



Young Cooks Club Parents' Handbook

ABOUT THE CLUB

Young Cooks Club is an after-school cookery club for children aged 8-11 (year 4-year 6).

Where: One Church, Florence Road, Brighton, East Sussex

When: Tuesday afternoons during term time between 3.15(for 3.30 start) and 5.15pm

Cost: £15 per 1¾-hour session (payable half-termly in advance)

What: Children will learn a range of skills including pastry, safe knife skills, bread-making and lots more.

Our mission...

To empower kids with a knowledge about food and cookery to allow them to make sensible choices about their health in a fun environment.

What we provide

We provide the ingredients and equipment (including aprons) for children to make a different type of food each week. We aim for the food to be seasonal, tasty and always with a healthy, balanced diet in mind. If your child wishes, they may bring a snack to have when they arrive at the club. They will eat their own snack as we discuss what we are going to cook at the beginning of the session. We will provide drinking water.

Staffing

Our Club is staffed by Anna Haynes and Leona Vincent, both of whom have full DBS certificates and have undertaken first aid training for children (certificates available on request).

Both Leona and Anna have extensive experience of working with children in school and out, and are both parents themselves. We maintain a staff ratio of 1 adult: 5 children.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact one of us at youngcooksclub@gmail.com or on 07946 443433 (Anna) or 07534939592 (Leona).

Organisation

Young Cooks Club is run as a community interest company. Registered in England and Wales No. 11709379.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis.

We require a completed registration form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form. See our **Admission and Fees Policy** for more details.

Payment of fees

The current fees are **£15** per child per session. Fees are payable in advance by bank transfer. Should you wish to pay by another method, please get in touch by phone or email or speak to one of us when picking up your child.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for school holidays.

Please ensure that fees are paid promptly before the first session of each term. Non-payment for more than two weeks may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to one of us.

Changes to days and cancelling your place

You must give us two weeks' notice of termination.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason.

If you know in advance of any days when your child will not be attending please try to let us know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. Please contact us to arrange this.

Arrivals and departures

A register is taken when children arrive in our care, and you must sign out your child each week when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. See our **Arrivals and Departures Policy** for more details.

The club finishes at 5.15pm, if you are delayed for any reason please telephone the Club to let us know. The Church has other organisations renting the building straight after Young Cooks Club so it is imperative that we are out of the building when we say we are going to be. We understand that there are times when you may be late despite your best efforts but please help us with this as much as possible.

If your child remains uncollected after 6.00pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. For more details on equal opportunities and special needs, see our **Equalities Policy**.

GENERAL INFORMATION

Behaviour (children)

A kitchen can be a hazardous place which is why we ask your children to adhere to our code of conduct.

We have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

The Club promotes an atmosphere of care, consideration and respect for everyone attending.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. **See our Illness and Accidents Policy for more details.**

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. See our **Administering Medication Policy** for more details.

Privacy Notice

At Young Cooks Club we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email and social

media so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g. to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

PLEDGE TO PARENTS

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

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- 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.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Young Cooks Club CIC

Club mobile number: 07946 443433 (Anna Haynes) / 07534939592 (Leona Vincent)(Please leave a voice message if there is no reply.)

youngcooksclub@gmail.com