

## **1.1<sub>1</sub>** INTRODUCTION

### **COMPANY HISTORY**

Out of Hours Kids' Club commenced business in January 1995

- 1 Booker Out of Hours Kids' Club opened 22<sup>nd</sup> May 2000
- 2 Woolton Out of Hours Kids' Club opened 20<sup>th</sup> July 2000
- 3 Dovedale Out of Hours Kids' Club opened 10<sup>th</sup> May 2001

## **1.1<sub>1</sub>**

### **COMPANY HISTORY**

#### **Company History**

Vicky McBride was one of the original board members of the Liverpool Early Years Development and Childcare Partnership.

Three members of Out of Hours Kids' Club staff have been awarded 'Playworker of the Year'.

## **1.2<sub>1</sub>**

### **AIMS & OBJECTIVES**

**Out of Hours Kids' Club Ltd aims to meet the needs of children and parents in attendance at the schools at which we operate, within the age range of 4 - 12 years.**

**The service Out of Hours Kids' Club Ltd offers is essential in promoting quality of opportunity for working/training parents. Out of Hours Kids' Club Ltd provides a care facility that includes the opportunity for children to be involved in play and recreational facilities in a safe, caring environment.**

**Out of Hours Kids' Club Ltd complies with OFSTED regulations and procedures.**

**Out of Hours Kids' Club Ltd operates at three schools in the Liverpool area: Booker Avenue Junior School; Dovedale Primary and Woolton Primary School.**

**Out of Hours Kids' Club Ltd employs quality staff (qualified or working towards qualification), who all have enhanced CRB/DBS checks with skills and abilities to offer structured and free play activities to children in attendance at the clubs.**

**At the clubs we offer both structured and free play activities and the children play an integral role in the development of future activities.**

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## **1.3<sub>1</sub>**

### **MISSION STATEMENT**

**Out of Hours Kids' Club Ltd provides a quality childcare service within a fun, safe and stimulating environment.**

#### **Values - belief in our workforce**

- The success of Out of Hours Kids' Club will depend on our ability to meet the changing needs of our parents and children and by striving to deliver high quality breakfast and after-school care.
- It is Out of Hours Kids' Club Ltd responsibility to regularly review the service that we provide and to ensure that any objectives managers have set for their staff are attainable through training and mentoring.
- Out of Hours Kids' Club Ltd will do its best to ensure steady employment and job security by striving to provide strong and sound management, planning and sound sales policies.
- Our workforce can expect to share the rewards of success as the company achieves its goals. Out of Hours Kids' Club Ltd provides working conditions and benefits for its employees, which compare favourably with others in its sector and as the company grows these will be improved.

#### **Quality**

**In 2022 we were nominated and the won the Small Medium Enterprise Award**

For operating the Best Childcare Provision in Liverpool

## 1.3<sub>1</sub>

### MISSION STATEMENT

#### Responsibilities

- Out of Hours Kids' Club Ltd aim to provide a service of superior quality to our children and parents/carers. It is our firm intention that the requirements and expectations of the children and parents will be satisfied and exceeded, and we will continually strive to do this.
- At our setting we support the delivery of the EYFS through a range of play opportunities, but our main focus is to provide the children with a safe and secure play environment where they can socialise with friends, experience new play opportunities, have fun and make new friends from amongst their peers.

## **1.4<sub>1</sub>** FORMULATION OF POLICIES STATEMENT

When new legislation or a change in circumstances arises, we use this information to format new policies and develop the service that we provide.

Out of Hours Kids' Club Ltd administration team in conjunction with the Site Managers and playwork staff formulate policies and procedures to meet all requirements, legal or otherwise, for the smooth running of the company.

We consult parents/carers via newsletters and questionnaires or by communicating with them daily when they are picking their children up. The children are also involved in decision making (ideas for snack or activities), through suggestion boxes and questionnaires, or site-specific means (vote with your feet or wish list sessions).

In addition to the above all subject matter used in the formulation of policies is researched and updated using the company personnel's expertise and this ensures that all information is current and promotes best practice.

Each site has its own handbook (which is available for anyone to read) and any policy changes will be communicated through training and meetings. Reviewed policies will be passed on to Site Managers who will give them to staff to read before replacing the old policy.

All new staff will be allowed time to study the handbook as part of their induction during their first few months of work (or probationary period).

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## **1.5<sub>1</sub>**

### **BASIC PRINCIPLES**

#### **Commitment to Quality**

**At Out of Hours Kids' Club Ltd we believe that management, staff, parents/carers, children, and local authorities all have a stake in providing quality breakfast and after-school. Out of Hours Kids' Club is committed to improving and maintaining the quality of our settings. This is achieved by providing staff with access to regular training, supervision, and instruction. This ensures that Out of Hours Kids' Club Ltd consistently provides a quality service which meets the needs of all concerned.**

- The childcare service we provide should be planned as much as possible in partnership with parents and children.
- Out of Hours Kids' Club Ltd operates an 'open door' policy to parents and their involvement will always be encouraged.
- We operate an Equal Opportunity Policy which states that all children and adults will be respected and treated with equal concern, regardless of race, religion, gender, cultural origin, sexuality, or linguistic background.
- Our service will provide a healthy and safe environment.
- Out of Hours Kids' Club Ltd will provide a healthy nutritional snack/breakfast for the children.
- Children should have a secure, warm, and stable relationship with their carers.
- Children should be happy to attend our clubs.
- Each site will hold a risk assessment file - which is reviewed regularly and updated when necessary.
- Each site will have a completed fire risk assessment and be able to show fire drill records.
- All staff will have a good understanding of the EYFS and the playwork principles.

## **1.5<sub>1</sub>**

### **BASIC PRINCIPLES**

Out of Hours Kids' Club has outlined five key areas as a guide to identifying quality:

- Environment
  - Behaviour
  - Communication
  - Values
  - Capability
1. The environment of a club: its premises and the way it is used; materials used; displays; books; games; toys. The atmosphere at the club to be friendly and welcoming, bright, and appealing to children.
  2. The behaviour of staff towards the children, parents/carers and each other: in what the children and staff actually do; the way in which they support and supervise play; in the activities they provide; in how they care for the children; in how they welcome and involve parents/carers; to behave positively and in a caring manner at all times.
  3. The communication between staff, managers, children and parents/carers: in the talking, singing, crying and laughing that goes on in the club; in the handouts, letters and notices by which children and parents/carers get information; in consultation through newsletters and questionnaires should be professional at all times.

## **1.5<sub>1</sub>**

### **BASIC PRINCIPLES**

4. Clear values which lead to quality as shown in the club's policies on equal opportunities, health & safety, risk assessments, behavioural policies and beliefs in the value of play. Importance should be attached to the views of parents/carers and children, and in the commitment to quality itself. Feedback from parent/carer and child questionnaires is reviewed to identify individual need for change.
5. Regular staff/management meetings will be held to review present policies and procedures to ensure that commitment leads to action. All future planning for the company will be integral to the development of quality provision.

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