

Parking

In keeping with the wishes of Dunblane Primary School, could we please ask parents/carers to park in the car park accessed by the front (Doune Rd.) entrance to the school and to refrain from parking at the back (Cawdor Cres.) entrance. Please consider other users of these access points, do not cause an obstruction and drive slowly and safely (especially in the vicinity of the school).

Clothing/Personal Property

As we actively encourage a free play environment which can often be messy parents are requested to supply their children with appropriate play clothing that should be clearly marked. Unfortunately due to lack of space these cannot be kept at Kids Club. *Dunblane Kids Club* cannot accept responsibility for toys, games and other items brought to the Club. If children wish to bring personal items such as cycles, roller blades, skate boards etc to Kids Club, **parents are responsible** for providing their **own** safety equipment, for such items, Kids Club will not be held responsible. Children will **not** be allowed to share such items with others if no safety equipment is in place or if Kids Club staff deem it to be unsuitable.

Equal Opportunities Policy

The Club fully endorses complete equality of opportunity. A formal Equal Opportunities Policy has been adopted and is available on request.

If any child feels they are being bullied, harassed or discriminated against, they should bring it to the attention of a staff member. The incident will then be treated according to our Discipline Practice.

Complaints Procedure

Any complaints, suggestions or problems regarding the Club should be brought to the attention of the Project Manager, the Secretary or any of the Directors as appropriate. A formal Complaints Policy has been adopted and is available on request. However, any complaints may be referred to the Registration and Development Officer at Social Care and Social Work Improvement Scotland at the address below:

Inspector
Care Inspectorate
Central & West Region
4th Floor
1 Smith Hill Street
Paisley, PA1 1EZ
Tel. 0845 6030890

Child Protection Policy

DKC follows the National and Local Area Child Protection guidelines and procedures. If you have any concerns, queries or wish to view a copy of these please speak to the Manager.

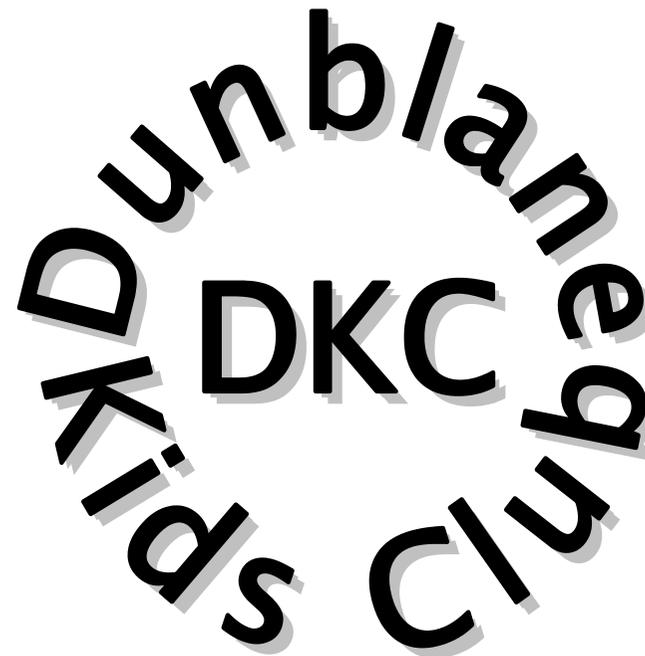
Other Documents

Available on request to Parent Members are the following documents. Please ask the Project Manager if you wish to examine/consult/obtain copies of any of these.

Health & Safety at Work Policy
Equal Opportunities Policy
Complaints Procedure
Confidentiality Policy
Booking Policy
Admissions Policy
Articles & Memorandum of Association of *Dunblane Kids Club*
Copies of Audited accounts of *Dunblane Kids Club*

Acknowledgements

Dunblane Kids Club recognises the support of the Head Teachers and staff of Dunblane, Newton, and St Mary's Primary Schools. *Dunblane Kids Club* acknowledges financial support, in the form of 'start-up' funds, from the Central Regional Council, Stirling Council and from the National Kids Club Network. *Dunblane Kids Club* wishes to thank the National Lotteries Charities Board Scotland for funding the building to the tune of £195,000 (1997). Most recently (2004) *Dunblane Kids Club* wishes to thank the New Opportunities Fund and the Dunblane Fund for their help and generosity in part funding Kids Club extension.



Parents' Handbook

Updated August 2013

Dunblane Kids Club is a non-profit making company, registered in Scotland and limited by guarantee, which is run by a management committee of volunteer parent directors. The Club enjoys charitable status and aims only to raise sufficient income through fees to cover the costs of staffing and resources. At least one parent/guardian must become a User Member of Dunblane Kids Club when a child takes up a place (see below under Registration).

Dunblane Kids Club is registered by Social Care and Social Work Improvement Scotland in accordance with the Public Services Reform (Scotland) Act 2010, Part 5.

The Management Committee would welcome feedback, comment or input from user parents at any time. Comments can either be addressed to the Kids Club Manager or to any of the Directors as appropriate. The Management Committee normally meets monthly during the second week of the month.

Aims

Dunblane Kids Club's main aim is to advance the education of and promote the social welfare of children by providing high quality out of school care, and comprehensive, reliable childcare that meets the needs of the local community. We aim to supply a wide variety of fun-filled, creative and stimulating child-centred activities within a safe and healthy environment.

Activities

Activities offered at the Club include; arts and crafts, board games, computer games, interactive sports, quizzes, tv & film sessions, various trips/outings, older kids area, themed areas, indoor/outdoor games, large outdoor play area, snacks, cookery, soft play, dedicated Special Needs room.

Staff

Dunblane Kids Club works to a maximum child/staff ratio of 1:8 as required by legislation. The project currently employs a Manager and 5 permanent Play Workers, using additional experienced staff when required.

Opening Hours

Dunblane Kids Club caters for children before & after school and, subject to demand, on the majority of school holidays and in-service days.

Morning Session -	08.00 - 09.00
Afternoon Session normally -	15.00 - 18.00
Holidays/In-service days -	08.00 - 18.00 (at hourly rates)

Catering

During term time a light healthy snack will be provided at the beginning of the afternoon session. During full or half day sessions snacks will be provided mid-morning and afternoon. **Parents are asked to provide a COLD packed lunch for children attending full day sessions during holiday periods. Parents are asked to inform the Project Manager of any special dietary requirements.**

Premises

Dunblane Kids Club is located in its own purpose-built building funded by the National Lottery Charities Board (Scotland) within the grounds of Dunblane Primary School. The Club normally also has daily use of the Assembly Hall and Games Hall within the main body of the school and access to the adjacent playing fields.

Age of Admission

Dunblane Kids Club caters for P1 - S2 children. Children **must be** attending P1 before they can start at DKC.

Registration

A parent/guardian of the child(ren) must be a registered member (referred to as a User Member) of the club. An application form for membership will be issued upon commencement of place. Parents/guardians are also required to register their children with the club. All information supplied is treated as strictly confidential.
IT IS VITAL THAT YOU ENSURE THAT YOUR EMERGENCY CONTACT DETAILS REMAIN CURRENT - PLEASE NOTIFY US OF CHANGES!

Booking

Places at *Dunblane Kids Club* have to be booked in advance, in order to determine staffing levels. Places may be available for extra or sessional use and this can be arranged through the Project Manager.

Fees

Fees are issued and payable fortnightly in advance. Please remember that sessions booked **must** be paid for, even if your child does not attend.

Invoices can be paid by cash, cheque, through internet/telephone banking or by childcare vouchers. If you wish to pay by childcare vouchers please see our notice board for a list of registered companies.

Our Care Inspectorate Registration No. is CS2003005369.

Our Bank details are: Bank of Scotland, sort code 80-06-47, acc. No. 00351541.

Travel Arrangements

Should your child wish to participate in our programme of visits and educational trips you will be required to give written authorisation for each visit/trip.

Dunblane Kids Club has undertaken to provide transport to and from Newton Primary School & St Mary's. Currently this is by contract from First Bus.

Children attending from Dunblane High School will make their own way to Kids Club and will be expected to be here by 4.00pm. If they do not arrive by this time we will contact parents unless informed otherwise.

Settling in Period

Dunblane Kids Club provides child centred care. Children who are new to the Club are given extra support and encouragement during the initial 'settling-in' period. The Project Manager and his staff are always on hand to discuss with parents any special needs that their children may have.

Discipline

The *Dunblane Kids Club* wishes to promote a friendly open atmosphere where children are encouraged to value and respect themselves, each other and their environment. The discipline philosophy is to provide peaceful coexistence within the Club using a non-confrontational approach. Parents will be informed if their child/children is/are exhibiting aggressive or anti-social behaviour within the Club. If there are persistent behavioural problems, parents may be required to withdraw their child/children from the Club.

Medical Care

Medicines will only be administered with **written authority** from parents. If your child has an accident an accident form will be filled out stating the date, time and nature of the accident/injury and the action taken. The attending member of Club staff and the Parent/Guardian of the child will sign this.

Emergencies

If your child has an accident that requires prompt medical attention, *Dunblane Kids Club* reserves the right to remove your child to hospital and/or summon a doctor. Parents/Guardians will be contacted immediately and informed about the situation.

Withdrawals

Parents are required to give **two week's notice** or pay the equivalent fees before withdrawing a child from the Club.

Absences

It is **essential** that you inform the Manager (or Senior Playworker in charge) if your child is unable to attend the Club (Tel: 01786 825670).

Please **do not** send your child to the Club if they are **unwell** or **absent from school** for any reason. If a child becomes ill at the Club the appropriate emergency number will be contacted.

Collection

Children must be collected promptly at the agreed time by an **authorised person**. The Project Manager must be informed, in writing, of any changes regarding collection or he will contact the emergency number to verify arrangements.