Before & After School Club Policy

St. Leonard's C of E Primary School

Introduction

The extended provision is run by St. Leonards C of E 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 7:30 AM to 8:40 AM (Breakfast Club) and from 3:15 PM to 5:30 PM (Buddies) term time, and current costs for each session can be obtained from the school office or extended provision staff. A copy of this policy is provided to all parents of children attending club and it is also available on the school website.

All parents must agree to these terms and conditions through Arbor.

Admissions

- Only children attending St. Leonards C of E Primary School are eligible to attend the extended provision.
- All places are subject to availability.
- Parent/carers must agree to these terms and conditions through Arbor.
- All parents/carers will receive an electronic copy of this policy. This policy is available to view via our school website.
- Non-contracted pupils are welcome to use the club provided there are spaces and parents/carers have agreed to these terms and conditions through Arbor.
- All extended provision staff are made aware of the details of a new child.
- Children's attendance is recorded on a register.

Arrival and departure

Breakfast Club

Parents/Carers are required to bring their child directly to the main the office door, the staff will be alerted to your arrival when you press the doorbell situated on the door. At the end of the session children will be escorted to their classroom by a team member, in time for the school day to start.

Buddies

Children will be collected from their classes at the end of the day by a member of staff. A register will be taken at the start of the session. A member of the Buddies team will liaise with the class teacher and the office to determine any reason why a child who is expected to attend is not present.

Departure

- Parents/carers will alert members of staff of their arrival by using the doorbell on the main office door.
- The parent/carer or named collector must inform a member of staff which child they are collecting.
- Parents/carers must ensure that any person who may collect their child is listed on Arbor.
- Parents must inform club staff if their child is going to be absent from Club.

Daily Routine

Morning Session

- 7.30am - 8.40am - Parent/carers bring their child to Breakfast Club, 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.
- 8.15am - Tidy up time, encouraging the children to take responsibility for their environment.
- 8.30am - 8.40am - children collect their coats and bags. Both Infant and Junior children are escorted to their appropriate classrooms.

Afternoon session

- 3.15pm - 3.20pm - Children escorted to Buddies.
- 3.45pm - 4.00pm - Children will be offered a snack, 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.
- 5.00pm - A light meal is offered to the children that have booked the meal option.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, 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.
- Sticker rewards.
- 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, 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 to resolve conflicts through discussion and negotiation.
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents/carers 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 parents/carer upon collection and signed by a member of staff.
- 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.

Parent/carers of any child who become unwell during clubs will be contacted immediately. If a child is sent home during school hours, the Buddies staff 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.
- A club member of staff 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 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. 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 5.40pm onwards at £1 per minute per child. This charge will be added to the child's Arbor account.

Payment of Fees

Booking and payment for Breakfast Club and Buddies can be made via the Arbor App. Fees are to be paid in advance for all booked sessions. If you wish to cancel a session please contact the school office, who will be able to refund the cost of the session if we are given a minimum of 12 hours notice.

The parent/carer accepting the terms and conditions on Arbor will be 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.

HMRC childcare vouchers can be used to pay for sessions at Breakfast Club and Buddies. Please inform the school office if you would like to pay using this method.

Related Whole School Policies:

- Child Protection Policy
- Equal Opportunities Policy
- Behaviour Policy
- Health and Safety Policy

St Leonard's Before & After School Club
Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1. 2. 3. 4.				

FATHER CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1. 2. 3. 4.				

OTHER CONTACT INFORMATION - Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1. 2. 3. 4.				
RELATIONSHIP TO CHILD					
TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1. 2. 3. 4.				
RELATIONSHIP TO CHILD					

St Leonard's Before & After School Club Agreement

I……...parent/carer of ……..have read and accept a copy of the St Leonard's Before & After School Club policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to St Leonard's C of E Primary School, via the Arbor App, in advance of attendance. Failure to pay may result in my child not being able to attend club.

The sessions in this contract are 7.30am — 8.45am and 3.15pm — 5.30pm.

Parent Signature……

Print name……..

Date…….

Signed ……..…….. .. on behalf of the breakfast club/buddies

Print Name ……

Date…….

PUPIL - MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	

Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

a Allergies

a Veg/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILD'S NAME:……..

Please provide on the list below the full names of all individuals authorised to collect your child from our After-School Club (Buddies), including parents and carers.

		Relationship to the child
1		
2		
3		
4		
5		
6		
7		

Parent Signature……

Print name……..

Date…….