

Mini Me's Activities



www.minimesactivities.com | enquiries@minimesactivities.com



Parents Information Booklet
Mini Me's Holiday Club
Registered Holiday Play Care
For School Aged Children ;o)

Owner: Mrs Marguerite Gilley
Mini Me's Activities,
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1. Our Mission Statement

Mini Me's Holiday Club, provides high quality, reliable and affordable registered child care for children aged 4-12 years old, throughout the school holidays. Our aim is to provide a safe and stimulating environment, where children will feel emotionally and physically safe, valued and motivated. We offer a wide range of activities and outings where children can participate. We will work in partnership with parents/guardians, keeping the lines of communication open at all times.

We are situated within St Brelades Youth Project- Communicare and our club opens at 8am until 6pm, Monday to Friday excluding Bank Holidays.

Places must be booked early and priority is allocated on a first come first served basis. You may be eligible for child care tax relief and an annual receipt will be provided. The costing is worked out on a daily basis, with a 10% discount for a weekly booking. There is a 10% discount for a second child attending.

2. Sessions & Costing: PLEASE NOTE SESSION TIMES ARE SET AT THE FOLLOWING

Monday to Friday

Full Day 8.00am - 6.00pm (10hrs) £45.00 Per Day or £202.50 (weekly discounted rate)

Morning or Afternoon sessions

Half Day 8.00am - 1.00pm or 1.00pm - 6.00pm (5hrs) £22.50 Per Day

School Hours

Monday to Friday

8.00am - 3.30pm (7.5hrs) £33.75 Per Day or
£151.25 (weekly discounted rate)

3. How to enrol your child & ratios

To enrol your child into our holiday club you must complete our registration and application form. Your child's name will then be put on our data base and every time our club is running you will be sent out a booking form, you will need to fill in the days/weeks you need and send this back along with payment

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All our staff, bring a wide range of skills and interests, they range from qualified teachers, trainee sport coaches, child care staff and youth workers. They are all Police Checked, have First Aid, Child Protection and Play work Qualifications.

The children's day will be varied, with them able to participate in many activities, from indoor and outdoor games, outings to the beach, park and various other places around the island. Within the club there will be lots of toys to choose from, board games, arts and craft, team games, talent shows, cooking, films, computer games and lots of books to read for quiet time.

Ratios:

We are registered for 50 children. The staff to children ratio is 1 member of staff to 10 children over 5 years old and 1 to 8 under 5, this will not include our Manager, who is in charge of the running of the club, once numbers exceed 30.

We have a number of policies and procedures in place as well as ongoing staff training, to ensure good practice is carried out within our club. However, should you have any concerns, please do not hesitate to speak with either the duty manager or myself Marguerite Gilley (owner).

Always remember we are here to support both you and your child and we strive for a happy balance at all times.

The complete booklet of our policies and procedures can be found on site, please ask a member of staff who will be more than happy to show you.



4. Our Holiday Club

Is conveniently situated at St Brelade's Youth Project and Communicare, we are proud to be able to offer some of the best childcare facilities in the Island:

- ✚ Outdoor courtyard play area
- ✚ An area for planting and growing
- ✚ Large area adjacent to our club, Le Quennivais playing fields for outdoor activities
- ✚ Large indoor sports hall/gymnasium for indoor activities
- ✚ Good selection of toys, games, crafts, and fancy dress!
- ✚ Huge TV for movie time
- ✚ Mirrored room for dancing, singing & dress up
- ✚ Qualified and friendly staff (including forest skills training)
- ✚ Separate kitchen/food preparation area and child utensils.
- ✚ Designated quiet corner with a wide variety of books
- ✚ Dedicated children's toilets and washing facilities
- ✚ Free parking for parents
- ✚ Access to a minibus for group outings.



5. Payment policy, absence or lateness.

All fees are due in advance (other arrangements can be made according to personal circumstances) and prompt payment is much appreciated. Please note that there can be no refunds or reductions on fees if your child is absent due to sickness, or changes made 10 working days before.

If you are going to be late or absent please call or text by 9am. Any child not in by 9am will be marked as absent, unless we have had a phone call or text.

Any outstanding fees that are not paid after receiving the final demand, will be sent with relevant information to 'Cashback' collection agency', but only after all other avenues have been exhausted.

6. Settling in policy & What to bring to club

At Mini Me's Holiday Club, we like to think that our children are happy, comfortable and confident. Often at the very beginning it isn't always like this. To a lot of children this is a new experience and they need time to adjust. You can help your child to settle in by visiting with your child a few times, before they start.

It is important to be patient, as some children take longer than others to settle in.

If your child has any special needs, let us know and ensure it is noted on the application form.



What to bring to Holiday Club

Children wear aprons for messy activities such as painting and cooking, however accidents do occur and therefore it is best not to send children in their best clothes. Please bring a bag containing a spare set of clothing, together with a coat for winter and a hat for summer. (all labelled with your child's name). Furthermore, please ensure that your child has at least factor 25 sun protection on during the summer months. Belongings can be stored on your child's personal peg in the cloakroom, but please remember that this is a multi-user centre, so it is advisable not to leave valuable belongings behind as no responsibility can be taken for loss by the centre.

7. Signing in and out, Absence, Lunch & Snack

On drop off and collection times, a parent or the nominated person must go into club to sign the child/children in and out and also to collect any notes or messages.

Absence

As above please inform Marguerite, for whatever reason, your child is not going to attend. Our contact numbers are 07797786696 or 07797908280.

Lunch

Please provide your child with a packed lunch and a bottle of water each day. If you put your child's name on their belongings, water bottles will be refilled throughout the day. The food should be packed in an appropriate container with a cool pack to keep it fresh.

Snack

Please provide your child with a healthy snack for mid-morning. We will provide a snack for the afternoon, which the children may help prepare.



8. Drinks, Sun Protection, Clothing Mobile Phones, Electronic games & Ipad

We ask that each child has a nominated bottle of water, which can be refilled throughout the day.

Sun Protection

We ask that you provide their own (named) sun protection. Sun protection can be kept at club for everyday use and we ask that some is applied to your child before their arrival at club. We ask that each child should have their own named hat/cap at all times, of which can also be kept at club.

Clothing

A change of clothes can be left at club, for rainy or messy days. Please ensure appropriate footwear and clothing is worn. No sports shoes, means no entry into the sports hall.

Mobile phones

Children are not permitted take mobile phones to club. Should you need contact your child in an emergency, please call the on-site mobile 07797908280.

Electronic games and IPads.

These are not allowed at club. They can be lost or broken, which causes distress and can cause arguments among the children.

Heelys, scooters, Roller skates, blades, skateboards & bicycles.

These are not allowed for general play/use. But a supervised activity may be organised in which case you will be asked to sign a consent form. Children will only be allowed to take part in this activity if they bring and wear all the appropriate protective gear required.



9. Money & Property, Behaviour management policy, Partnership with parents

Please note that Mini Me's cannot be held responsible for money, toys, games or any item of value brought into club, that could get broken, lost or stolen.

Make sure your child knows that their property is **ENTIRELY THEIR OWN RESPONSIBILITY**.

Behaviour & Discipline & Management of Behaviour

To ensure the safety and enjoyment of all children, young people and staff, Mini Me's reserve the right to refuse an application or should the situation arise, call a parent/ guardian to remove a child from club.

We want the children to enjoy themselves during their school holidays and have as much fun as possible. However, we do have rules and guidelines designed with the children's safety as paramount importance. They are created with the children and discussed at length. They are also signed and displayed, on the notice board by the children.

In order to encourage acceptable behaviour we will ensure, that so far as reasonably possible, the environment and planned activities provided will involve and stimulate your child so they learn to cooperate and show respect for each other.

Partnership with parent's policy

The aim of our holiday club is to involve, support and communicate with parents at all times.

We will ensure all new parents are aware of 'Mini Me's Holiday Club' policies and ensure parents are kept informed on all areas of their child's day on a regular basis.

We are happy for you to call at any, time to see how your child is getting on, especially if you have dropped them off and they were upset or in the early days.



10. Grievance Procedure & Equal opportunity policy

We do hope your experience of Mini Me's is a positive one, although should you have any further concerns please make them known to our Duty Manager or our owner Mrs Marguerite Gilley. If you are not met with a satisfactory response, please feel free to contact Mrs Anne Gray or Mrs Alison Goguelin at Jersey Child Care Registration, who will investigate the matter on your behalf.

Equal opportunities policy

At the Holiday Club we aim to treat all adults and children fairly and equally, whilst at the same time valuing and respecting their individuality.

This will be followed regardless of race, gender, class, ability or creed.

We will ensure we provide a positive, welcoming environment, where all adults and children will feel comfortable and at ease.

We will be understand, respectful and sensitive to all ethnic and cultural diversities.

Any racist or sexist comment, attitude or behaviour will be challenged.

We will ensure that all children have equal access to all activities and equipment. We will do our best to integrate children with disabilities, whenever possible.

Where English is a second language, the child's first language will be valued and respected.

We will aim to use equipment, materials and visual displays, which will reflect positive images of various race, gender, class, ability and creed. We will aim to learn more in these areas and cover a variety of festivals in a positive way.



11. Health and safety policies

Risk assessments

Risk assessment includes checking all areas the children have access to, for any potential hazards. We do this by walking round the room and checking for rubbish or potentially harmful objects. We use a checklist, to ensure we cover all areas, this is done every morning before the children arrive, both indoors and outdoors. We also have access to Le Quennevais Playing Fields. When we use this area, we also carry out a risk assessment.

Kitchen

- ✚ Children do have access to the kitchen, however while there is cooking in process, we will put a guard to detour any children from the cooker or hob.
- ✚ All surfaces are cleaned regularly.
- ✚ Cleaning materials and other dangerous materials are stored in cupboards with child safety locks on or in the caretakers cupboard.
- ✚ When children take part in cooking activities, they: are supervised at all times.
- ✚ They are kept away from hot surfaces and hot water.
- ✚ All surfaces are checked to ensure they are clean.
- ✚ Water is controlled to ensure children are not at risk of scalds.

Play areas

- ✚ There are no leads lying round for children to trip on.
- ✚ Lighting and ventilation is adequate in all areas.
- ✚ The temperature will be kept as near to 18°C, as possible.
- ✚ The children will have outdoor play, daily, weather permitting

Hygiene

- ✚ We regularly seek information from the Environmental and public Health Departments and the day care registration team to ensure we keep up-to-date with the latest recommendations.
- ✚ Our daily routines encourage the children to learn about personal hygiene.
- ✚ We have a daily cleaning routine for club which includes play rooms, kitchen, toilets and equipment.



- ✚ We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- ✚ The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of waste.
- ✚ All waste materials will be disposed of safely, double bagged and put in an outdoor bin.
- ✚ All staff wear rubber gloves, disposable aprons and masks (when necessary), when dealing with any bodily fluids.
- ✚ Good hand washing is a major priority, amongst staff and children.

12. Food and drink

- ✚ Staff, who prepare and handle food receive appropriate training and understand — and comply with — food safety and hygiene regulations.
- ✚ All food and drink is stored appropriately.
- ✚ No hot drinks are allowed out of the kitchen area and are to be kept out of reach of children at all times.
- ✚ Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- ✚ Fresh drinking water is available to the children at all times.
- ✚ Children's and staff allergies are made aware to all members of staff.



13. Equipment checks, first aid, accident book

- ✚ All equipment is checked to ensure it is safe for the ages and stages of the children.
- ✚ The layout of play equipment allows adults and children to move safely and freely between activities.
- ✚ All equipment is regularly checked for cleanliness and safety, any dangerous items are repaired or the item is removed.
- ✚ All materials — including paint and glue — are non-toxic.
- ✚ Physical play is constantly supervised.
- ✚ Children are taught to handle and store tools safely.
- ✚ Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- ✚ Staff are to ensure there is someone in each of the areas at all times, if they need to leave the area they must inform another member of staff

First aid - All staff are to have or work towards obtaining their Paediatric first aid' certificate.

First aid kit:

- ✚ Is regularly checked and re-stocked as necessary.
- ✚ Is easily accessible to all adults.
- ✚ Kept out of the reach of children.

Accident Book:

- ✚ Is kept easily accessible, but out of the reach of children.
- ✚ All staff know where it is kept and how to complete it
- ✚ Any injury requiring hospital treatment is reported to Day Care services.
- ✚ Any accident that occurs will be recorded accurately in the accident book. This will require a signature from a member of staff and a parent.



14. Head injury policy & illness policy

- ✚ When a child receives a bump to the head -
- ✚ A cold compress will be applied to the bump.
- ✚ A head injury form will be filled out at the same time as the accident book
- ✚ The parent will be notified to inform them of their child's head injury, this gives them opportunity to collect them and take them home to rest quietly and also to keep an eye on them.
- ✚ If the child had a head injury and we were in any way worried, we would call for an ambulance and notify the parent immediately. We would explain all the details, calmly and accurately.
- ✚ We would let them know that their child is on their way to hospital, inform them which member of staff they were with and the state their child was in.

Illness policy

- ✚ Any child who has diarrhoea and/or vomiting should be kept at home for 48 hours after their last bout.
- ✚ Any child, who has 'impetigo', must be kept off until they have seen a doctor and the area has healed over.
- ✚ If a child has conjunctivitis, they are to be kept off until, the infection has been treated by a doctor.
- ✚ For any contagious illnesses, we will follow the medical guidelines, for example, measles, chicken pox or mumps.
- ✚ If a child becomes ill whilst at club, we will contact the parent/carer and ask for their child to be collected.



15. Illness and administering medication.

If a child is feeling unwell they just want to be with mum and dad at home, where they are far more comfortable. They won't want to join in with activities and play with other children, they will just become unsettled and upset and it will be far better for them to stay at home.

If a child is known to have any infectious illness they will be required to stay at home to avoid the spread of infection. Please try to inform staff as soon as possible so that all other parents can be warned.

Any child who has suffered from diarrhoea and/or vomiting the night or morning before attending pre-school should be kept at home for 48 hours.

Conjunctivitis and impetigo are both highly contagious, especially amongst little children, who poke their fingers everywhere. If your child is suffering from either of these they will need to be kept home until it has cleared up.

If your child is having to take medicine and is well enough to attend club, we prefer parents to give them the medicine before and after each session and not bring it into club. However we do understand that there are times when medicine may have to be administered at set times and as long as we follow the medication policy, we will agree to this.

If your child becomes ill during a session we will contact you and your child will need to be collected. If your child isn't going to be attending their normal session, please call and let the onsite manager know in the morning.

16. Safety & security

The staff at Mini Me's will protect children from all foreseeable dangers. Children need to be signed in and out of a session every day. Children will be accompanied by adults at all times when outside and with the correct staff ratio.

Apart from the sports hall, children will be encouraged to walk (no running) when indoors. The door to club will be locked from 8am - 6pm, we have a bell system in operation.



The correct staff ratio will be taken into consideration at all times.

Staff must be informed if a child is to be collected by someone other than the person who usually picks the child up.

Please notify staff immediately of any change of address and contact numbers.

17. Handwashing policy

Good health practices will be followed at all times. Hand washing becomes a fun activity in itself and the children are asked to do this as part of their daily routine. Staff will also follow this and wash their hands regularly. Hands will be washed before eating or serving any food, and after cleaning up mess of any sort. Rubber gloves will be worn by staff when dealing with any bodily fluids.

Children will be encouraged to go outside every day, weather permitting.



18. Fire safety policy.

Mini Me's Holiday Club at St Brelades Youth Project, is regularly inspected by a fire safety officer and complies with fire safety regulations as set out in 'The Children Act 1989' (child minding and day care for young children). We practice a fire drill regularly. We have regular fire drills, as it is important that staff and children know what to do in case of a fire. It helps them to follow instructions and they are told why we have to do this to help them understand. The fire drill is carried out as calmly as possible.

Please make yourself familiar with our fire procedure and where the fire exits are. This is much easier to digest now, rather than in the middle of a fire drill or even worse a real fire.

Fire drill:

- ✚ Sound the alarm.
- ✚ Staff and manager organise children and take them out the nearest exit to a designated safe area. Which is allocated on the green facing our Holiday Club.
- ✚ Manager to get the register and mobile phone.
- ✚ Check no children have been left behind (check toilets, kitchen, cupboard and both rooms).
- ✚ Count children again and walk over to the parish hall. Call the register for staff and children. Ensure all are present.
- ✚ When you return make a note of the fire drill. Record it.

Remember: DO NOT PANIC - STAY CALM. DON'T FRIGHTEN THE CHILDREN. - DO NOT RUN OR PUSH - WE ARE ONLY 5 MINS FROM THE FIRE STATION.



19. Outings policy.

- ✚ Inform parents, using the notice board of any impending planned outings.
- ✚ Check the availability of the minibus if needed.
- ✚ Organise staff cover if needed, to help with the outing or to stay behind and help.
- ✚ Make sure each child has a Mini Me's Vest on
- ✚ Allocate no more than 4 children, to each adult. Give each adult a list of all the children on the outing. Highlight the ones in their group.
- ✚ Leave a copy of the above at the club, to show which children you have with you.
- ✚ Children's contact numbers must be taken with you.
- ✚ Take a mobile phone with you. Leave the number with the staff at club.
- ✚ Arrange to take snack with you (if needed), first aid box, sun cream, wipes, tissues, gloves, carrier bags, a blanket to sit on, a camera and some money for emergencies.
- ✚ Staff must headcount the children when getting on, off and whilst on the minibus and at regular intervals throughout the outing.
- ✚ The list of children should be checked off before heading back to club.
- ✚ Inhalers must be taken, for children who need them.



20. Staff induction policy.

Each new member of staff will receive an adequate induction, according to their experience. They will be:

- ✚ Expected to complete a police and fit person check, this includes all people that may have contact with the children.
- ✚ Given an induction pack, which will contain - a copy of the requirements for registration, staff handbook, contract and a policy booklet. Staff will be required to read this pack thoroughly and will be asked to sign a slip to say they have read and understood what they have read. This slip will be handed to the manager to be kept in your file. This is to show you agreed with the policies and requirements, if any problems should arise.
- ✚ Fire drill procedures will be explained to all staff.
- ✚ Discuss the daily routine.
- ✚ Introduced to the children, parents and other staff members.

- ✚ Staff will attend or have attended courses in first aid, infection control and child protection. These courses are compulsory, and will need to be repeated when needing to be updated. All compulsory courses and checks are assessed each year before registration.
- ✚ All staff are expected to attend regular C.P.D (continuous professional development) courses. This will ensure the setting and the staff are always improving and developing skills they already have and learning new ones.
- ✚ All staff will be required to work a probationary period of 1 month. After this time they will have a review and it will be decided if they are offered the job or be asked to leave.

Social Networking & Personal phone numbers

Staff are not permitted to have children on their social networking sites, or be in possession of their personal mobile numbers. We know parents, ask staff to babysit from time to time, which is entirely an arrangement made and the responsibility of the parents as person involved. Mini Me's are not responsible for any such arrangements.

Staff are also not permitted to give children lifts to and from club, this is a policy set to us from Childcare Registration.



21. Confidentiality policy.

- ✚ Mini Me's Holiday Club, will always follow policies and procedures in regards to confidentiality.
- ✚ Confidentiality during conversations, between staff, staff to parents and parents to staff will be maintained at all times.
- ✚ Staff, parents and volunteers are aware of the confidentiality policy and the need to respect people's privacy at all times.
- ✚ Any information that we feel we must pass on will be done so in a discreet way and only after we have notified the parent. Only relevant information that is relevant is passed on. We only keep relevant files and information on children, these are kept confidential and secure at all times.

22. Data Protection Policy

- ✚ At Mini Me's Holiday Club we are aware of the importance of data protection. We are very careful about the information we keep and how we keep it.
- ✚ The only information that is ever passed on is to Child Care Registration via reports and visits.
- ✚ The only other time we may need to pass on information, is when there is a suspicion of child abuse, we are then obliged to pass this information on.
- ✚ Information is only passed on to those who need to know.
- ✚ Only information that is relevant is kept.
- ✚ All information is to be kept in a locked cupboard.
- ✚ When any information is not required, it will be disposed of appropriately, using a shredder.
- ✚ Information kept will remain on the premises.
- ✚ Only staff who need access to any information, will do so.
- ✚ Parents have the right to see any information kept on their child.
- ✚ Parents have a right to change or have removed any information they feel isn't accurate.



23. CHILDRENS APPLICATION FORM



Child/childrens name:

D.O.B:

Sex: M / F

Child's first language:

Any disabilities:

Parish:

Home telephone no:

Mobile no:

School:

School YR:

Hours Needed please circle: $\frac{1}{2}$ days-School hrs- Long days

How many weeks per year.....

Name of parent(s)/carer(s):

Email address:

(Father)

(Mother)

Telephone no:

Telephone no:

MEDICAL INFORMATION:

Important medical conditions (e.g. allergies) :

Special dietary requirements:

Child's health visitor:

Child's doctor - Name:

Address:

Telephone no

Parent/Guardians Signature

Date.....