

ARKHOLME CHURCH OF ENGLAND PRIMARY SCHOOL



Out of School Clubs Policy

Read and Noted by:

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Introduction

The before and after school club exists to provide high quality out-of-school hours childcare for our Parents and carers. It provides a range of stimulating and creative activities in a safe environment, within our school ethos. The club will be run by staff employed by the school as our Out of School Club Leader.

Hours

The breakfast club operates from 8.00am – 8.50am during term time.

The after school club operates from 3.30pm – 5.30pm during term time.

There will be NO after school club on the last day of each full term.

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

All parents will be asked to 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 Arkholme 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 using the school clubs will receive a paper copy of this policy and this policy is available to view via our school website.
- The Club Leader is made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking procedure

- Parents will be asked to complete the necessary paperwork, i.e. registration form before their children can attend the club.

Repeat/Regular Bookings:

- Once booked, if a child does not attend for any reason the parent/carer will still be charged for the booked sessions, unless two weeks' notice has been received.

Temporary Booking:

- The club will accept temporary or occasional bookings provided there are places available.
- If a temporary place has been booked and is no longer required, the club must be given **48** hours' notice. If notice is not given, the session will still be charged for.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child directly to Breakfast club and sign them in with our Club Leader. You should enter the club via the external foyer at the main school entrance, 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 8.50am by the Club Leader. 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 and Reception will be collected by club staff directly from their classroom.
- Children in years 1, 2, 3, 4, 5 and 6 will make their way directly to Class 2 or the school hall and wait for our Club Leader.
- The Club Leader 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** inform the Club Leader, so that they can be signed out and the collection time recorded.

Uncollected children

If a child has not been collected by either 4.30pm or 5.30pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

A charge will be levied for late collection. A fee will be applied for late collection. From 4.35pm the second full hour will be charged. From 5.35pm onwards you will be charged at £1 per minute per child.

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 Leader of their absence.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- Our School Club Leader will be made aware of the children who have Individual Health Care Plans and what they contain.

Fees and Payment

We want our extended schools provision to be accessible to all, and recognise that this can be costly for families with more than 1 child. We therefore offer the following discounted price for multiple children:

Breakfast Club	Price	Price
Child 1 (50 minutes)	£4.00	
Child 2 (50 minutes)	£3.00	
Child 3 (50 minutes)	£2.00	
Breakfast Club 8.30-8.50	£1.00	

After School Club		After School Club	
Child 1 (2 hours)	£7.00	Child 1 (1hour)	£3.50
Child 2 (2 hours)	£5.00	Child 2 (1 hour)	£2.50
Child 3 (2 hours)	£3.00	Child 3 (1 hour)	£1.50

Invoices are sent twice per half term and parents can pay by cheque or cash in a clearly labelled envelope to the school office. Cheques are to be made payable to Lancashire County Council, thank you.

Venue

- After School Club is usually based in the school hall or Class 2. Different activities are carried out in other locations within the school premises.

Snacks

- There will be time for children to eat a healthy snack, which is provided in the cost of the session.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned each session for the children in After School Club. These may include role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Health & Safety

- Our School Club Leader will follow the school Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.

- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder and displayed within school.
- In case of emergency (such as medical or missing child) a member of the teaching staff will be informed immediately and procedures followed.

Staffing

- Our School Club Leader will adhere to the school's Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15. This will be 1:13 if Nursery children are present
- Our School Club Leader is DBS checked and attends Safeguarding training. Staff must be familiar with the school's Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- In the event of the Leader being absent, a member of staff will lead the club.
- A member of teaching staff is always present on the school site during out of school club opening times.

Enquiries regarding bookings and payments: 015242 21418 (School Office)
Enquiries/Contact during the session: 07516 937565 (School Club Leader)

Ratified by Gobs: 6.11.18

Signed Headteacher:



Signed Chair of Governors:



Out of School Club Registration Form



Child's Details

First name:	Surname:	Date of birth and current age:
First name:	Surname:	Date of birth and current age:
First name:	Surname:	Date of birth and current age:

Breakfast Club Sessions requested

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 8.00 am	<input type="checkbox"/> 8.00 am	<input type="checkbox"/> 8.00 am	<input type="checkbox"/> 8.00 am	<input type="checkbox"/> 8.00 am

After School Club Sessions requested

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 4.30 pm <input type="checkbox"/> 5.30 pm	<input type="checkbox"/> 4.30 pm <input type="checkbox"/> 5.30 pm	<input type="checkbox"/> 4.30 pm <input type="checkbox"/> 5.30 pm	<input type="checkbox"/> 4.30 pm <input type="checkbox"/> 5.30 pm	<input type="checkbox"/> 4.30 pm <input type="checkbox"/> 5.30 pm

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club will charge for any sessions that I have booked but which my child does not attend, unless the required notice is given.

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

Signature of Parent/Carer

Date: