



Before and After School Club Policy

Created: November 2016

Reviewed and updated: September 2018

Next review: Summer 2019

Terminology

The Before and After school club operates before and after the normal school hours. It also includes a 'preschool after school club' between 3pm and then end of the school day (3:30pm).

Introduction

The club exists to provide high quality out-of-school hours childcare for our families. 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 is run by staff from the school and is led by Mrs Debbie Morrish and Mrs Helen Richards.

The **breakfast club** operates from 7.30am – 8.45am during term time, excluding INSET days and Bank Holidays.

The **preschool** club operates from 3:00pm - 3:30pm during term time, excluding INSET days and Bank Holidays. This meets the need of preschool parents who are unable to collect until 3:30pm and those who required childcare from 3:00pm - 6:00pm.

The **after school club** operates from 3.30pm - 6.00pm during term time, excluding INSET days and Bank Holidays.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. A price-schedule is available from the school office and school website. The pricing is reviewed on an annual basis.

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.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using the School Comms printed register for each session.
- Parents who have completed the registration process, but have not booked their child/children into a particular sessions may request a place subject to availability. In such circumstances, a written note will be added to the School Comms printed register.

Capacity

- Before School (Breakfast) Club: The current session capacity is 18 children.
- After School Club: The current session capacity is 18 children.

Mobile phones and photographs

Parents are not permitted to use their phones in the school or take photographs. If you need to check your phone, take or make a call, you must do this in the school office.

Anyone found using their phone will be asked to show any pictures taken on the phone, or be reported to the police.

Toilets

Parents are not permitted to access or use the toilets in the preschool setting.

No Smoking

We are a non smoking site.

Before School Club

- Parents/Carers are required to bring their child *directly into the club* and sign them in with a member of staff. Parents 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 left 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 at the discretion of our staff. If it is raining, children will be taken straight into class and will be supervised by the class teacher.

Preschool children

- Children in preschool will be collected by a member of the club staff directly from their classroom.

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 and wait outside in the School Office area . They will be greeted by a member of the club staff.
- Children's attendance is recorded using the School Comms printed register for each session.
- The club staff 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- 8:20 am 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.
- 8.40 am 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.

Preschool session

- 3:00pm - preschool children are collected from preschool and taken into Plum class. Stories are read and games are played.

After school session

- 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.
- Senior school staff will contact the missing child's parents.
- 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. Please call the after school club on 07857 464734 if you are going to be late.

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 18 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.**

Swimming

When the school swimming pool is open/operating, pupils will be offered a 'Fun Swim' after school on Wednesday. There is no additional charge.

The 'Fun Swim' is delivered by 'Jane Hushon Swimming' and includes a lifeguard. One member of the After School staff are present poolside.

The policies and risk management procedures applicable to this provision are the current whole school policies and procedures. There are no specific policies or procedures related to After School club.

Members of staff at the After School club are aware of the current whole school policies and procedures.

Related Whole School Policies:

The 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.



St Peter's C of E Primary School

Before & After School Club ('Home from Home') Agreement

I[PRINT NAME] parent/carer of
have read the club policy (<http://www.st-peters-school.org.uk/parents/before-and-after-school-club/>) and agree to abide by the terms therein.

The sessions in this contract are 7.30am – 8.55am for Before School (Breakfast) Club; 3:00pm - 3:30pm for the Nursery/Pre-School only after school 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 if my account is in arrears I will be contacted by a member of staff and will lose my current and future bookings.
- 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 reissued. 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 St Peter's club from an external provider.
- Nursery/Preschool/ After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff via the School Office.
- Breakfast Club: I understand that my child will need to be present by 8:15 am in order to have breakfast.
- Nursery/Preschool After School Club: I understand that a fee will be applied for late collection from 3.35pm onwards at £1 per minute per child, and will be taken immediately from my account, or payable by invoice.
- After School Club: If I think I may be late (for any reason) then I will, out of courtesy, immediately contact the After School Club staff directly. In the event of late collection, I understand that I may be contacted by member of staff following the incident.
- After School Club: 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 understand that I am not permitted to use my phone or take photographs in the in the Nursery/Pre-school setting where Before School and After School clubs take place.
- I understand that as a visitor to the school I am not permitted to access or use the children's toilets in the Nursery/Pre-school setting where Before School and After School clubs take place.
- 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 school club, nursery club and after school club.
- I will phone the after school club when the office is closed and I have added this number to my contacts.

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

Name	Relationship to the child
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Parent Signature

Date

