



YMCA EAST SURREY

Y-KIDS

New starter
information pack

YMCA

www.ymcaeast Surrey.org.uk

T 01737 779979

E Children@ymcaeast Surrey.org.uk

Registered charity no.1075028

YMCA Sports and
Community Centre
Princes Road
Redhill RH1 6JJ

Welcome to Y-Kids

Our **After School Club** runs from Monday to Friday during term time in Redhill and Reigate, including extended sessions to cover early finishes on the last Friday of term.

Our **Holiday Playschemes** run in all of the School Holidays from our Redhill site for 4*-12 year olds.

We offer children fun, stimulating play and creative activities. Children are offered the chance to enjoy both free play as well as structured activities including cooking, arts and crafts and group games. The activities are primarily run from our buildings which have secure doors and allow the children to have access to a range of different rooms. We also have access to outside areas, as well as an indoor sports hall at both centres.

The children are cared for by experienced and friendly staff that understand and value their needs. Staff are qualified and undertake an enhanced DBS check. All staff are trained in Safeguarding, Health & Safety and Inclusion. Out of School Childcare, Sports & Recreation Manager has a degree in education. Our Coordinators have a minimum of a Level 3 qualification. Many of our other playworkers have, or are studying for, relevant qualifications.

We are happy to show you around our facilities. If you would like to arrange a visit, please contact us.

*Children must be in full time school



We are proud to be an 'Outstanding' Ofsted registered site. Registration no 122628



'Children thrive in this vibrant club. Staff use their expertise to effectively provide activities to meet children's interests and to support their learning. Staff provide children with excellent opportunities to build their confidence and independence.'

Ofsted Inspection Report, August 2015

Meet our Team



Judith Brooks
Head of Children's Service



Mike Roberts
Out of School Childcare, Sports & Recreation Manager



Susie Morley
Training Manager



Chrissie Larkins
Children Services Administrator



Grace Thorne
Children's Services Co-ordinator



Jamie Dippie
Children's Services Co-ordinator

Playworkers



Amanda Knight



Jasmine Owen-Jones



Kim Gasson



Jeremy Parsons



Olivia Halsey



Essia Kessab



Natasha McKenzie-Verdejo



Donna Rampertab



Naomi Boxall



Gemma Day

EYFS Key Persons



Jamie Dippie



Grace Thorne

Children's charter

YMCA East Surrey aims to ensure each child:-

- ▶ Will be respected as an individual, listened to, have their feelings respected and opinions valued.
- ▶ Has access to stimulating fun and creative activities, supporting and encouraging each child's individual stage of physical, intellectual, social and emotional growth.
- ▶ Is given the opportunity to make new friends, discover new skills, realise their full potential and develop confidence and positive image.
- ▶ Will be welcomed into a safe, secure environment with a happy, friendly atmosphere.
- ▶ Will be cared for by experienced and skilled staff that understand and value the needs of children.
- ▶ Will be given praise, encouragement and the opportunity to succeed in an environment where positive behaviour is promoted and self discipline is encouraged.
- ▶ Will be encouraged to show consideration and respect for each other, staff members and the environment.

For all our other policies including our Child Protection policy please refer to our website, parents' notice board or ask a member of the children's services team.



After School Club

Y-Kids After School Clubs in Redhill and Reigate offer fun activities for 4*-12 year olds in a safe and welcoming environment. We provide affordable, quality childcare for working parents and encourage and support children's physical, intellectual, social and emotional development.

* Children aged 4 must be in full-time education to attend Y-Kids After School Club.

Children are collected from school by YMCA staff and driven to the YMCA Sports and Community Centre in Redhill or YMCA Sovereign Centre in Reigate (see list of local schools below). On arrival, children are given a healthy snack and then get the chance to enjoy structured sessions of sports, cookery, arts and crafts or can just relax and hang out with friends. A homework area is also available.

Our qualified playleaders deliver lively and interesting activities and encourage each child to participate and to try new things.

Children who attend Y-Kids After School Club can also book on to our term-time activities, allowing them to learn and develop new sporting skills, such as football, trampolining and gymnastics.

Local School Pick-ups

Our supervised minibus collects children from eight local schools:

- ▶ Dover's Green Infant School – YMCA Sovereign Centre, Reigate
- ▶ Earlswood Infant School – YMCA Sports & Community Centre, Redhill
- ▶ Earlswood Junior School – YMCA Sports & Community Centre, Redhill
- ▶ St John's Primary School – YMCA Sports & Community Centre, Redhill
- ▶ St Joseph's Primary School – YMCA Sports & Community Centre, Redhill
- ▶ Sandcross Infant and Junior School – YMCA Sovereign Centre, Reigate

If we do not collect from your child's school it does not mean that they to miss out – if you can get them to the YMCA, they can play at the YMCA!

Times & Cost

Every weekday during term-time. Collection from the After School Club until 18:00.

£10.00 per day or £11.50 per child per day for late bookings. After School club bookings close at 12:00, 3 days in advance. After this date you will need to contact the Out of School Childcare team on **01737 784977** or email **children@ymcaeast Surrey.org.uk** to make a late booking.

We offer a 10% discount when booking a full 5 day week in advance. There is a £10 per child registration fee at the time of your first Y-Kids booking which is a one off charge.

We accept Childcare Vouchers and you may be eligible for working tax credits by providing HMRC with our Ofsted registration number 122628.



Holiday Playscheme

Our school holiday playschemes in Redhill are for children of all abilities aged 4*-12. * Children aged 4 must be in full-time education.

Activities

Children enjoy fun, stimulating play and creative activities during the school holidays. Our holiday playschemes give children the opportunity to make new friends, discover new skills, develop confidence and realise their full potential.

Children experience a variety of activities each day, enjoying exciting and educational activities, including sport, arts & crafts, cooking, music, drama and team games.

Children need to bring a packed lunch and any spare clothes/coat needed.

Times & Cost | Redhill

Basic Day | 10:00-16:00 | £22.00

Extended Day | 08:30-18:00 | £32.00

Breakfast Club | 07:45-08:30 | £4.00

There is a £10 per child registration fee at the time of your first Y-Kids booking which is a one off charge.

Our booking process is flexible offering daily and weekly rates. We offer a **10% discount** for extended day full weekly bookings paid for in advance.



Recreational Activities

Recreational activities take place from Monday to Thursday at our centres in Redhill and Reigate at an additional cost. If your child attends After School Club or Playscheme during this time we will facilitate them getting changed and going down and returning from the class.

▶ Monday | **Football** (Redhill)

Football sessions for children aged 5-11 years are run by UEFA B license Coach Dave Roberts. Children will learn the fundamentals of football (passing, dribbling, shooting) through structured drills and small sided games. We also encourage children to develop teamwork, listening and communication skills, whilst having fun and making new friends.

Children should wear suitable clothing. Trainers must be worn. Please bring a sports bottle with water.

Age 5-6* | 16:00-17:00 | ISF Sports Hall – bookable course

Age 7-8 | 17:00-18:00 | ISF Sports Hall – bookable course

Age 9-11 | 18:00-19:00 | ISF Sports Hall – bookable course

*Parents of 5-6 year olds must stay on site whilst children are attending the class.

▶ Monday, Tuesday, Wednesday & Thursday | **Gymnastics and Trampoline** (Redhill & Reigate)

Our British Gymnastics registered club is taught by a fully qualified coach following the British Gymnastics development award scheme allowing participants to achieve and obtain badges/ certificates as a visual record of their development.

Gymnastics

All classes are ability run; Beginners, Novice, Intermediate, Advanced and Squad. If you are unsure of the level of your child please book a trial session for assessment by emailing eastsurreyacrobatics@hotmail.com. Classes start with a class warm up followed by a basic skill practice before splitting into further ability groups to work on the specific skills set for that week. Classes finish with fitness conditioning and stretching relevant to the gymnasts and vital for development.

Trampoline

Classes are mixed ability and aged classes as each participant is individually taught on the trampoline.

Contact Mike Roberts for more information or see our website.

www.ymcaeast Surrey.org.uk

T 01737 779979 | E mike.roberts@ymcaeast Surrey.org.uk

Y-Kids After School Club and Holiday Playscheme

Terms and Conditions

- ▶ Y-Kids registration fee applies to children attending Y-Kids Playscheme or After School Club for the first time at a one-off cost of £10 per child.
- ▶ It is the parent's responsibility to inform us of any changes in circumstances to enable us to keep our records up to date. This can be done through the child's online booking account (Magic Bookings).
- ▶ All bookings must be paid for by card at the time of booking unless card instalment plan is selected or you are paying by Childcare Vouchers/Tax Free Childcare.
- ▶ A £10 deposit will be applied to card payment plans made in advance of the booking commencing.
- ▶ When paying Childcare Vouchers or Tax Free Childcare, please use your child's full name as the payment reference.
- ▶ Credits for cancelled days will only apply if **one full week's notice** is given.
- ▶ Children aged 4 years old must be in full-time education (i.e reception year) to attend Y-Kids After School Club or Holiday Playscheme.
- ▶ Please call Reception on 01737 779979 or the Out of School Childcare team on 01737 784977 if your child will not be attending after you have booked, to enable staff to make any necessary adjustments.
- ▶ After School Club places must be booked by 12:00 on the day of pick up at the latest. After this time, we will be unable to include children in the scheduled After School Club registers for pick up from their school. If a child believes they are attending Y-Kids After School Club but is not on our list at collection, we will liaise with the school for them to get in touch with the parent & for a decision to collectively be made on a child's attendance with us.
- ▶ Y-Kids After School Club and Holiday Playscheme closes at 18:00. Please contact the YMCA Out of School Childcare team on 01737 784977 if you are held up and unable to arrive by this time. We understand that occasionally unexpected events mean that parents can be late picking up their child, however staff are not contracted to work beyond 18:00. There will therefore be a charge for late pickups of £5.00 per child for each 15 minutes after 18:00. If we have received no phone call by 19:00, and have been unable to make contact with one of your emergency contacts, Social Services will be contacted.
- ▶ We adhere to the policies and procedures of the Data Protection Act.
- ▶ We will sometimes arrange activities which involve the children going offsite. If you do not wish your child to take part in these activities, please inform us in writing before your child attends.
- ▶ Y-Kids weekly booking discount - After School Club and Playscheme advance bookings for the whole week (five days) will be entitled to a 10% discount which is automatically applied.
- ▶ After School Club bookings will close at 12:00, 3 days in advance. After this date you will need to contact the YMCA Out of School Childcare team on 01737 784977 or children@ymcaeast Surrey.org.uk to make a late booking. Late bookings cannot be made through reception. These are subject to an additional £1.50 per child per day (£11.50 per session). We cannot guarantee availability for late bookings.



Online Bookings

Registration

1. Set up an account through this link <https://ymcaeast Surrey.magicbooking.co.uk> . First you need to set up a parent as a main account holder
2. Then add your child/children under 'add child'. We will need detailed information in the child section so allow 10-15minutes to complete everything.
3. Once this is complete you can start making bookings for the After School Club & Holiday Playschemes

Attached is a step by step guide with screenshots for registration and bookings. As ever please contact me if you have any questions or need assistance.

Recreational activities

Bookings for recreational activities (football, ballet, gymnastics, trampolining, athletics) will remain on the old system until later in the year. Please continue to book through reception or Mike in the interim.

Key Changes

- Bookings can only be paid by card/childcare vouchers/tax free childcare
- Payment plans – with card and voucher payments you have the option to either pay the whole booking in one lump sum or spread the cost out monthly across the booking. The first instalment is taken on the day of booking and then for the remaining instalments you can select which date this is debited from your card each month.
- Childcare voucher and Tax free childcare payments will still need to be transferred by the account holder to YMCA East Surrey.



YMCA EAST SURREY

All about me

For those in Reception or Year 1

Introduction

Welcome to your child's All About Me booklet. Please complete the booklet with your child and return it to us when the child starts at Y-Kids After School Club or Holiday Playscheme.

The information you supply will help us to better understand your child's likes and dislikes and will ensure that your child settles in to the Club as quickly and easily as possible.

Child's full name:

Name child is known by:

Date of birth:

Nationality:

Do you have any concerns about your child starting at the Club, or are there any areas that he/she requires help with?

Is there anything that you are aware of that might make it difficult for your child to settle at the Club (eg recent changes at home)?

I consent to the YMCA East Surrey to share information regarding my child with other professionals who are dealing with my child, including health visitors and schools.

Yes No

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Facts about me (Child's page)

I live with:

At home the language we speak is:

The special days that we celebrate are:

My pets are called:

My favourite foods are:

I don't like to eat:

I like to drink:

I don't like to drink:

I like to play with:

- Construction toys (Lego, K'Nex etc)
- Cars
- Dolls
- Trains
- Puzzles
- Board games
- Computer games / Wii

I like:

- Painting and drawing
- Dressing up
- Making dens
- Cooking
- Playing football
- Reading
- Crafts & making things
- Dancing

I prefer:

- Running around outside
- A nice bit of quiet time
- Playing with lots of other children
- Playing by myself
- Playing with a few friends

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