The Local Offer

Hermitage Kool Kids Club

Lisa Combey

Kool Kids Club happily welcomes all families; an appointment is not always necessary to view our club, but to ensure we have time to discuss your child’s needs we would appreciate it if you were to call us on 07704274937 or alternatively send an email to koolkids@swingboatinurseries.co.uk to arrange to visit at your convenience. We offer out of school care, provided by Swingboat Nurseries and you can find out more information about our services by visiting our website www.swingboatinurseries.co.uk and click on the link for before and after school provision. Our opening times are 7.30 – 9.00am breakfast club and 3.00 – 6.00pm after school care. Once we have your details we will send you a prospectus containing more information about our club, this will help you to get a picture of what we provide and gives you a chance to ask us any questions you may have when you visit us. When you visit a senior member of staff will show you around our facilities, introduce you to our amazing dedicated staff team and answer any questions you may have. When the decision has been made to start your child at kool kids club, we will happily provide you with all the necessary paperwork to make a booking, and to ensure a smooth transition into our setting.

When your child has been booked in we offer free settling sessions to enable you and your child to get to know the staff team and experience what we have on offer. Settling may be taken over a few sessions, so both you and your child will feel confident in our setting and the new environment. On Arriving you will be greeted by your child’s key person, they will begin the process of getting to know both you and your child, they will ask you to fill out an all about me form this details your child’s likes and dislikes, if they have pets and what activities they like. The all about me provides a talking point for staff and your child to help your child feel safe and secure in their new environment.

Kool Kids Club is situated in St John the Baptist C of E Primary School in Whitwick. The school has disabled access to all areas of the school, providing ramps for access to the upper levels of the school and playground. There is a car park attached to the school and ample parking on the road outside the school.

In order to safeguard the children in our care we have a secure school setting with access through a mechanical gate, with a camera system to allow staff to recognise or obtain a password from persons before we allow them to enter. All our staff attend regular safeguarding training carried out at monthly staff meetings to ensure our team is aware of their responsibilities to safeguard all children within our care of our setting. We have robust policies and procedures in place that are reviewed annually or sooner if required. We carry out risk assessments on our premises, the outdoor areas and equipment within the club, annually or when new equipment is purchased or changes to the club take place. When a child starts at club we show the child and parents the areas of play accessible to them, this further ads to safeguarding the child's welfare by ensuring both child and parents feel their child is safe and secure in our care at club.

We will communicate with you daily either verbally or through our home-school link books, the information we share is how your child has been in club, how well they have eaten and if they have any notes from school we will pass these on. We have a reward chart where your child is encouraged to gain points for their group and termly prizes are given, we encourage parents to look at the charts to encourage positive relationships and to give praise where necessary. We will also share information via email, text or phone where appropriate. We ask parents to keep club updated about their child’s needs through any medium so we can give the right level of care to your child.

We have excellent relationships with outside agencies and we liaise with all professionals involved the care and development of our children at club. We have regular contact with the Schools SENCO’s (Special Educational Needs Coordinator) that have children

---

**Name of Setting:** Hermitage Kool Kids Club  
**Address:** Whitwick St. John the Baptist C of E Primary School, Parsonwood Hill, Whitwick, Coalville, LEICESTERSHIRE, LE67 5AT  
**Telephone:** 01530 814477 or 01530 838252  
**Email:** info@hermitagedaynursery.co.uk  
**Name of person to contact:** Lisa Combey

---

*My child has SEND. I would like to look around. What do I need to do?*

Kool Kids Club happily welcomes all families; an appointment is not always necessary to view our club, but to ensure we have time to discuss your child’s needs we would appreciate it if you were to call us on 07704274937 or alternatively send an email to koolkids@swingboatinurseries.co.uk to arrange to visit at your convenience. We offer out of school care, provided by Swingboat Nurseries and you can find out more information about our services by visiting our website www.swingboatinurseries.co.uk and click on the link for before and after school provision. Our opening times are 7.30 – 9.00am breakfast club and 3.00 – 6.00pm after school care. Once we have your details we will send you a prospectus containing more information about our club, this will help you to get a picture of what we provide and gives you a chance to ask us any questions you may have when you visit us. When you visit a senior member of staff will show you around our facilities, introduce you to our amazing dedicated staff team and answer any questions you may have. When the decision has been made to start your child at kool kids club, we will happily provide you with all the necessary paperwork to make a booking, and to ensure a smooth transition into our setting.

---

*How will my child and I be made to feel welcome and how will you get ready for my child coming?*

When your child has been booked in we offer free settling sessions to enable you and your child to get to know the staff team and experience what we have on offer. Settling may be taken over a few sessions, so both you and your child will feel confident in our setting and the new environment. On Arriving you will be greeted by your child’s key person, they will begin the process of getting to know both you and your child, they will ask you to fill out an all about me form this details your child’s likes and dislikes, if they have pets and what activities they like. The all about me provides a talking point for staff and your child to help your child feel safe and secure in their new environment.

---

*How accessible are your premises?*

Kool Kids Club is situated in St John the Baptist C of E Primary School in Whitwick. The school has disabled access to all areas of the school, providing ramps for access to the upper levels of the school and playground. There is a car park attached to the school and ample parking on the road outside the school.

---

*How will you keep my child safe?*

In order to safeguard the children in our care we have a secure school setting with access through a mechanical gate, with a camera system to allow staff to recognise or obtain a password from persons before we allow them to enter. All our staff attend regular safeguarding training carried out at monthly staff meetings to ensure our team is aware of their responsibilities to safeguard all children within our care of our setting. We have robust policies and procedures in place that are reviewed annually or sooner if required. We carry out risk assessments on our premises, the outdoor areas and equipment within the club, annually or when new equipment is purchased or changes to the club take place. When a child starts at club we show the child and parents the areas of play accessible to them, this further ads to safeguarding the child’s welfare by ensuring both child and parents feel their child is safe and secure in our care at club.

---

*How will you communicate with me what my child has done, enjoyed and learnt?*

We will communicate with you daily either verbally or through our home-school link books, the information we share is how your child has been in club, how well they have eaten and if they have any notes from school we will pass these on. We have a reward chart where your child is encouraged to gain points for their group and termly prizes are given, we encourage parents to look at the charts to encourage positive relationships and to give praise where necessary. We will also share information via email, text or phone where appropriate. We ask parents to keep club updated about their child’s needs through any medium so we can give the right level of care to your child.

---

*How do you work with other professionals?*

We have excellent relationships with outside agencies and we liaise with all professionals involved the care and development of our children at club. We have regular contact with the Schools SENCO’s (Special Educational Needs Coordinator) that have children
within our setting and we work hard to create an effective plan that will help the child reach their full potential and encourage them to build relationships with all involved. We actively encourage parents and carers to attend meetings held between all agencies involved in their child’s care, they can include Health visitors, occupational Therapist SALT and EYSENIS, teachers and either the child’s key worker or the setting SENCO, to ensure the child’s needs are being met and they can access club effectively and inclusively.

### What training have you/your staff had in SEND?

Within our setting we have a designated SENCO that attends all necessary training the SENCO then cascades training to the staff team at monthly staff meetings so all staff have the same knowledge and understanding of their role in regards to a child with SEND. Each member of staff can access training available to enable them to support their key worker child with their learning. Training included is:

- Safeguarding Children
- Paediatric First Aid
- Autism
- Behaviour
- SEND code of practice and role of the SENCO

### How will you adapt play opportunities for my child?

We understand every child is unique and at Kool kids club adapt our play and activities to meet the needs of all children. Enabling all children to explore and have adventures regardless of their specific needs. This ensures we encourage all children to reach their full potential and meet their next steps whilst remaining part of the group. Through planning for the individual child’s needs we ensure that all activities are fully accessible as they arrive to club. For example if a child has hearing impairment we would ensure they are aware we wear bright uniform tops so we are easily visible to the child at all times, we would ensure visual aids are available alongside a linear timetable and any instructions given to the child are done in this way or we talk directly face to face at the child’s level, and have a variety of sensory equipment available for their play.

### How will you get ready for my child going to his/her new school?

When your Child starts within our setting, we offer free settling sessions to ensure your child gets to know their key worker the staff team and become comfortable and confident in their new environment. Filling in All about me forms with parents, so key person is aware of interests for opportunities of getting to know the child better.

### How will you and I know how my child is doing and how will you help me to support my child’s learning?

At club we ensure we work in partnership with school to plan activities around the termly projects within the school, and extend the children’s learning through play. If your child is working within the EYFS (Early Years Foundation Stage) we plan activities within the EYFS to meet you child’s next steps. This is then evidenced within your child’s learning journey which you may access at any time. We carry out observations on a daily basis to help us to identify your child’s current stage of development so that we can then plan a next step. Your child’s key person will communicate with you on a daily basis when you collect your child and inform you of your child’s progress. We have an open door policy and will happily speak to parents/carers about their child at any time.