

Positive
memories
that leave
footprints

Parent Handbook and Program

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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, build their self-esteem, 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!

Mrs Rapaport (Finance Manager)

Mrs Mandel (Program Manager)

Mrs C H Grunfeld (On-site Manager)

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 too. Some parents may be entitled to claim childcare up to 70% of the 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. The camp theme program will give 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, learn new skills improve their מדות 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 וגשמיות ברוחניות 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 23rd December - Friday 27th December 2019, 9:30am – 4:00pm from Monday to Thursday & Friday till 12.30pm.

Coach Trip Notice:

In order for the coach drivers to drive safely and responsibly, please be aware that the children will be forbidden to stand in the coaches at any time!! The sudden acceleration can cause danger or discomfort for passengers, particularly if they are standing or moving in the vehicle. Anyone that is found without a fastened seatbelt or standing up will be expelled without any refund!! Please put all belongings in the underneath compartment of the coach - only drinks, sweets and a siddur will be allowed on during coach trips.

We have had feedback that the older girls have to come in some days very early. We would like to clarify that this is necessary because some venues are distant and to benefit fully we need to arrive at the opening time which is after 10am.

KNA hotline: 03030402539

**Please call in daily for updates
on coach arrivals**

**COACHES WILL LEAVE PROMPTLY -
WE WILL NOT WAIT FOR ANY LATECOMERS!!**

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.** We will not allow the child to return home alone, or with an unauthorised adult, unless we have your permission. If after thirty five minutes no-one arrives to collect the child, and we have been unable to contact any family member by telephone, we will arrange for the child to go to the Camp Manager's house, adding an extra fee for the minicab on top of the late pick-up fee. This will have to be paid immediately when picking up your child/children.

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.

To contact the van driver please call: [Mr Schlesinger: 07490956227](tel:07490956227)

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.

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.

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 6	8 - 11 years	1:10
Year 7 – Year 10	11 – 15 years	1:15

STAFF AND VOLUNTEER TRAINING:

Our staff and volunteers receive comprehensive training that includes:

- Supervision of children at on and offsite activities.
- Safeguarding Children.
- 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

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.

DAMAGED, LOST OR STOLEN ITEMS/CLOTHING:

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 day camp, 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,

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, עדה החרידות, & Kids N' Action will provide fresh drinking water daily.

FIRE SAFETY:

Written fire safety procedures include guidance for staff on the safe evacuation of the building being used. Our fire emergency action plans are included within our risk assessment documents for each outing or venue. We will carry out a fire drill in line with existing procedures. This drill will be logged by the Camp Manager and kept on record at our office. All staff are provided with training and their fire safety responsibilities either on site or on outings.

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 in 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. Please be aware that cars must drive in via the new-first entrance and drive out at the old-second entrance. Any car that parks on the pavement opposite the school will get fined by the council. Children going by car/parents will be waiting behind the gates in reception garden.

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.

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, with your child on outing days.

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. / knadaycamp@gmail.com Our Camp Manager will log any complaints or concerns anyone may have and deal with it as quick as possible. 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.

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 (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, striped tights, 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 her name and class that she is in.**

Girls from Year 1 – 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 the classroom 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.

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

Mrs Rapaport & Mrs Mandel

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 ext: 8 or 8802 9925. (Please leave a message if calling after hours with your name and number so that we can return your call)

All כליים, i.e. mugs, plates, cups... sent home with your child, has to be טובל'ד before using it.

Thank you for your co-operation!!

Winter Crèche 2019

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.
- You need to send 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 the 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:

Kids N' Action Office No: 020 8802 9925

Line 2: 020 8809 7737 ext: 8

Baby Creche No: 020 8809 7737 ext: 311

Intermediate Creche No: 020 8809 7737 ext: 312

Toddler Crèche No: 020 8809 7737 ext: 313

Mrs C H Grunfeld Creche manager: 07758531069 (during office hours only)

The Creche Staff

Dear Parent of crèche children,

Re: Nut Allergy

This letter is to inform you that a infant/toddler in your child's crèche room has a severe food allergy to peanuts/nuts. It is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking your help to provide the toddler with a safe environment. Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. This allergic reaction (anaphylactic shock) can occur through ingestion of peanut/nut products, cross contamination and breathing peanuts in the air.

To reduce the chance of this occurring, we are asking that you **do not send any peanut or nut containing products** to daycamp with your child that will be eaten in the classroom i.e. Bamba, peanut-butter, some chocolate wafers and chocolate spreads may contain traces of peanuts and snacks/bars containing nuts or labelled "may contain nut traces".

If your child has eaten peanuts/nuts before coming to daycamp, please be sure your child's hands and face have been thoroughly washed before entering the daycamp.

We appreciate your support of these procedures. Please complete and return this form so we are certain you have received this information and will keep to the rules.

Please contact me if you have any questions:

Mrs Grunfeld,

Creche Manager

07758531069

I have read and understand the peanut/nut free classroom procedures. I agree to do my part in keeping the classroom peanut and nut free.

Child's Name _____

Parent's Signature _____

Date _____

p.s As we provide dinner, drinks and snacks please do not send any lunches.

Creche



Monday 23rd December

Welcome all to KNA
for a fabulous Chanukah week on display
with our candle crown we will parade
then out we will go with our gorgeous umbrella for some shade!



Tuesday 24th December

Inflatable fun
with marshmallows dipping
and necklace making
what will be your number one?



Wednesday 25th December

Baking day is here
for doughnut decorating we're ready that's clear,
then a colourful dreidel necklace charm oh so sweet,
to add that special touch and to look neat



Thursday 26th December

A snowman craft we'll create
with felt, cotton wool, glitter to decorate
then we'll make our own jello
filling our cups with a candle for that glow.



Friday 27th December

Today Challos we will bake
our little menorah Challos home we will take
then a picture in a snow globe we will see,
to take home as a farewell memory.



Monday - 23rd December

Welcome

Kindergarten 1 - Year 2

Welcome everyone to a week full of fun

Design your own umbrellas, in the rain you won't be outdone

Watch the show do mind boggling feats

With tricks & experiments that no one can compete

Year 3 - Year 8

Welcome everyone - A wristlet we will create

With a keyrings, initial & gems it'll be first rate

Watch the show do mind boggling feats

With tricks & experiments that no one can compete



Tuesday - 24th December

All classes

Trampolining – bounce higher and higher

Harness yourself, climb the rocks, until you tire

Into the foam pit you'll sink right in

Exciting slides – downwards you'll spin

Year 3 - Year 8

With Simcha and music get on your feet

We will learn new steps and dance to the beat

our Ahdus and spirit soaring high

Let's sing & jump till the sky



Wednesday - 25th December

Kindergarten 1 - Year 2

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



Year 3 - Year 8

Carnival day – gear up for the challenge

Eliminators, last man standing, fun run, - What can you manage?

Dive right into the foam pit, it'll be a blast

Stalls, popcorn, marshmallows and some candy floss



Thursday - 26th December

Kindergarten 1 - Year 2

Let's not forget Chanukah is our theme

Decorating donuts in colours that gləm

Then we'll wind down with a sticker art to display

And dreidel shrinkies to complete the day



Year 3 - Year 8

Let's not forget to make Chanukah our theme

Decorating donuts in colours that gləm

Design your own beautiful Chanukah tray

And a fantastic social to complete the day



Friday - 27th December

Kindergarten 1 - Year 2

We've had a week so full of fun
 We learnt new things and made friends, a ton
 Create a farewell craft in addition
 With party and song – in true KNA tradition

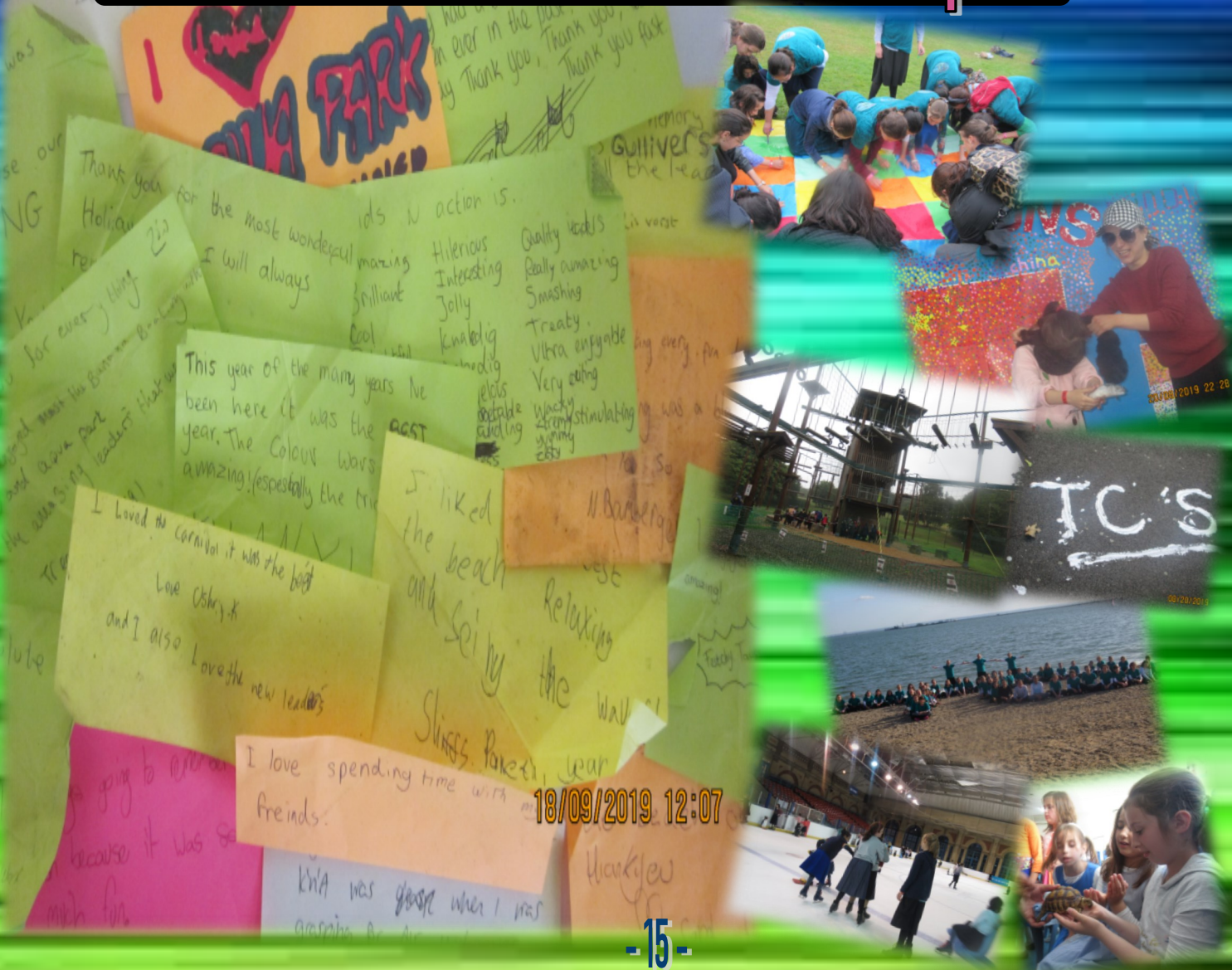
Year 3 - Year 8

Farewell, farewell we shall sing
 With a lip-sinc competition the room will ring
 We're sorry that daycamp has come to an end
 We have wonderful memories and made some new friends



YOU'RE LEAVING!
GOODBYE and GOOD LUCK..
..WE'LL MISS YOU!

Summer Feedback from the campers



Parent Survey



<p>1. How satisfied were you with the Kids N Action day camp?</p>	<ul style="list-style-type: none"> ◇ Extremely Satisfied ◇ Very Satisfied ◇ Moderately Satisfied ◇ Slightly Satisfied ◇ Not at all Satisfied
<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"> ◇ Yes ◇ No
<p>3. How satisfied were you with the level of communication between staff and parents?</p>	<ul style="list-style-type: none"> ◇ Extremely Satisfied ◇ Very Satisfied ◇ Moderately Satisfied ◇ Slightly Satisfied ◇ Not at all Satisfied
<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"> ◇ Extremely safe ◇ Very safe ◇ Moderately safe ◇ Slightly safe ◇ Not at all safe
<p>8. Did you feel your childs individual needs were met?</p>	<ul style="list-style-type: none"> ◇ Definitely ◇ Sometimes ◇ Not really ◇ Comment: _____ _____
<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. Thank you for your cooperation

My Happy Sheet



Name: _____ Class: _____

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

<p><i>Week 1</i></p>	<p><u>HOW WAS YOUR DAY?</u> Please circle the box you decide</p>		<p><u>WHAT DID YOU LIKE BEST TODAY?</u></p>	<p><u>DO YOU HAVE ANY IDEAS FOR NEXT TIME?</u></p>	<p><u>COMMENTS OR COMPLAINTS</u></p>
<p>Monday 05/08/2019</p>	 Blast	 Fun			
	 Happy	 Not bad			
	 Sad	 Upsetting			
<p>Tuesday 06/08/2019</p>	 Blast	 Fun			
	 Happy	 Not bad			
	 Sad	 Upsetting			
<p>Wednesday 07/08/2019</p>	 Blast	 Fun			
	 Happy	 Not bad			
	 Sad	 Upsetting			
<p>Thursday 08/08/2019</p>	 Blast	 Fun			
	 Happy	 Not bad			
	 Sad	 Upsetting			
<p>Friday 09/08/2019</p>	 Blast	 Fun			
	 Happy	 Not bad			
	 Sad	 Upsetting			

COLOUR ME IN



My most treasured moments this day camp was:

Help the girls find
the right "path" to
Kids N' Action

