



# Space Base Prospectus

## **Space Base Out of School Club**

Space Base Out of School Club  
Riccall Regen Centre  
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York  
YO19 6PW

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Ofsted No: EY102777  
Registered Charity No: 1075776

### **About Us**

Space Base Out of School club has been running for over 20 years. It is set within the Regen Centre. We are registered and inspected through Ofsted. Aimee Dent is our manager and has been in this post from May 2021. Rosey Hampshire is our Deputy and has been in this post from February 2022. Emma Taylor is our Nursery Supervisor and out of school club lead.

We provide care and activities that support children's natural stages of development and interests for the ages of 4 (attending Reception Class) to 11 years.

Space Base and Windmill Nursery offer spaces for 51 children collectively. Our indoor and outdoor provision provides a fun approach to learning and spaces for children to relax or catch up on home-work. Discussions with school and children feed into our planned activities ensuring that activities are purposeful and extend learning and interests from school and home.

We have a good partnership with Riccall Primary School ensuring that transition from school to Space Base and vice a versa is as smooth as possible.

We are registered with Ofsted on the Childcare Register and The Early Years Register. Ofsted can be contacted on Tel: 0300 123 1231 or writing: Ofsted Piccadilly Gate, Store Street, Manchester, M1 2WD.

### **Aims and Objectives**

It is our mission to provide a secure environment with high quality provision that is child centred and stimulating.

We aim to create strong partnerships with all families, ensuring an accurate three-way flow of information between us, parents and school, ensuring that all families are treated as partners in their child's care, learning and development.

We maintain confidentiality and respect privacy. We show respect for culture, lifestyle, language and abilities creating empowerment in all of our children. We challenge inappropriate attitudes and practices. We provide an environment that contains positive images that challenge children's thinking and helps them to embrace differences in gender, ethnicity, language, religion, culture and ability.

We promote a positive self-image within all individual children, taking into account their needs arising from race, culture, ability, language and religion. We aim to ensure that all children have fun, thrive and develop the habits and behaviours appropriate to lifelong learners.

Regular questionnaires are given to parents and children so that we are aware of our areas of strength and areas for improvement. This ensures that we continue to provide what is needed by our community.

### **Parents and Carers**

Parents and carers are regarded as members of our setting who have full participatory rights. These include a right to be:

- Kept informed;
- Consulted;
- Involved and;
- Included at all levels.

*We aim to make sure that each child:*

- Is in a safe and stimulating environment;
- Is given generous care and attention;
- Has the chance to join in with other children and adults;
- Is helped to take forward her/his learning, interests and development by being helped to build on what she/he already knows and can do;
- Is in a setting that sees parents as partners in helping each child to learn and develop and;
- Is in a setting in which parents help to shape the service it offers.

### **Partnership with Riccall Primary School**

We have regular contact with Riccall Primary School. We have informal chats with class teachers at the beginning / end of each day to pass on information regarding children's information i.e any changes to routine, feeling unwell, injuries, incidents etc. Any forms that need signing i.e accident forms will be shared with the reception team who will pass on relevant information to class teachers.

We arrange meetings with relevant class teachers / head-teacher to discuss more sensitive issues or to ensure that we work together consistently to address any individual needs or support that a particular child may have.

We share monthly newsletters between settings to keep informed of the activities going on within each of the settings and to share achievements of children.

School planning is shared on a termly basis so that the learning that takes place in school can be complimented within our setting helping children to extend their learning and build on current interests if they wish to do so.

Observations on children within Reception Class are shared with the reception class teacher and parents in order to build up full and accurate pictures of the individual children. Daily contact before and after school is made with the reception class teacher to share information and 'handover' children.

### **Benefits of Walking to School**

Walking from a very young age is an investment for life, developing road awareness in time for independent walking when children begin travelling to school independently and creating healthy habits for an active life into adult-hood.

We use the walk to and from school as an opportunity for children to become independent, think responsibly and make decisions for themselves. Staff model good road safety at all times, allowing children to learn by example.

Staff ensure that children's bags are not too heavy as this can lead to poor posture – a trolley is available for heavy bags / equipment. Walking is made fun and enjoyable as we chat about our local surroundings and their school day.

The walk to school prepares children for their school day, helping them to feel calm, alert and improving concentration levels so that they are focused and ready to learn.

Walking is a fantastic way of being kind to our environment, reducing our Carbon Footprint by reducing the number of cars on the road. Walking also provides our children with daily exercise, improving levels of fitness and preventing illness later on in life.

We believe that the world outside the classroom is deeply inspiring and that the transition from the school-based environment to Space Base encourages children to

develop and succeed in new activities, building relationships, confidence and fantastic opportunities in terms of fun, development, motivation and learning.

### **The Setting's Routines**

We help support children's daily school routine by providing activities and time for children to become alert and ready for the school day and then to relax, have fun and socialise after school.

When children arrive at breakfast and after school club, they are welcomed into a relaxed play environment where toys are inviting and stimulating. Children can play freely and then choose to take part in planned fun activities.

We provide play and learning opportunities that acknowledge children's particular religious beliefs and cultural backgrounds. Our resources are organised to encourage independence and responsibility.

Here is a selection of activities that we offer:

At the After-School Club we provide opportunities for sports and for children to release some energy. We strongly believe in helping children to enjoy sports, physical activity and outdoor fun.

Throughout the year we hold fun projects for children to take part in. Children enjoy working as a team to produce some fantastic events. Children are given the opportunity to show off their talents and also design and make their own items.

We involve the children in cooking. Many of our favourite things to make, include our own pizzas, making cookies and cooking a range of foods to celebrate different cultural and religious festivals and events.

Children are given the opportunity to grow their own fruit and vegetables and eat the produce that they have grown. Children are able to explore nature through wildlife areas and activities that give children the chance to get up close and personal to creepy crawlies and wildlife.

Helping the environment and taking action to protect it is also a popular theme that runs through our setting. Children learn through and enjoy recycling projects, weather monitoring activities and helping wildlife, giving real hands on experience in protecting the environment.

We also provide a stimulating and nurturing environment for our under 8's ensuring that they have access to resources and activities that promote all areas of the Early Years Foundation Stage. We have a designated Early Years Key Person for our younger children who build relationships and is there to provide that extra support with care, play and learning. We have a range of activities on offer especially for our under 8's including a home corner, creative activities and physical activities.

If there are any activities you think your child would enjoy or if your child has a particular interest please let us know.

### **Information to Parents**

Parents and families are notified about events within the setting through our parent's notice board and half termly newsletters. We ensure that there is available time at the beginning and end of sessions for informal chats about each child's day.

We are pleased to take care of your children and enjoy our daily conversations with you. However, every family needs to be confident that we draw a clear line between our work and personal life. We have talked about the implications of social networking sites like Facebook. We have decided that staff should not become on-line friends with any parents, so that professional boundaries are maintained.

### **Working together for your children**

In our setting we maintain a higher ratio of adults to children than that which is set through the Welfare Requirements. We also have volunteer parent helpers and students from local colleges where possible to complement these ratios. This helps us to:

- Give time and attention to each child;
- Support children with their home-work and reading;
- Talk with the children about their interests and activities;
- Help children to experience and benefit from the activities we provide and;
- Allow the children to explore and be adventurous in safety.

### ***Staff Structure –***

**Manager:** Aimee Dent (Foundation Degree in Early Childhood Studies)

**Deputy:** Rosey Hampshire (Bachelor of Arts with Honours in Early Childhood Education and Care First Class)

**Supervisor:** Emma Lee (BTEC National Diploma in Early Years)

**Practitioner:** Gemma Anstee (Foundation Degree in Education in Learning Support)

**Play Worker:** Sarah Aked (Level 2 Certificate in Child care and Education)

**Play Worker:** Wendy Lee (20 years' experience as a teaching assistant - Level 2 in Caring for Children)

Most of our staff are highly qualified and all staff have a continuing personal and professional development plan in place that is regularly reviewed.

All staff are Disclosure and Barring Service (DBS) cleared and signed up to the tracking service so that the status of their DBS is regularly reviewed. All staff receive regular observation, supervision, appraisals, reviews and training.

### **Opening Times**

We are open 5 days per week: Monday – Friday (term time only)

Between the hours of 0730 – 0900 and 1500 -1800

We are closed during most school holidays (unless specified that a holiday club will be running) and bank holidays including any 'one off' bank holidays such as Jubilees, Royal weddings etc.

### **Booking Places**

Permanent places can be booked in advance.

Limited ad hoc sessions can be booked in advance or on the day (these may be unavailable due to regular bookings / extra bookings) so please book these as soon as possible in advance.

If your child is unable to attend any sessions before or after school it is essential that you let us know so that we are not waiting for your children at school or at the setting. We set off to school at 0830 prompt and therefore no children can be admitted into Breakfast club after this time.

spacebase@riccall.co.uk or Tel: 01757 249527 / 07951964689

### **Cancellation Policy**

Permanent places can be permanently cancelled by giving one month's notice, in writing to the setting's manager.

Cancellation of ad-hoc sessions and Holiday club bookings / payments are non-returnable. Once a place has been booked, the place will be charged for in full regardless of any notice being given to cancel the place or absences/sickness.

### **Fees**

Fees are to be paid by 1<sup>st</sup> of each month in advance for the month ahead. We also accept payment with childcare vouchers. Fees must still be paid if children are absent for any reason.

Space Base reserves the right to charge interest at £5 a day on any fees that are not paid within the first 15-day period. Space Base reserves the right to take appropriate legal action to recover any unpaid fees.

Space Base may charge a late collection fee of £15 + £1 per minute if you are late to collect your child at the end of their pre booked session.

Failure to pay your fees by the 15<sup>th</sup> of the month (if not agreed with the management team in advance) may result in your child's place being terminated and we will be unable to take or collect your child from school. This means that your child will not be allowed to come to the clubs.

It is the responsibility of the bill payer to ensure all invoices are received and paid on time and any extra sessions have been paid.

### **Bank Account Details:**

Sort Code - 05-07-62

Account number – 25222565

Yorkshire Bank

SPACE BASE OUT OF SCHOOL CLUB	
Breakfast Club (7.30-9.00)	£6.50
Afterschool Club session 1 (3.00-5.00pm) Includes tea	£10.00
Afterschool Club session 2 (3.00-6.00pm)	£14.00
Holiday Club (8am-6pm)	£25 or £30 with food
Cancellation Charge	£5.00
Late collection fee	£15.00 plus £1 per minute thereafter

Fees for holiday club sessions and the dates / times we are open will be advertised locally and within our newsletters.

### **Healthy Eating and Living**

Space Base provides breakfast from 0730 – 0815 and a home cooked nutritious tea at 1600. Breakfast includes toast, cereals and milk.

Our tea menus include sandwiches, jacket potatoes with fillings, spaghetti Bolognese, beans on toast served with a variety of fruit / vegetable sticks



The setting makes meals a social time at which children and adults eat together. We encourage all children at our afterschool club to eat the meal provided or have a lighter option of a piece of fruit.

Do tell us about your child's dietary needs and we will make sure that these are met.

Our cook ensures that food and drink are correctly prepared and are nutritious. We comply with all dietary and religious requirements working in partnership with parents at all times.

Parent's comments and suggestions are welcomed regarding the menus. We avoid high levels of salt and sugar contributing to healthy and nutritious diets.

### **Policies**

Copies of the setting's policies and procedures are available in the setting.

The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and his/her parents.

### **Safeguarding Children**

Our setting has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices protect children against the likelihood of abuse in our setting and we have a procedure in place for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Parents / carers must notify staff of any illness or injury sustained by their child outside the clubs in order to establish that the injury did not occur whilst in our care. In turn staff will provide information on any accidents or injuries which have been sustained whilst in our care, this will be either directly to the parent upon collection from after school club or will be shared with the school upon arrival for them to share with the parent upon collection. Please note that all accidents / injuries to children will be shared with school upon arrival so they are aware in order to ensure the best possible care throughout your child's day.

### **Collection Policy**

Your child will not be permitted to leave the club with anyone other than yourselves or people preauthorised on your child's admission form. In the case of an emergency you should contact the club with details, a password and ensure that the person collecting

your child is also aware of your password. No person under the age of 16 is allowed to collect your child from Space Base.

Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

### **Medication**

Medication is only administered when it is essential. Whenever possible medication should be taken at home, parents are advised to seek advice from their medical practitioner on this matter.

In cases where it is essential for medication to be administered, we will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the dosage must be 4 or more times daily. This must be agreed in person with the Supervisor / Manager/ Deputy Manager.

No prescribed medication will be administered during breakfast opening hours as parents can administer this at home.

No 'over the counter' medications will be administered.

Medication must be appropriately labelled and in the original packaging. We cannot accept medicines that have been taken out of the original container. The container/package for prescribed medication must show the following:

- name of the patient
- name of the medication
- the dosage
- frequency of dosage
- strength of medication
- date prescribed and expiry date
- specific directions for the administration
- precautions relating to the medication (e.g. possible side effects/storage instructions)
- the name of the dispensing pharmacist

The measuring device supplied by the pharmacist must be included with the medication. It is the responsibility of a parent to ensure medication is delivered appropriately. Medication must be handed adult to adult. No medication must be left in children's bags. This is to ensure that no un-authorized access to medication is gained.

Children may self-administer only where children are capable of understanding when they need medication, for example with asthma and when permission for self-administration is given on the 'Request to Administer Medication' form by parents. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

If medication i.e inhalers need to be administered whilst your child is attending breakfast club, the medication form will be completed by staff and taken to school for the reception team to sign and pass on relevant information to the class teacher so the correct level of care and observation can be given during the school day. Staff will also send out a text message to parents if medication is administered at breakfast club (following our Administration of Medicines Policy). If medication is administered at our afterschool club, staff will complete the administered medication record and parents/carers will be informed of this and need to sign the record upon collection of your child.

Parents who wish medication to be administered at school must agree this with school themselves

## **Liability**

Space Base cannot accept any responsibility for loss or damage to any personal left at the setting.

Space Base cannot accept any responsibility for children before arrival and or / after departure from the setting and outside of the settings hours.

*We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. Our staff are always ready and willing to talk with you about your ideas, views and questions.*