



Be Kind, Be Courageous, Be Respectful

# Before and After School Club Policy 2023-2024

## Introduction

The Before and After School Club is run by Homefields Primary School and 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.

The Club operates from 7.30am – 9.00am and 3.00pm – 6.00pm term time and current costs can be obtained from the school office. The After School Club offers both half and full sessions at a differentiated cost.

This policy is provided to all parents of children attending Before and After School Club and is also available 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 terms of this policy.***

## Admissions

- Only children attending Homefields 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 in a register.

## Arrival and Departure

### Before School Club

Parents/Carers are required to bring their child directly to the club and sign them in. You should enter via the outside hall door. Member of staff to sign child in but parents to wait outside until this has happened. Please do not drop your child off at the school gates - this is for the safety of your child. Daily attendance registers are an important part of our Health & Safety and Fire procedures.

If you bring your child to Before School Club and they have not been booked in or do not appear on the register, you will be asked to go to the School Office to make a payment and check whether a place is available.

### After School Club

Children from FS2, Year 1 & Year 2 will be brought to the hall by a member of the child's class/phase. Year 3, 4, 5 & 6 children will be escorted to the school hall by a member of school 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 in a timely manner.

### Departure

- When a child is collected at the end of or during a session, they must be signed out by a member of staff naming who has collected and the time recorded.
- The parent/carers or named collector must inform a member of staff that they are collecting and signing out a child.
- Parent/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 the school office staff if their child is going to be absent from the club. (SEE CANCELLATIONS)
- Staff will **ONLY** release children to named contacts. Children from Foundation Stage and from years one and two will not be allowed to be picked up by anyone under the age of 16.

## Daily Routine

### Morning Session

- **7.30am to 8.30am** Parents/carers bring their children to the school hall where there is a range of activities set out.
- **7.30am** Children wishing to have breakfast have a choice of cereals, toast or crumpets and fresh fruit.
- Breakfast is available until 8.20am.
- **8.35am** Tidy up time where all children are encouraged to take responsibility for tidying the hall
- **8.40am** FS2 children will be asked to wash/sanitize their hands, collect their belongings and be taken down to their classroom.
- **8.45am** Year 1 to Year 6 children will wash/sanitize their hands, collect their belongings and be taken to their classrooms
- Nursery children will have quiet reading with an adult in the hall until 8.55am. At **8.55am** they will wash/sanitize their hands and collect belongings and be taken down to Nursery.

### Afternoon Session

- **3.00pm – 3.20pm** FS & KS1, KS2 collected and escorted to the hall.
- **3.30pm – 4.00pm** children will be offered a snack and drink.
- **4.00pm – 6.00pm** children can then choose from a range of play and planned activities.

## Behaviour

Whilst attending Before and After School Club children are expected to:

- Use socially acceptable behaviour.
- Be kind
- Be respectful, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

### Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

### Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance a warning will be given, then if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate, referring to the school Core Values of Be Kind and Be Respectful
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation, using the third School Value of being courageous.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the 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 parent/carer.

## First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parent/carer.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- 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, club will be informed 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 and parents will be contacted.

### Uncollected Children

If a child has not been collected by 6pm 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. Any collection after 5.05pm for the half session will be charged at the full session rate. A fee will be applied for late collection from 6.05pm onwards at £1.00 per minute per child. This charge will be added to your account.**

## **Bookings & Payment of Fees**

- It is a requirement of the Club that parents pay their fees promptly. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session, unless the absence is due to illness.
- The parent signing the Club's registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Places booked but not attended will be charged for unless cancelled by 3.30pm the day before.
- Places can be booked up to 3.30pm on the day before the session required.
  - If you need to book a place for Monday- please do so by the previous Friday.
  - If you need to cancel for Monday- please do so by the previous Friday.
- Places at the Club are allocated on a strictly "first come, first served basis."
- A child does not need to attend every day - sessions are flexible.
- A member of the Before and After School Club will keep an accurate record of attendance and will pass this record to the school office daily.
- It will be at the discretion of the Head Teacher to confirm children who may attend for free, due to financial hardship or other social issues.
- It is possible to pay fees via cash, cheque, childcare vouchers or online via credit or debit card at [www.scopay.com](http://www.scopay.com).
- 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.
- Half termly statements are issued. Please ensure you check your statement and notify school as soon as possible should you have any queries.

## **Related whole school policies:**

- Child and safeguarding policy
- Equal opportunities policy
- Health and safety policy