

## Jumping Jacks at St Jude's

Manager: - Paula Cantillon

Telephone: - 01329 235131



### The Aims and Objectives of Jumping Jacks at St Jude's are:

- To help children to enjoy and achieve ensuring they feel valued and respected;
- To plan for the needs and interests of the children;
- To help children to be healthy;
- To protect children from harm or neglect and help them to stay safe;
- To work in partnership with parents to develop good Home/Nursery/School links.

### Parents Agreement

I have read the attached Constitution and rules of Jumping Jacks at St Jude's and agree with their content.

Please sign and return this form.

Child's Name \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

# Jumping Jacks at St Jude's



## Constitution

- 1 The setting will be called Jumping Jacks at St Jude's (the setting).
- 2.1 The objectives of the setting are:
  - a. To offer Nursery, before school, after school and holiday care (with the exception of all bank holidays, Christmas holidays) for children aged 2 - 11 years.
  - b. To create an atmosphere of fun and learning for the children, encouraging team playing and inter personal skills.
  - c. To implement the EYFS for children aged 2 to 5 years.
- 2.2 Any surplus money generated will be used to improve or expand the services offered. There will be no distribution to members beyond reimbursement of justifiable expenses.
- 3 During term time membership of the Breakfast and After School Club will normally be restricted to the parents or legal guardians of any child attending the school .During holiday times membership will be open to all.
- 4.1 Opening times are:

Term time: Breakfast club: 0730 - 0845

After school club: 1510 - 1800

Holiday Scheme: 0800- 1800

Nursery 08.00 - 18.00
- 4.2 Current prices will be displayed, and any changes will be notified and displayed. Any cheques presented for payment, which are returned by the bank, will incur a £10 administration fee.

- 5.1 The Committee will consist of a minimum of five parents or guardians who will have children registered with the club and the Head teacher of the school. They will all be formally voted in through an AGM. The committee will consist of Chairperson, Vice Chairperson, Secretary and Treasurer(s), re-elected for a term of 2 years; this could be extended for a further 2 terms of office.
- 5.2 The committee will sit on a termly basis, or as required.
- 5.3 Minimum attendance for the meeting to be recognised is four members.
- 6 The committee is specifically charged to take such actions as will benefit the setting and its members. It is empowered to manage the activities and accounts appointing staff as appropriate.
- 7 There will be an annual meeting when all members will be invited, the accounts presented, activities discussed and members invited to contribute, of which 10 parents must be present.
- 8 The committee is empowered to organise such fundraising activities, as it may deem appropriate.
- 9.1 Two signatures will be required on any cheques, from the following: The Treasurer, The Head teacher, The Manager, The Chair or Secretary.
- 9.2 Accounts will be prepared annually to the end of August and presented by the Treasurer to the committee by the end of November each year.
- 10 The Treasurer is specifically charged that should the financial balances fall below £4000.00 they will immediately call a committee meeting and invite the local council Childcare Development Officer to attend.
- 11 Changes in Constitution will be adopted only by a vote, either postal or at an open meeting, when all members must be given two weeks' notice and the opportunity to vote.
- 12.1 Should circumstances warrant the closure of Jumping Jacks, the local council Childcare Development Officer will be informed and an extraordinary general meeting will be called, when the Committee will explain the circumstances and look for solutions to any difficulties before making the final decision.

12.2 In the event of any surpluses remaining after closure, they will be distributed to other, local Out of School settings, within twelve months, subject to there being no liabilities outstanding.

## Jumping Jacks at St Jude's



### Rules

- All children are to be brought into the setting by their parent/guardian or nominated adult and registered with the staff.
- R/KS1 children will be escorted to their class by Jumping Jacks staff.
- KS2 children are to make their own way to class for registration.
- After school all R/KS1 children will be collected by staff from their class and escorted to the setting for registration.
- After school all KS2 children are to make their own way to the setting for registration. Registration to be complete by 1530 hours.
- All parents/guardians or nominated adults are to collect children at the end of the session and marked out by staff.
- Payment to be made monthly in advance, to reserve places for the following month requirements.
- Places are strictly on a first come first served basis and are limited.
- All children are to be collected by 1800 hours. If you are late collecting your child/children then a penalty of £10.00 per 15 minutes will be incurred. This late fee is to cover staffing costs.
- Any child who is disruptive and spoils the club for others, their parents/guardians will be notified. If disruptive behaviour continues then the child could be excluded from the setting.
- During holiday times all children are to bring their own packed lunch and drinks, the setting will still provide breakfast and afternoon snack for pupils attending a full day.

## Jumping Jacks at St Jude's

### Pledge to Parents



We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures;
- Be consistent and reliable to enable you to plan with confidence and peace of mind;
- Share and discuss your child's achievements, experiences, progress and friendships;
- Ask your permission for outings and special events;
- Listen to your views and concerns to ensure that we continue to meet the needs of you and your child.

# Jumping Jacks at St Jude's

## Summary of Main Policies



### Behaviour Management Policy

- We provide an environment this is welcoming, friendly and safe, so that each member of our community is able to live, play and learn to the best of their ability.
- To enable all children to have fun safely, reasonable behaviour is essential.
- The setting expects and will encourage children to behave responsibly and to respect both staff and each other.
- Children are expected to respond to requests from staff.
- Repeated disobedience and/or persistent anti-social behaviour could disrupt the provision for all.
- Consequently, the setting reserves the right to terminate membership by either temporary or permanent exclusion.

### Equal Opportunities Policy

- We are all different but equal. At Jumping Jacks we promote equality of opportunity in all areas of our play.
- We recognise that prejudice can and does exist at all levels in our society and as a school setting we challenge and counter such attitudes.

### At Jumping Jacks at St Jude's we aim to:

- Provide a welcoming and secure environment in which children will be able to develop a positive self-image and develop to their full potential.
- Provide well-planned activities and equality of opportunity to all children. Provide and promote positive role models for both boys and girls.
- Work to eliminate all forms of negative discrimination.
- We believe that it is the responsibility of Jumping Jacks staff to develop and prepare all of our children for life in a rapidly changing technological and multi-cultural society.

## Special Educational Needs Policy

- At Jumping Jacks at St Jude's, we value and respect every child.
- Children with Special Educational Needs have a right to attend Jumping Jacks.
- We will ensure that we have adequate staffing levels to support all children's needs and have appropriate resources.
- We will liaise with outside support agencies if necessary.

## Safeguarding Children Policy

- All that happens within the setting should provide an ethos of trust and security.
- As part of this, it is important that the setting protects the most vulnerable or those children who feel threatened and suffer low self-esteem.

## The Child Protection Procedures Should Ensure the Following:

- Value and support of each individual child.
- Clear and effective communication.
- Compliance with the law.
- Identification of possible abuse.

## Management, Procedures and Organisation

- All pupils have a fundamental right to be protected from harm.
- Child protection procedures should be operated in a sensitive, thorough and correct manner.
- All staff have a duty to respond seriously to any signs of abuse.
- In any cases where abuse is suspected, a report should be made to the Manager where confidentiality is a priority.
- The Manager should involve, inform and take advice from the Chair person contacting relevant agencies as appropriate.

## Medication

- Long term medication such as inhalers can be administered at Jumping Jacks. Medicines of any other kind can be administered by a member of staff under specific written instructions from a parent or doctor. A form is held in the setting for this purpose.
- As a rule, children on medication should only return to Jumping Jacks on medical advice.

- Should a child become ill or have an accident during opening hours, appropriate First Aid or care will be administered and parents will be notified as soon as possible.

### **Anti Bullying Policy**

#### **At Jumping Jacks we believe that:**

- Bullying is deliberately hurtful behaviour by use of words, actions or physical harm. It is behaviour, which is repeated over a period of time - usually on a person or persons unlikely to defend themselves.
- Children should be encouraged to report bullying behaviour whether it involves themselves or other children.

Staff will:

- (i) Clarify the incident with children involved.
- (ii) Give a verbal warning.
- (iii) Record the incident and discuss with parents.

### **Procedure for Complaints**

- Should you have any concerns or complaints, you should seek to discuss these firstly with the Manager.
- If you are still concerned, an appointment can be arranged for you to meet with The Management Committee.
- Should your concern still be unresolved, you have a statutory right to contact: -

Ofsted  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
M2 7LA

Telephone Number: 08456 014772