EnergyKidz

For children aged 4-11

# Holiday Clubs

## Our Objectives

At Energy Kidz we welcome all children and pride ourselves in providing a safe and stimulating environment for the children attending our clubs.

We achieve this by:

- having dedicated staff who ensure the needs of all children who attend the Holiday Club are met
- our staff act as role models and interact with the children to help them develop mentally, physically and creatively
- ensuring parents are involve as much as possible in the club through consultation
- ensuring that as a club we strive to meet best practice benchmarks through staff training and continuous professional development
- working to our policies and procedures and ensuring that they are reviewed annually
- recruiting staff using Safer Recruitment practices





## Typical Working Hours

8:00am - 6:00pm
Most clubs run five days a week during the holidays. Please check with your club for specific details.
Each club has a site contact number if you need to call in an emergency or are running late. Please be aware any lateness past the advertised closing time will be chargeable at £8 per fifteen minutes or part thereof. This is to cover staff and other costs.

## Activities

At Energy Kidz we believe play is essential to each aspect of a child's development. In our clubs, children have the opportunity to interact with children of different ages, thereby strengthening their social confidence. Staff provide a child led environment, allowing the children to make choices from the varied activities on offer which are supervised at all times: team games, arts and craft sessions and organised outdoor/indoor sports. We also ensure that we incorporate celebrations, events and festivals to develop their understanding of the world. We run a weekly themed programme of activities to keep children stimulated and enaged throughout the holiday. Children are encouraged to try something new but we understand that not every activity suits every child, so an alternative is always available. There are plenty of breaks for drinks and snacks ensuring children stay full of energy.



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## Daily Routine

When children first arrive they are welcomed and a member of staff will outline the club's rules and routines. Club staff will organise ice-breaker games to settle new children. Each child will also be given the opportunity to complete an 'All About Me' form, which will help the staff to get to know your child and cater activities around their likes and dislikes.
Each child will be given a coloured wristband and be allocated to a member of staff who is responsible for ensuring that they are safe, engaged and happy throughout the day.

## Reception Children

As we are Ofsted registered, Energy Kidz follow the Early Years Foundation Stage framework. This allows us to continue the learning and development of your child whilst they are in our care, through the activities and resources we provide, supporting your child to build in confidence, gain skills and acquire knowledge.

Each EYFS child will have a personal book which will document any activities or events they have enjoyed. Children are encouraged to have a say in what goes in their book allowing them to add in drawings, writing or pictures. Parents are more than welcome to view their child's book at any time. This will also serve as a memento of your child's time with us.

## Security

The safety and welfare of our children is of paramount importance to Energy kidz. All venues are risk assessed by staff on a daily basis and staff are trained to identify any hazards.

Our staff can be identified by their black tops which are clearly marked with the company's name and logo. Staff also wear photographic ID badges. Staff will be aware of each child's location, whether they are playing outside or relaxing inside by using walkie talkies to communicate and by conducting regular head counts.

When your child is collected at the end of a session you will be greeted by a member of staff who will identify you from the list of collectors you have provided on your child's details. Any collector not known to the staff will be asked to provide photo ID. Please note if a person arrives to collect a child and they are not on the list we will be unable to allow the child to leave without speaking to the person who made the booking. This is to ensure we only ever let children leave with an approved person.






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## Requirements

Before a child can attend an Energy Kidz club the parent/carer must have completed their online registration and child details. If your child has specific medical or dietary needs we ask for as much detail to be added to their details as possible to ensure we provide the right care. If their needs are more complex, it is advised that you call Customer Care to discuss. Club staff may require a health care plan to be completed.

If you require a member of staff to assist your child in taking prescribed medication, you must complete the relevant form and inform the manager. We ask that you keep your child details up-to-date by noting any regular medicines, allergies or medical conditions accurately on the form and on our online system. We also require that all medication is clearly labelled with the child's name and date of expiry. Please be aware children will be unable to attend if the club are not provided with the correct medical equipment.

Packed lunch, snacks and drinks are required. Please note all Energy Kidz clubs are nut-free zones. Please label all clothing and items being brought to the club. Suitable clothing for indoor and outdoor activities is required: sun hats & sun cream during warmer days, or warm clothing & a waterproof when the weather is cooler or more variable. We suggest packing spare clothes that you don't mind getting messy due to our outdoor play philosophy and art & craft activities.

## Staff

All staff receive appropriate training, such as Safeguarding, Prevent, Paediatric 1st Aid, and FGM along with Energy Kidz specific training. All Energy Kidz staff work to current and appropriate job descriptions and have been appointed ensuring that they all possess the relevant qualifications. Following a rigorous interview process, all those selected will undergo an Enhanced DBS (Disclosure and Barring Service) check.



## First Aid

We encourage all our staff to gain a Paediatric 1st Aid Certificate and at a minimum there will always be a staff member present who has undertaken appropriate First Aid Training including epi-pen use. There is a very well stocked first aid box available to all staff.

In addition, all staff have received appropriate training on how to deal with and record accidents and emergencies. If your child has had an accident whilst at Energy Kidz, it will be recorded on an Injury Report form and you will be asked to sign the form as the child's parent/carer.

