

Milborne St Andrew First School

Before and After School Club

Policy

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BEFORE AND AFTER SCHOOL CLUB POLICY

1.0 General

- 1.1 Milborne Before and After School Club is run by Milborne St Andrew First School and exists to provide high quality out-of school hours child care for parents. It provides stimulating and creative activities in a safe environment. The club operates from 7.45am-8.45am and from 3.00pm-5.30pm (term time) and current costs per session can be obtained from the School Office. The club is not open on non- pupil days and the after school club will not be open on the last day of term.

Copies of the Clubs policy are given to all parents of children attending Club and are also available on request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the Club policy.

2.0 Admissions

- 2.1 Children from reception up to Year 6 are eligible to attend.
- 2.2 There are 20 Before School Places available and 30 After School Club Places available. All places are subject to availability.
- In the event of a waiting list the following criteria will apply:
 - a) Children currently attending Milborne St Andrew First School
 - b) Children with siblings already attending the Club
 - c) The date the registration form is received in school with priority given to children who are on the Free School Meals register.
- 2.3 An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health and contact details and persons who may collect child.
- 2.4 A registration form, including a password must be completed prior to child commencing use of the club.
- 2.5 Parents are made aware of how to access policies and procedures.
- 2.6 Irregular users are welcomed provided there are spaces, a registration form/booking form has been completed and the appropriate fee is paid at the time of booking.
- 2.7 All staff are made aware of the details of a new child this includes notification in writing of any known allergies/intolerances.

- 2.8 Children's attendance is recorded in a register.

3.0 Arrival and Departure

1.0 Before School Club

- 1.1 Parents/Carers are required to bring their child directly to club and sign them in.
- 1.2 Children will be escorted to relevant classrooms by staff at 8.45am

2.0 After School Club

2.1 Collection of Children

- 2.1.1 Reception, Year 1 and Year 2 will be escorted by a member of staff to Seahorses Classroom.
- 2.1.2 Year 3 and 4 Children will make their way to Seahorses Classroom where they will be met by a member of staff.
- 2.1.3 On arrival all children are marked on the register.
- 2.1.4 Any children arriving from other locations if they have failed to arrive 15 minutes after the start of the session, parents will be contacted to ascertain whereabouts.

2.2 Departure

- 2.2.1 When a child is collected at the end of a session or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- 2.2.2 The parent/carer or named collector must inform a member of staff if they are collecting and signing out a child.
- 2.2.3 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.
- 2.2.4 Parents must provide a password to the club and this will be requested if any other person collects the child from the club.
- 2.2.5 Parents must inform the Club staff/School Office if their child is going to be absent from club.

4.0 Daily Routines

4.1 Morning Session

- Before School Club Breakfast Session 7.45am – 8.15am Parents bring their children to the Before School Club situated in Hall where a range of activities are set out. Children wishing to have breakfast wash their hands and are seated in the Hall to enjoy a freshly prepared breakfast. The children can choose from a selection of cereals, toast, crumpets, milk and juice. The children join session 2 at 8.15am or intervention group. In the event of a child arriving after 8.15am we will be unable to provide breakfast.
- Before School Club Session 2 8.15am – 8.45am Parents bring their children to the Before School Club where a range of activities are undertaken.
- 8.40am Tidy up time encouraging the children to take responsibility for the school environment.
- 8.45am they collect their coats and bags and are escorted to their appropriate classrooms.

4.2 Afternoon Session

- 3pm Reception, Year 1 and Year 2 are escorted by staff to Seahorses Classroom
- A small range of games, books, activity sheets are provided until 4.00pm. During good weather the children may be taken outside.
- 4.00pm those children that are leaving after first session are collect by parents/carers. Children remaining for the second session are offered a snack of fruit, crackers, crumpets etc. and a drink. Staff members will sit with children at this time.
- 4.15pm Tidy up Time encouraging children to tidy up following snack and to take responsibility for the school environment.
- 4.15pm -5.30pm a range of activities and free play is available, during good weather the children may be taken outside.

4.3 Water is available to the children at all times.

5.0 Behaviour

5.1 Whilst attending the Club children are expected to:

- Use socially acceptable behaviour
- Comply with the Club rules which are compiled by the children attending the club
- Respect one another, accepting difference of races, gender, ability, age and religion

- Choose and participate in a variety of activities
- Ask for help in needed
- Enjoy their time at the Club.

5.2 Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Rewards given out during Friday's whole school assembly for exceptional accomplishments

5.3 Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parents/carer.

6.0 First Aid and Sickness

- 6.1 All accidents will be recorded in the accident book, accurately reported to the parent/carer upon collection and signed by a member of staff and carer.
- 6.2 Accident records must give details of the Time, date, nature of the accident. Details of the child involved. Type location of the injury, action taken and by whom.
- 6.3 All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours the club will be informed of their absence.
- 6.4 Children who are ill cannot attend the clubs and in the event of sickness and diarrhoea must be off for 48 hours after the symptoms have finished.

- 6.5 If your child is receiving medication the school must be in receipt of a medicine administering consent.

7.0 Missing or uncollected children

- 7.1 There is an expectation that parents will collect their child/ren from the After School Club at the end of their booked session either 4.00pm or 5.30pm. In the event of delay please contact the school.
- 7.2 In the event that a child goes missing the following procedure will be undertaken:
- Appropriate school staff will be informed of the missing child.
 - Club Leader will search the inside of the building and delegate an outside search to the building to another member of staff.
 - If the child remains missing the emergency services will be contacted.
- 7.3 In the event that a child is not collected at the arranged collection time the following procedure will be undertaken:
- Parents will be contacted in the first instance by telephone.
 - Emergency contacts will be contacted in the second instance by telephone.
 - If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

8.0 Payment of Fees

8.1 It is a requirement of the Club that fees are payable at booking prior to the beginning of each half term. A registration fee is payment when use of the club commences.

Should a payment not be received the school will withdraw the place(s) at Before/After school club and refer the matter to the Local Governing Body.

8.2 If a parent is experiencing difficulty in payment of their fees they should contact the school office as soon as possible.

8.3 Should your child be absent for any reason we cannot offer a refund. A credit will be provided if the club is cancelled for any reason by the school.

8.4 Cancellation of a Club place by parent/carer needs to be given in writing with 1 months' notice.

8.5 Fees will be reviewed annually by the Local Governing Body during the summer term and parents/carers notified of the outcome. Any change will take affect from September.

8.6 Procedure for Payment of Fees

- All payments should be made via Libacura or to the school office via the classroom folders.
- Cheques should be payable to Milborne St Andrew First School.
- Payment by electronic childcare vouchers, when making payment on line, please reference the name of the child if possible.
- Payment by BACS, please contact the school office for Bank account details, and to confirm this method of payment.
- Please consider using other modes of payment instead of cash. If used please put your cash in an envelope together with the name of the child and address the envelope to the school office. A receipt will be issued if payment is made in cash and parents should retain this as proof of payment.

8.7 Late Collection Fees

if you are late collecting a child, you will be charged a late collection fee as follows:

- £4 per child for late collection between 5.30pm and 5.45pm. After 5.45pm the fees will go up 50 per child every additional minute.
- £1.25 per child for late collection at the end of the first session of After School Club being between 4.00pm and 4.15pm. If collection takes place after 4.15pm the full cost of the second session will be charged; if collection is after 5.30pm, additional fees apply as stated above.

9.0 Related Policies

- Child Protection Policy
- Single Equalities Policy
- Health and Safety Policy