



Information for Parents and attendees of Fortis Green Kids' Club After school club - September 2021

Fortis Green Kids' Club is an out of school childcare provision (est. 1992) catering for children aged 4-11. During term-time its Afterschool Club collects children from various local primary schools including Muswell Hill Primary, Coldfall, Tetherdown, St James', Our Lady of Muswell, and Norfolk House. Children are cared for by experienced and qualified playworkers, dedicated to providing the highest quality childcare that is welcoming, friendly and lots of fun. Afterschool Club children are collected by the Club staff from school and are escorted on a designated route to Muswell Hill Baptist Church. The Afterschool Club operates during term-time only.

During the current coronavirus pandemic, we follow the Government's instructions to ensure the health and safety of the whole after school club community including children, parents, workers and visitors. We will not be able to remove all of the risks associated with our setting, however we are trying to constantly ensure the premises is as safe as possible.

Disclaimer

Our parents and members must be aware that the initial outlined are subject to change at short notice following any further guidance we may receive.

Government Guidance

In our planning, we have used the following issued guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

This is open to parents/ guardians to read at their leisure, to better help them understand our intended procedures.

These documents are updated on a regular basis, with any new updates being used as the foundations for any amendments to our operating procedures.

Location

Muswell Hill Baptist Church, Dukes Avenue, N10 2PT.

Telephone: 07904 570477 E-mail: fortisgreenkidsclub@hotmail.co.uk

New Safety Measures

In all settings, preventing the spread of Covid-19 involves both targeting possible direct transmission (sneezing and coughing in close contact) and indirect transmission (via touching of contaminated surfaces).

We will continue to implement a range of measures designed to support the control of possible infection at our site; all which have been put together following guidance set out by the Department of Education:

- Avoiding contact with anyone showing symptoms of Covid-19
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of our setting with disinfectant products.

Costs/ Tariff Schedule and Booking

In order to assist in the affective implementation of safety measure and keep our children safe, advance booking is essential. This is also to allow us to make pick up arrangements with your child's school.

Only children over the age of 4 years, in full-time primary education, who are already registered online may attend. ASC children are accepted on regular basis. ASC regular bookings are for children who attend on regular days each week. The cost for children attending Afterschool Club is £15 per session. **No refunds will be given for missed days as there are no cancellations for ASC bookings.**

Payment may be made by card or childcare vouchers only.

Bookings will not be accepted for individuals with payments in arrears.

The club will operate between the hours of **Monday to Friday, pick up time (3 pm or after) to 6.15.**

Please add any specific pick up arrangements currently in place at your child's school by updating your child's file on magicbooking i.e. pick up times, current class and which entrance/gate. Please do notify your school in advance to ensure a smooth collection.

Parents are requested to ensure that children are picked up before 6.15 pm. Any delays in collecting your child will incur additional charges as outlined within the Fortis Green Kids Club Terms and conditions. *

*£5 will be charged for the first 15 minutes, followed by £5 for each subsequent 5 minutes or part thereof.

Food

A snack is provided each day at the beginning of the session. It is absolutely essential that we are promptly informed/updated of any allergies each child may suffer from (via magic booking). Please make sure your child comes in with a clearly labelled water bottle.

Emergency treatment

The club will adhere to OFSTED registration requirements for trips at all times. FGKC staff, under the direction of the Senior Play-leader, will make short-term and necessary decisions for the welfare of the children attending.

By registering, parents give permission for their child(ren) to receive urgent medical treatment from qualified First Aiders and give permission to seek any emergency medical advice or treatment if it is necessary. In the event of an emergency, every effort will be made to contact parents and other contacts named on the relevant registration form.

Clothing

Please make sure that your children wear clothing that they can easily put on themselves, and are clearly labelled with their name (we cannot store spare clothes). **Please do not bring any toys or personal sanitation (such as tissues/hand sanitiser: we are well stocked). Also please do not bring any PPE as this is against Government guidance and can increase the risk when used by a child.**

Plastic bags will be provided each day to store children's belongings.

Behaviour

All of our sessions will be run in line with the Fortis Green standard code of conduct; any actions taken by a child which are deemed to cause harm, injury or insult to another child will be handled in line with our standard guidelines (available on request).

Guidance for families attending our after school club

- Parents will not be permitted to enter the building.
- On collection of your child/children, please wait at the aforementioned meeting point (entrance to 2, Dukes Avenue) and ring our bell. The respective children will be brought to the door by a member of staff to meet you.
- To reduce waiting time in line, parents are welcome to call/text 07904570477 so that staff can get children ready for pick up.
- We will not be able to change these pick up procedures due to bad weather, so please bear this in mind and ensure that you dress yourself and your child accordingly.

Action should illness occur- Parents & Club Responsibilities

Parent's Responsibilities:

We all have a role to play in ensuring we are able to run the after school club safely and efficiently. Fortis Green Kids Club requests the support and understanding of its parents/members to ensure adherence to guidance set out by regulatory authorities.

- Monitor your child's health – (and the health of the whole household) – and only book/send your child to the club if they are all well. Please communicate any illness via email or phone call before the start of the day.
- Look out for symptoms of the coronavirus in all members of your household (e.g. a new, continuous cough, a high temperature of above 37.8 degrees and/or a loss of, or change in, your normal sense of taste or smell).
- If anyone in the family home develops coronavirus symptoms, follow the government guidance for households with possible coronavirus infection and access testing. Testing is

available for all children regardless of age. If it is a positive outcome, isolate the whole household for 10 days. Please inform us of a positive/negative result as soon as possible.

- If you are contacted for Test and Trace, please stay isolated as instructed and inform us.
- Collect your child from ASC as soon as possible if you are informed they are unwell.
- Ensure your child is collected punctually before 6.15.
- Follow the Government's lockdown measures strictly so that the indirect risk to other pupils and their families – and staff and their families – is not increased.
- Reinforce the importance of good hand and respiratory hygiene at home and in advance of the club day.
- Seek permission before entering the premises if an urgent need arises.

Fortis Green Kids Club Responsibilities

- Monitor our own health – (and the health of our whole household) – and communicate any illness to the club as soon as possible.
- Should any of our employees or immediate household members become unwell they will be tested. Should the result be positive, it will be shared with the group and parents alike.
- Play staff will be asked to follow the same Government guidelines as parents and remain responsible outside of the play scheme and ASC setting to keep the risk as low as possible.
- Play staff will follow strict hand and respiratory hygiene at home and during FGKC hours.

What Next?

We will continue to follow Government guidelines and communicate any new changes relevant to our setting with you as soon as we can. We do not know how long we will have to implement these amended procedures before we resume a more normal service. In the meantime, we shall try our utmost to make sure the children enjoy their time with us.

We look forward to seeing you at our after school club!!