



**Kids N' Action Program  
and Parent Handbook**

**WINTER 2017**





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## **DEAR PARENTS AND CAMPERS.....**

It is a pleasure to welcome you and your child/children to Kids N' Action day-camp and/or the Crèche. We are looking forward to an exciting camp season that is designed to provide a caring and safe environment, while giving your children the opportunity to have new experiences, develop camp friendships and enjoy a variety of activities and trips.

The policies and procedures in this handbook are designed to provide you with pertinent information about the way our camp operates. Your co-operation in following these guidelines is appreciated. Please keep this handbook as a reference, as this manual is valid for every age child in day-camp and crèche. You may contact us if you have additional questions on Kids N' Action office number: 020 8802 9925. We prefer messages with any changes you need to inform us of during day-camp, to be on written notes as we may not have heard your message in time.

We're so excited about this Winter camp and look forward to meeting your children and having a great time with them!

Yours sincerely

**Mrs Grunfeld (Crèche Team Leader)**

**Mrs Melavsky (Nursery & Infants)**

**Mrs Bernard (Junior & Seniors co-ordinator)**

**Mrs Domb (DSL Officer)**

**Mrs Rapaport (Finance Manager)**

**Ruchy Friedman & Tzivi Fischer (Social Heads)**

**Mrs Mandel (Program Manager)**

**Beily Rapaport & Hindy Barminka (Van co-ordinator)**

## **DISCOVER THE FUN AT KIDS N' ACTION WINTER DAY-CAMP:**

Kids N' Action provides Ofsted registered, enjoyable, action-packed school holiday programmes for children in school from Lower Nursery to Year 8 inclusive. Our aim is to get children active and build their confidence through sport, physical activity and other educational activities they may be interested in trying. We have also extended our age range to provide childcare for infants and toddlers aged 3 months to 3 years as today's families need all the support they can receive, in order to nurture the potential of each individual child in a heimisha setting. That's why childcare and After School Programs at Kids N' Action are vital and have a long-lasting tradition in assisting children to learn, grow and thrive in their own unique way.

Our Day-camps are open all day to provide busy parents with affordable, fun packed childcare options. As a forward thinking organisation we recognise the importance of childcare for working parents and now accept kiddie vouchers. Some parents may be entitled to claim childcare costs for the holiday play-scheme through HMRC. (Contact Mr Posen for more info). We also include children & young people with social, emotional or physical disability.



## **PROGRAM AND CAMP THEME:**

Kids N' Action Winter Day Camp programs are designed to teach the children essential social skills and values, stimulate learning, foster creativity and facilitate an appreciation of the world around us thus giving them the foundations they'll need to flourish. In each of our Camps, the social heads design and plan a thematic curriculum that focuses on a specific subject and every group gets their own group name and character to compete with. This time the theme program will be focused on "**shopping for mitzvahs**" giving the children new opportunities for a lively, active and positive experience during the Winter day camp. Our campers will be practising their theme songs and singing their hearts out, cheering and chanting as they move from one activity to the next.

With our team of trained and experienced staff and volunteers, we aim to provide a safe and healthy place to learn foundational skills in a fun environment and build their independence through caring, honesty, respect and responsibility, so that they will have a memorable and an enjoyable experience where every child will have fun, enjoy, achieve, gain confidence, make new friends, stay safe and learn new skills that last for life.

In a nutshell, all aged programmes at Kids N' Action represents what we are all about....fun filled, energetic, action packed activities for girls aged 3-12 years.

## **VENUE, DATES AND HOURS OF OPERATION:**

Day-camp takes place at Beis Chinuch Lebonos Girls School on Woodberry Down. We are open from Monday 2<sup>nd</sup> January - Friday 6<sup>th</sup> January 2017 from 9:30am – 4:00pm Monday to Thursday, and on Friday from 9:30am-12:30pm.

### **ATTENTION PARENTS**

No calls may be made to Mrs Rapaport or Mrs Mandel at home unless it is an **EMERGENCY**. Please call during office hours **ONLY** on 8809 7737 ex:8 or 8802 9925 or email: [kidsnaction@bclschool.co.uk](mailto:kidsnaction@bclschool.co.uk)

#### **Please note:**

All סובליד mugs, plates, cups... sent home with your child, has to be סובליד before using it.

Thank you for your co-operation!!



## PROCEDURES FOR ARRIVING AND GOING HOME-TIME.

As the vast majority of our users live within walking distance of Kids N Action, families are strongly encouraged to walk or bus to school. For those families using cars or vans please ensure you do not stop outside the school on the yellow lines. Additional traffic and parked cars around the school pose a serious unnecessary risk to children as well as additional congestion. Cars are advised to drive in via the first entrance (New Entrance) and drive out via the second entrance (Old Entrance). Children from Reception to Year 8 will be waiting at home-time behind the reception garden gates in the back garden of the main school building every day from 4pm and Crèche and Nursery children will be waiting in their classroom with their leader until they are picked up. On rainy days children will be waiting under the shelter in the entrance of the main building.

Staff will be outside in the playground at the end of the day to facilitate good communication. We will provide supervision for up to 20 minutes at the end of the day. At 4.20 pm late collection procedures would be followed.

If your child is unable to attend daycamp due to illness, or has an appointment during the day, parents must inform the office between 9.00 am – 9.30 am on 020 8802 9925.

No staff will be on the premises longer than 20 minutes before and after day-camp hours. WE WILL CHARGE £1 PER MINUTE FOR CHILDREN LEFT LONGER THAN 20 MINUTES AFTER HOMETIME. The program is enclosed at the end of this booklet. Some of the programmes may not be applicable to you i.e. if your child is older, then the younger programme is not applicable. On outing days please call 020 8809 7737 option 8, then option 8 to find out when the coaches are arriving back.

**If you require transport during Day-camp you can call Mr Schlesinger on 07588 689 468**

**The van arrangement is a fantastic service put on for those parents who have children of different ages finishing at different times.**

## SAFETY AND SECURITY:

Kids N' Action day-camp prioritises the safety, security, well-being and enjoyment of each camper. The staff are carefully chosen for their positive and encouraging attitudes and experience of working with children in each specific age group, who have a wide range of abilities. Plus, we have a fantastic and responsible Team Manager who accompanies the girls on every outing to ensure that everything is running smoothly. We also have trained volunteers, aged 14-16 years old, to assist the leaders. The young volunteers will not be left in sole charge of the children at any time. The following table shows the general adult: child ratio we use to ensure that the children are kept safe.

Class:	Childs age:	Adult: Child staff ratio
Baby Crèche	0 - 1 year	1:3
Intermediate Crèche	1 – 2 years	1:4
Toddler Crèche	2 - 3 years	1:4
Nursery Classes	3 - 5 years	1:6
Reception – Year 2	5 - 8 years	1:8
Year 3 – Year 8	8 - 11 years	1:10

Every group leader will carry a group register with all their details, which may be necessary for them to know. Class registers are taken a few times during the day, to ensure that the children are together at all times.



## **ACCIDENT REPORTING:**

Any incidents, e.g. the necessity to administer first aid, that need to be documented, shall be done by the Group Leader or Team Manager. Parents of the child will be made aware of the incident. It is essential that parents read and sign all incident report forms, to ensure that they are fully aware of the incident that occurred to their child on that day. If a serious accident takes place during the day-camp then you will be contacted as soon as possible.

## **STAFF AND VOLUNTEER TRAINING:**

Our staff and volunteers receive comprehensive training that includes:

- Supervision of children at on and offsite activities.
- Risk assessment for activities.
- Child Protection.
- First Aid.
- Fire Procedures.
- Health and hygiene.
- Safety and security procedures.

This is all covered in our risk management document, which each member of staff studies in detail during the induction process.

## **ADVERSE WEATHER:**

We may have to alter the program and provide appropriate activities for the children, if the weather is too cold or wet. Please make sure to send a warm hooded jacket, scarf and gloves with your child on outing days.

## **HYGIENE POLICY:**

Kids N' Action is committed to maintaining high standards of health and hygiene throughout the Play Scheme. We will strive to maintain the cleanliness of facilities and equipment, and we give our staff guidance on maintaining a healthy environment and good hygiene practice. On the coaches there will be carrier bags available for children to deposit their rubbish. Children will be encouraged not to eat any packet nosh on the coaches, so as to avoid unnecessary mess and to reduce the likelihood of vomiting. **Children will only be allowed to drink, and eat sweets, toffees, fruit and vegetables during the coach journeys. All other foods will have to be eaten on the outing or on the day-camp premises.**

## **BEHAVIOUR POLICY:**

Our staff are trained and have experience in treating each child fairly and as an individual. We aim to provide a challenging, fun learning experience for every child to develop their latent talents. Although we do take into consideration that day-camp is not as formal as school, it is still essential for staff to have proper discipline, combined with fun at the same time. Our dedicated staff continually encourage positive and good behaviour from every child at camp, through acknowledging and rewarding such conduct.

### *Challenging or inappropriate behaviour management procedure:*

- *Initially the leaders will try to deal with the situation.*
- *If unsuccessful, the Team Manager will contain the incident by removing the child/children from the group.*
- *If the above happens more than three times, the parents will be informed. In some cases, the parents will be asked to collect the child/children during day-camp time.*
- *Suspending a child will only be considered after due consultation.*



## **CHILD SECURITY:**

Kids N' Action has started to operate an extra security system. There will be a designated Home Time Manager specifically for home time, to ensure that every child goes home according to the arrangements of their parents. If someone else is collecting your child which differs from your regular arrangement, then you must inform our office, or the Camp Manager on site. No children will be released without being informed of changes in pick-up arrangements. Kids N' Action staff are given guidance on our security procedures during their staff training at induction.

## **UNCOLLECTED CHILD POLICY:**

There will be two members of staff on duty until 20 minutes after day-camp ends. Any child that is collected after this time will have to pay a late pick-up fee of £5.00 for every five minutes late. There will be at least two adults who will remain with the child until she is collected. We will not allow the child to return home alone, or with an unauthorised adult, unless we have your permission.

## **LOST, DAMAGED OR STOLEN PROPERTY:**

Please label all items that you send from home i.e. jackets, drink bottles, ruck-sacks, buggies etc. with your child's name, so that we can return any lost property. At the end of the week, lost property will be displayed on the hooks outside the entrance of the Kindergarten building. We cannot guarantee the return of all lost property; we are planning to send all lost property to charity shops two weeks after Day Camp is over. Kids N' Action does not take responsibility for any money or personal property lost, damaged or stolen at the daycamp. Parents are advised as a precaution to ensure that their children do not bring anything valuable to Day Camp, and to label all clothing and items belonging to your children with their name and phone number.

Parents should be advised that children need practical & suitable clothing to attend crèche/day camp and are asked to label their child's clothing. Kids N' Action encourages the children to explore the resources on offer and that this may end up in clothing getting messy, dirty or spoilt for either wet paint, glue or scissors...etc (we encourage children to wear disposable aprons but we can't take responsibility for any damages that occur during day camp.)

We discourage children from wearing any jewellery/accessories during day camp for their own and others safety, parents take full responsibility for lost, damaged or accidents caused by their jewellery.

## **PACKED LUNCH:**

We do not provide packed lunches or snacks for children. You must send children with a packed lunch, plenty drinks and enough snacks especially for longer outings. Please avoid sending food that contains any nut traces such as bamba, chocolate wafers with peanut butter filling or peanut butter sandwiches as some children are allergic to them. All foods brought from home should have a reliable hechsher approved from ר' לאנדא & כדתיא. Kids N' Action will provide fresh drinking water daily.

## **CANCELLATION POLICY:**

If a camper fails to attend, withdraws after payment has been made, or experiences incomplete attendance for any reason, no transfer or refund will be made. Refund requests will only be accepted if there is a waiting list request for a space in the same class for the whole week (no sharing or part time). We will then be able to refund you subject to a cancellation administration fee of £20 per child. (In addition to the card processing fee which applies only for card payments.)



## **CONCERNS AND COMPLAINTS PROCEDURE:**

Should you choose to make a complaint, or if you have any concerns about the day-camp, please first contact the Camp Manager, preferably during office hours or via e-mail to [kidsnaction@bclschool.co.uk](mailto:kidsnaction@bclschool.co.uk). Our Camp Manager will log any complaints or concerns anyone may have. A record will be made on our database, including full details, action taken and whether the complainant is satisfied with the outcome. Our team of leaders are trained to process your comments, passing them on to the appropriate person.

## **CONTACTING THE PARENTS:**

Parents will be contacted during day-camp in cases of serious incidents such as:

- A broken or suspicion of a broken bone.
- If the child is unable to participate due to sudden illness.
- If a child is seriously unhappy about being in day-camp.
- If a child knocks their head and there are concerns that the knock could result in concussion.
- Any situation leading to a hospital visit.
- If there is a serious behavioural problem.
- If a child cannot be found or left behind in day-camp after hours.

## **SICK CHILD POLICY:**

Every child attending day-camp must have recovered from any sickness/illness 48 hours prior to the day-camp commencing. Parents who would like to discuss their child's case individually are welcome to contact us.

## **MEDICATION:**

We will only administer prescribed medication to a child, e.g. inhaler or antibiotics. To do this, we will need written and verbal consent from the parent, who will need to sign a medication form before the start of day-camp. The Camp Manager will document the administering of medication, as well as the delivery and collection of the medication itself. If a child is at risk of **anaphylaxis** (primarily nut allergy) we must be informed of this before day camp starts by the parents. In this case, we will ask for written consent and adequate training on how to administer the injection. Children will be asked to administer their own healing cream, unless the parents have written a letter requesting the leader to do so.

## **SPECIAL NEEDS POLICY:**

Kids N' Action welcomes children with a wide range of abilities, from the most able to those with very special needs. We want all children to discover and improve the talents they possess and we hope to be your partner in developing your child's confidence and self-esteem. It would help the leaders at Kids N' Action if the parents of children with particular needs could discuss those requirements with the leaders before the start of day-camp. We will ensure that your child's needs are made known to the relevant staff and will do our best to adapt the day-camp experience to help your child be appropriately challenged, safe and succeed. We should point out that we will only allow children with special needs to attend if we have the appropriate LSA staff available for that particular child, who will be able to provide the necessary care and attention.



## **CODE OF DRESS AND CONDUCT POLICY:**

Kids N' Action recognises that as we cater for children from many different schools in Stamford Hill, we have to set rules and guidelines for dressing appropriately at all times i.e. children should wear navy or white tights and long sleeves and skirts must cover the knee when sitting and t-shirts must cover the collar bone. **(No socks, slits in skirts; no denim or short sleeves allowed.)** This policy applies to children of all ages including Kindergarten, Lower Nursery and upwards (excludes toddlers attending the drop-in crèche). **There is no reason for any child to have a mobile phone, game boys, MP3/CD player, digital device or i-pod with them during day-camp. Skin-coloured and beige tights, or socks over tights, patterned or lace tights, white skirts or fluorescent coloured clothing and chewing-gum are all prohibited at Kids N' Action day-camp. Hair longer than the shoulder line must be tied back in a pony.** The correct style of dress as well as appropriate behaviour are essential to the image of Kids N' Action's ethos. Any child that is found wearing inappropriate clothing will be sent home.

## **WELCOMING THE CHILDREN:**

The first day that your child under seven years attends day-camp, they may feel a little shy to say their name and class they are in. **It would be a great help for us, if you could stick on your child the label enclosed with her name and class that she is in. Girls from Year 2 – Year 8 should go on the first day straight up to the Junior Hall on the first floor in the Kindergarten building, where they will meet the social heads and their leaders, who will take them to their class. All classes will daven every day in day-camp and on outings we will daven on the coach together. Please bring a siddur with your name and phone number marked on it very clearly. Girls who daven at home will not be able to join the socials.**

We look forward to welcoming you all and to giving you a fantastic time throughout the week ברוחניות ובגשמיות.

כל טוב!!

[Mrs Rapaport & Mrs Mandel](#)

Kids N' Action Office 020 8802 9925  
Or 020 8809 7737 ext: 222/210  
Email: [kidsnaction@bclschool.co.uk](mailto:kidsnaction@bclschool.co.uk)



# Winter Crèche 2017

Dear Parents,

Welcome to our Winter crèche!

To ensure the smooth running of the program and for the safety of your child please remember:

- No breakfast will be served in day camp after 10am, If you would like your child to be served please send with breakfast (e.g. Weetabix...) We will supply sandwiches for dinner, milk and a light snack i.e. biscuits and fruit during the day.
- Children in toddler crèche should not bring their own dinner and lunch unless the child is a fussy eater. You can send either yogurts, compots etc. Water will be provided to the children throughout the day.
- Ensure all belongings e.g. lunches, bags, bottles, drinks, coats, nappies, wipes & buggies etc are all clearly labelled with the child's name and telephone number.
- Provide children with nappies and baby wipes at the beginning of the week for the whole week. We do not have a supply of nappies.
- Parents are required to collect their children on time as there will be no staff on late duty.
- For the safety of your child, please inform us who will be collecting your child daily.
- Please note: that whoever brings in your child **must** fill in a form of what the child needs during the day.

Looking forward to welcoming your child and enjoying the week of fun, in a secure and safe environment.

The number to call during day camp hours is:

Creche manager: Mrs CH Grunfeld  
020 8809 7737 ext: 222/210  
Baby Creche No: 020 8809 7737 ext: 313  
Intermediate Creche No: 020 8809 7737 ext: 312  
Toddler Crèche No: 020 8809 7737 ext: 311  
Email: kidsnaction@bclschool.co.uk

א געזוינטער ווינטער!!

The Creche Staff



# Crèche

## Monday - 2 January

*Welcome everybody - were so happy you're here*

*Lets all get ready for a week full of fun and cheer*

*Arts n' crafts of a snowman with pom poms and buttons galore*

*Let's see how many we can create more and more*

**Today's messy play:** gel



## Tuesday - 3 January

*Baking day is here*

*Wash your hands lets get ready*

*Something nice that's clear*

*A smiley cookie or cute teddy bear*

**Today's messy play:** Bubbles



## Wednesday - 4 January

*Carnival day it will be a blast*

*Jumping castles and slides, go down so fast*

*Adventure runs, ball pools candy floss and pop corn*

**Today's messy play:** Shaving foam



## Thursday - 5 January

*Party time have fun with hat decorating*

*popcorn and balloon making*

**Today's messy play:** chalk



## Friday - 6 January

*Get ready to party in your own seat*

*Find your place and enjoy your treat!*

*We'll have so much fun making jello candles*

*Nush for Shabbos party welcome*





# Program for Kindergarten – Year 2

## Monday - 2 January

*Welcome everyone to a week full of fun*

*Create a butterfly hanging it'll be awesome*

*A cold blooded animal workshop don't have a scare*

*Handle the reptiles and snakes- let's see if you dare*

# Reptiles



## Tuesday - 3 January

*Carnival day it will be a blast*

*Jumping castles and slides, go down fast*

*Adventure runs, ball pools, candy floss and pop corn*

*Don't forget a balloon with stickers it will be adorned*



## Wednesday - 4 January

*A beautiful craft it's truly exquisite*

*Pictures and stickers - something interesting for your plate*

*Then join in the competition who will win?*

*Bombastic sports races - 1,2,3 begin!!*



## Thursday - 5 January

*Kidz Adventure Zone - hip hip hooray*

*Run onto the coach for an exciting, fantastic day*

*A Large bumpy slide and a dark tunnel slide*

*Cargo nets, Velcro rollers, crash mats-you'll be wide eyed.*



## Friday - 6 January

*We've had a week so full of fun*

*We learnt new things and made friends, a ton*

*Create a Shabbos queen crown in addition*

*With Shabbos party and song - in true KNA tradition*





# Program for Year 3 – Year 8

## Monday - 2 January

*Camp Shopping Spree here we come,*

*Banging with the Samba drumming, join in everyone*

*Then design your pencil case, something just for you*

*Personalise it with your unique touch using stickers and some beads too*



## Tuesday - 3 January

*Fantasy Island theme park, we're off with a run*

*To have a smashing time it'll be A1*

*Rides and roller coaster it'll make you blue*

*Pirate ship, Crazy golf & water walkerz that are see through*



## Wednesday - 4 January

*A games competition day- don't let yourself be outdone*

*Carnival day! Get ready for some old fashioned fun*

*So many different stalls each one so unique*

*Then compete on the inflatables - climb the unclimbable ladder till the peak*



## Thursday - 5 January

*Today were off to a great start*

*The Fun Factory will keep you young at heart*

*Wall climbing, mega soft play, with an astro straight slide*

*And across the ice rink you shall glide*



## Friday - 6 January

*Farewell, farewell we shall sing*

*With a lipsinc competition the room will ring*

*We're sorry that daycamp has come to an end*

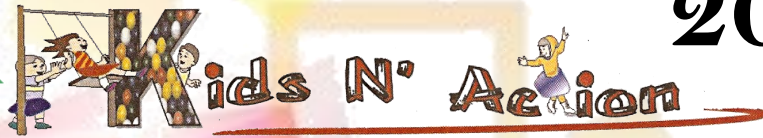
*We have wonderful memories and made some new friends*





# Parent Survey

# WINTER 2017



<p>1. How satisfied were you with the Winter day camp?</p>	<ul style="list-style-type: none"> <li>◇ Extremely Satisfied</li> <li>◇ Very Satisfied</li> <li>◇ Moderately Satisfied</li> <li>◇ Slightly Satisfied</li> <li>◇ Not at all Satisfied</li> </ul>
<p>2. Do you think your child(ren) were welcomed warmly and found there place easily? (If your answer is no please specify below)</p>	<ul style="list-style-type: none"> <li>◇ Yes</li> <li>◇ No</li> </ul>
<p>3. How satisfied were you with the level of communication between staff and parents?</p>	<ul style="list-style-type: none"> <li>◇ Extremely Satisfied</li> <li>◇ Very Satisfied</li> <li>◇ Moderately Satisfied</li> <li>◇ Slightly Satisfied</li> <li>◇ Not at all Satisfied</li> </ul>
<p>4. Please provide any feedback related to the staff at Kids N' Action including activity leaders, and administrative staff:</p>	
<p>5. Which activities did your child like the MOST in day camp?</p>	
<p>6. Which activities did your child like the LEAST at day camp?</p>	
<p>7. How do you feel about the safety of your child in Kids N' Action?</p>	<ul style="list-style-type: none"> <li>◇ Extremely safe</li> <li>◇ Very safe</li> <li>◇ Moderately safe</li> <li>◇ Slightly safe</li> <li>◇ Not at all safe</li> </ul>
<p>8. Did you feel your childs individual needs were met?</p>	<ul style="list-style-type: none"> <li>◇ Definitely</li> <li>◇ Sometimes</li> <li>◇ Not really</li> <li>◇ Comment: _____</li> <li>_____</li> </ul>
<p>9. Please provide any other comments, input, suggestions or feedback regarding to Kids N' Action holiday programs</p>	


























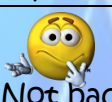

Please send back with your child on Friday. Thank you for your cooperation



Please fill in this daily and bring back on the last day-Friday to the main office. Every child that brings back a completed form on Friday will get a small prize.

Name: \_\_\_\_\_  
 Class: \_\_\_\_\_  
 Age: \_\_\_\_\_



 <b>DAY</b>	<i>How was your day?</i> <i>Please circle or colour the box you decide</i>	<b>WHAT DID YOU LIKE BEST TODAY?</b> 	<b>DO YOU HAVE ANY IDEAS OR CHANGES FOR NEXT TIME?</b> 	
<b>MONDAY</b> 2nd January 2017	 Blast  Fun  Happy  Not bad  Sad  Upsetting			
<b>TUESDAY</b> 3rd January 2017	 Blast  Fun  Happy  Not bad  Sad  Upsetting			
<b>WEDNESDAY</b> 4th January 2017	 Blast  Fun  Happy  Not bad  Sad  Upsetting			
<b>THURSDAY</b> 5th January 2017	 Blast  Fun  Happy  Not bad  Sad  Upsetting			
<b>FRIDAY</b> 6th January 2017	 Blast  Fun  Happy  Not bad  Sad  Upsetting			