	£6.50	£9.00
2nd Child	£2.25	£4.50	£6.50
An invoice for MCC will be included in your extras bill at the end of each term.			

IMPORTANT

For the new fee structure for September 2019 please see Notification Fees for 2019/20

MCC will close at 6pm from September 2019