



Waterhouses CE (VC) Primary School

Before and After School Club Policy



Committee: Finance and Personnel

Last review date by committee: 15th July 2015

Next review date: July 2016

'Celebrate Learning, Achievement and Friendship'

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 7:45am - 8:45am.
- The After School Club is open Monday-Friday from 3:30pm - 6:00pm
- The Clubs are available for all children from Nursery age to Year 6.
- The Clubs are located in the Sunshine Room, behind the stage. Parents/carers are asked to enter and collect their children via the community entrance.
- Parents/carers are asked to agree to and sign a contract alongside a registration document for both clubs prior to booking.

Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Exercise activities (inside using the hall or outside)
- Lego or construction games
- Comics or books
- Computer activities
- Craft, drawing, puzzles
- Or, at the request of parents/carers, be heard reading or getting help with homework.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Leader.

After School Club

Children up to the end of Year 2 will be collected directly from their classrooms by the After School Club Leader. Children from Year 3 to Year 6 will line up and be collected from the Community Entrance Area for After School Club registration.

Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the After School Club.

The children will be offered a light snack and drink. A further snack will be offered at 5:30pm if required. Snacks may be cereal bars, savoury biscuits, toast or similar. Only snacks will be provided not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements. Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Wii games
- Computer activities using the ICT suite where available
- Cooking using the school's dedicated cookery area. (a small fee may be charged in advance for ingredients)
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games
- Help with homework, reading or other learning
- On occasions, the children may go for a supervised walk to the local play park.

Activities are always pre-planned and will be detailed in the weekly newsletter.

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Booking

Breakfast Club

It is **essential** that pupils are booked into the Breakfast Club by **at least 3:30pm of the day before** the session required. Booking may be made by telephone or text message to the Breakfast Club or by completing a booking form. All documents are available from Mrs Derbyshire, the Breakfast Club Leader **NOT** from the school office. Similarly, bookings must be made through the dedicated Breakfast Club telephone number, or Mrs Derbyshire, **NOT** the school office. If a message is left in order to make a booking, parents/carers **must await a reply to confirm a place is available**.

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis.

Documents may also be downloaded from the school website. All information provided remains confidential.

Parents/carers are asked to sign their child in at the Breakfast Club on the daily register.

The Breakfast Club and After School Club Leader is Mrs Derbyshire

The direct number for the Breakfast Club is: 07581 710209

After School Club

It is **essential** that pupils are booked into the After School Club by **at least 5:30pm of the day before** the session required. Booking may be made by telephone or text message to the After School Club or by completing a booking form. All documents are available from Mrs Derbyshire, the After School Club Leader, **NOT** from the school office. Similarly, bookings must be made through the dedicated After School Club telephone number or Mrs Derbyshire, **NOT** the school office. If a message is left in order to make a booking, parents/carers **must await a reply to confirm a place is available**.

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis. In an emergency, a child may be booked into the After School Club on the same day but only if it is confirmed that a place is available.

Documents may also be downloaded from the school website. All information provided remains confidential.

Mrs Derbyshire will take the lead on planning, provision of snacks, coordination of bookings and payment. Mrs Salt will run the after school club every Thursday and Mrs Knobbs will run the after school club every Friday.

The direct number for the After School Club is: 07581 710209

Collection from the After School Club

Collection will be from the Community Entrance. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to knock at the door if they arrive early to pick up their child. If there is no answer eg due to the children being outside, then parents are asked to ring the After School Club phone number. Children will only be handed over to the

person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password will be provided.

Fees and Payment

Breakfast Club Fees:

7:45 am- 8:45 am £4.00

All payments for the Breakfast and After School Club must be made directly to Mrs Derbyshire, NOT the school office.

After School Club fees:

3:30pm-4:30pm £4.00

4:30pm- 6:00pm £6.00

3:30pm-6:00pm £10.00

- Fees are payable (weekly/half termly/termly) in advance.
- Fees can be paid by cheque or cash. Please make cheques payable to Staffordshire County Council.
- Fees may be paid on arrival at the Breakfast Club.
- If a late booking is made to the After School Club, payment **MUST** be made at the end of the session.
- If cash is being paid on arrival then the correct change is expected.
- All payments will be receipted.

If, for some reason, payment is not made on arrival at the session in the case of the Breakfast Club or on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child.

Discounts

There is a discount of 1 free mornings and/or 1 free afternoon for a block booking in advance of 5 mornings and/or afternoons per week over 6 weeks

There is a sibling discount of:

Breakfast Club: 50p off for the second and third child.

After School Club: 50p off for the second and third child booked in between 3:30pm and 4:30pm.

£1.00 off for the second and third child booked in between 3:30pm and 6:00pm.

All payments for Breakfast Club and After School Club must be separate to each other and to any other school payments. Payments must be directly to the club they relate to.

NO BOOKINGS OR PAYMENTS WILL BE TAKEN AT THE SCHOOL OFFICE UNLESS A PARENT HAS BEEN UNABLE TO MAKE CONTACT THROUGH THE MOBILE PHONE OR IN AN EMERGENCY.

Fees will be reviewed annually by the *Governors Wrap Around Care Committee*.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions school closure will be reported on the Staffordshire County Council website and all parents are contacted via Text2Parents.

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Late Collection from After School Club

Collection after 6:00pm will incur an extra charge of £5.00

Collection after 6:15pm will incur an extra charge of £20.00

If a child is not collected by 6:30pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed and Social Services will be contacted.

Staffing

Staffing follows a ratio of 1:8. If a member of staff is absent, she will contact the Head teacher in order for a replacement to be arranged. There is always another member of teaching staff on site to support in case of emergencies or other incidents until the After School Club closes at 6:00pm.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current CRB clearance and have also received Level 1 child protection training and Paediatric First Aid training
- All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- Written notes to parents from the class teacher will be passed on via the Club Leaders.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy.