



Information for Parents and attendees of Fortis Green Kids' Club After school club – September 2026

Fortis Green Kids' Club is an out of school childcare provision (est. 1992) catering for children aged 4-11. During term-time its Afterschool Club collects children from various local primary schools including Muswell Hill Primary, Coldfall, Tetherdown, St James', Our Lady of Muswell, and Norfolk House. Children are cared for by experienced and qualified playworkers, dedicated to providing the highest quality childcare that is welcoming, friendly and lots of fun. Afterschool Club children are collected by the Club staff from school and are escorted on a designated route to Muswell Hill Baptist Church. The Afterschool Club operates during term-time only.

Location

Muswell Hill Baptist Church, Dukes Avenue, N10 2PT.

Telephone: 07904 570477 E-mail: fortisgreenkidsclub@hotmail.co.uk

Costs/ Tariff Schedule and Booking

In order to assist in the affective implementation of safety measure and keep our children safe, **advance** booking is **essential**. This is also to allow us to make pick up arrangements with your child's school.

Only children over the age of 4 years, in full-time primary education, who are already registered online may attend.

The cost for children attending Afterschool Club advance booking is £18.50 per session (or £10 for the daily activity until 4.30). When all the advance booking have been taken, last minute bookings can be selected up to 2 hours before pick up if space is available and the cost is £20 – **10% sibling discount**.

We offer also pick ups after 4 pm from all schools who offer clubs for an additional £5. (However this additional fee does not apply to Muswell Hill Primary school pupils). All sessions are to be booked online at www.fortisgreenkidsclub.org.

No refunds will be given for missed days as there is a no cancellations policy for ASC bookings.

Payment is to be made by debit/credit card or childcare vouchers *only*.

Bookings will not be accepted for individuals with payments in arrears.

The club will operate between **Monday to Thursday from 3pm- 6:15 pm.**

Please add any specific pick up arrangements currently in place at your child's school by updating your child's file on magicbooking i.e. pick up times, current class and which entrance/gate. Please do notify your school in advance to ensure a smooth collection.

Parents are requested to ensure that children are picked up before 6.15 pm. Any delays in collecting your child will incur additional charges as outlined within the Fortis Green Kids Club Terms and conditions. *

*£5 will be charged for the first 15 minutes, followed by £5 for each subsequent 5 minutes or part thereof.

Food

A snack is provided each day at the beginning of the session. It is absolutely essential that we are promptly informed/updated of any allergies each child may suffer from (via magic booking). Please make sure your child comes in with a clearly labelled water bottle.

Emergency treatment

The club will adhere to OFSTED registration requirements for trips at all times. FGKC staff, under the direction of the Senior Play-leader, will make short-term and necessary decisions for the welfare of the children attending.

By registering, parents give permission for their child(ren) to receive urgent medical treatment from qualified First Aiders and give permission to seek any emergency medical advice or treatment if it is necessary. In the event of an emergency, every effort will be made to contact parents and other contacts named on the relevant registration form.

Behaviour

All of our sessions will be run in line with the Fortis Green standard code of conduct; any actions taken by a child which are deemed to cause harm, injury or insult to another child will be handled in line with our standard guidelines (available on request).

Guidance for families attending our after school club

As part of the premises user guidelines parents are not be permitted to enter the building.

On collection of your child/children, please wait at the aforementioned meeting point (entrance to 2, Dukes Avenue) and ring our bell. The respective children will be brought to the door by a member of staff to meet you.

To reduce waiting time in line, parents are welcome to call/text 07904570477 so that staff can get children ready for pick up.

We will not be able to change these pick up procedures due to bad weather, so please bear this in mind and ensure that you dress yourself and your child accordingly.

Independent Toileting Policy

To ensure the safety, privacy, and required supervision ratios for all children in our program, Fortis Green Kids Club requires all enrolled school-aged children to be fully independent in the bathroom.

Staffing & Safeguarding Constraints:

Due to child protection protocols and group supervision requirements, staff members are strictly prohibited from entering individual toilet stalls to assist children with wiping, dressing, or bodily care. Staff will remain directly outside the restroom facilities to supervise and assist with logistics.

Child Independence Expectations:

- *Children attending the program must be able to:
- *Recognize their need to use the restroom and communicate it to staff.
- *Undo/redo their own clothing (buttons, zippers, belts).
- *Wipe and clean themselves independently.
- *Wash and dry their hands thoroughly.

Accidents:

We understand that occasional accidents happen. Parents are asked to keep a spare set of weather-appropriate clothing in their child's bag. In the event of an accident, children must be able to change their clothing independently. If a child is unable to clean or change themselves, a parent or designated emergency contact will be notified to assist them promptly.

Accommodations:

We welcome all children and will make reasonable accommodations where possible for those with documented medical conditions, disabilities, or special educational needs. However, staffing and resources mean we cannot provide one to one support. Parents/guardians requesting accommodations should contact management prior to enrolment to see if an individualized care plan can be established.