Introduction
The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of ‘growing together in mind, body and spirit’. The club will be run by staff from the school, and led by Mrs Debbie Morrish and Mrs Helen Richards.

The breakfast club operates from 7.30am – 8.45am during term time.
The after school club operates from 3.30pm - 6.00pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An update to date price-schedule is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions
- Only children attending St Peter’s C of E Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child’s commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children’s attendance is recorded in a register.

Arrival and Departure

Before School Club
- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the external foyer at the main school entrance, the staff will be alerted to your arrival when you press the doorbell situated on the right of the doors.
- Children will be escorted onto the playgrounds at 8.40am by the club staff. Very young or immature children may be taken straight into class. If it is raining, children will be taken straight into class.

After School Club
- Children in Nursery, Reception, Year 1 and 2 will be collected by a member of the club staff directly from their classroom.
• Children in years 3, 4, 5 and 6 will make their way directly to Plum class to be greeted by a member of the club staff.
• The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

**Departure**
• When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
• The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
• Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
• Parents must inform Club staff if their child is going to be absent from Club by phoning the school office or emailing club@sps1.org.uk

**Daily Routine**

**Morning session**
• Parents bring their children to Before School Club situated in Plum class where a range of activities are set out.
• 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
• 8.35am tidy up time encouraging the children to take responsibility for the environment.
• 8.40am children collect their coats and bags. Children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

**After school session**
• 3:00pm - Nursery children collected from Nursery and taken into Plum class.
• 3:30pm - All other children collected/make their way to Plum class for registration.
• 3.45pm – 4.00pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors. The list of clubs will be advertised in advance to parents. For some clubs (with an external provider) there may be an additional charge.
• 5:00pm - children will have their tea. Parents are allowed to send their child in with a packed-dinner from home if they wish.
• 5:45pm - tidy up time encouraging the children to take responsibility for the environment.

**Behaviour**
Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

**First Aid**
The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.
Missing or Uncollected children

Missing children
In the event that a child goes missing, the following procedure will be undertaken:
● Senior school staff will be informed of the missing child.
● Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children
If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.05pm onwards at £1 per minute per child. This charge must be paid at the office immediately.

Payment of Fees
Fees are to be paid in advance into a ‘Before and After School account’, and payment is due for all contracted sessions even if your child is unable to attend their booked session*.

The parent signing the clubs registration form is known as the ‘contracting parent’ and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via our online booking system. This can be accessed via the internet, app or at the school office. The name of the booking system is ‘SchoolComms’ - www.schoolgateway.com You need to top up your account with at least £10 each time.
We are also willing to take childcare vouchers.

Sessions will be ‘released’ for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis. Parents will be informed when sessions have been released via text message and the school newsletter.
The current session capacity is 24 children.

*Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Related Whole School Policies:
The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:
● Safeguarding and Child protection policy.
● Equal opportunities policy.
● Health and Safety policy.
● First aid and administration of medicines.
● Online safety policy.
I ………………………………………….[PRINT NAME] parent/carer of ……………………………………………………….. have read
and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are
7.30am – 8.45am for breakfast club and 3.30pm – 6.00pm for after school club. Sessions are booked on a
first come, first served basis.

● I accept that I am the ‘contracting parent’ for the above child and agree to make payments in advance
via the online booking system or through the school office. I understand that I will lose my place if my
account is in arrears.
● I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session
without incurring a charge and that any change or cancellation after this point is non-refundable.
● I understand that fees may change without this policy being re-issued. The latest price schedule will be
available on the school website or from the school office. I understand I will need to top up my account
by at least £10 each time.
● I understand that there may be an additional charge if my child attends a club from an external
provider.
● I understand that a fee will be applied for late collection from 6.05pm onwards at £1 per minute per
child, and will be taken immediately from my account, or payable by invoice.
● I agree to keep all contact, medical, dietary and other information up to date with the school office, as I
understand this will be used by the before and after school club.
● I will phone 07857 464734 for the after school club when the office is closed and I’ve added this number to my
contacts.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our
Before & After School Club, including parents and carers. I understand that the club will not release your
child to anyone else.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to the child</th>
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