

Bailey's Court Primary School After School Club

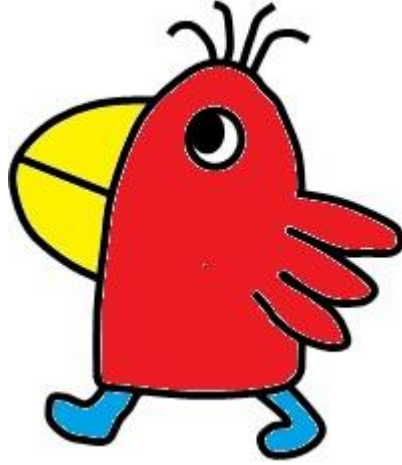
Information Booklet

This information booklet is designed to tell parents all they need to know about the After School Club and how to register their child in the club.

It includes:

- Aims & Objectives of the After School Club
- After School Club Information
- Registration form
- Booking form





Bailey's Court Primary School After School Club

Aims & Objectives

We aim to provide a high quality After School Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For your child, this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones; to be able to try out new activities, to relax, to have fun and enjoy.

It is led by caring, experienced school staff who are familiar and well known to your children. They have all been DBS checked and there will always be a paediatric first aider at the club.

Children will be allowed to learn and develop freely in a play centered environment, and the club will provide a balanced structure of activities and play experiences.

Opening Hours

The After School Club will run from 3.30pm until 6.00pm Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils.

Children in key stage 1 will be collected from their classrooms and children in key stage 2 will be responsible for making their own way to After School Club.

At the end of each session children can only be collected when signed out by an authorised adult, as listed on the registration form. You must inform the club in advance if someone else is collecting your child and a password must be used for security measures. Children will not be permitted to walk home from After School Club alone.

Registration & Booking

Once the registration form has been completed and returned to the school your child will be registered for After School Club. Bookings for the club should be made using the school's Arbor parent portal.

If you wish to make a one off booking, or have not booked in advance you will need to contact the school office. If there is space on the date required your child will be given a place and payment will be required immediately. A registration form must be completed before your child attends After School Club for the first time.

The After School Club will operate for the sole use of Bailey's Court Primary School pupils on a first come, first served basis. If your child requires additional care then the school would need to discuss this in advance in order to make appropriate arrangements where possible.

Places are limited to a maximum of 60 pupils, which may be increased as the popularity of the club increases.

The school office must be notified in writing of any changes in contact details or health problems.

Fees & Payment

Fees for After School Club will be £9.00 per child. There is no reduction in the cost of a session if your child is collected early, or arrives later because they have been attending another club. This is due to the fact that we still have to pay our staff to cover all the session, regardless of how long your child attends.

Payments must be paid **in advance every month** either using the school's Arbor payment portal or with childcare vouchers. (If you wish to use childcare vouchers, please make sure you quote which provider you use on your registration form so that we can make sure we are registered with them.)

If any fees remain outstanding one working week from becoming due you will receive a text reminder, if fees remain outstanding one working week from the text you will receive a written reminder and if fees still remain outstanding after the written reminder your child's place will be cancelled.

Whilst we anticipate that the fee will remain fixed until July 2023, we reserve the right to review these on a termly basis and notice of any changes will be given in writing as soon as possible.

Late Collection Fees

After School Club closes promptly at 6.00pm. The school will be locked at this time. Late collections (after 6.00pm) will incur a charge of £5.00 per child for every 15 mins you are late, to cover the expenses of the members of staff who remain in school until the site is secure. Repeated late collections will result in your child being removed from the club

Cancellation

If you wish to cancel a session you must notify the school office as soon as possible. There will be no refunds, except in exceptional circumstances, but credits will be provided for cancellations as follows:

100% credit for 1 week's notice, from day of change.

0% credit for less than 1 week's notice.

Absence

If your child is going to be absent from a session, you must contact the school in advance. If a child is absent from the club, without explanation, the school will contact you to check that your child is safe.

Behaviour

As a school, high standards of behaviour are expected from the children at all times whilst they are attending After School Club. The club will follow the Behaviour Policy of Bailey's Court Primary School, which is available to read on the website. The school reserves the right to cancel any child's attendance at After School Club if there are serious concerns about a child's behaviour.

Health & Safety and Safeguarding

The school is committed to the welfare of all the children in its care. Copies of the schools Health & Safety Policy and Child Protection Policy are available to read on the school website. All staff will have food hygiene training.

Parents/carers authorise the After School Club to take all necessary action to safeguard and promote the welfare of your child, making sure that the school is aware of any information necessary to help the staff do this effectively.

Illness & Accidents

At Bailey's Court After School Club we will deal promptly and effectively with any illness or injuries that occur while children are in our care. We take all practicable steps to keep staff and children safe from communicable diseases.

We will record any accidents, together with treatment given, in our accident book. Parents/carers will be informed of the incident when they pick up their child.

We cannot accept children who are ill. If any children are ill when they first arrive at the club we will immediately notify parents/carers to come and collect them. Any children who have been ill should not return to the club until they have fully recovered, or until the minimum exclusion period has elapsed.

Parents/carers are not to bring any child who has been vomiting or had diarrhoea until 48 hours after the last attack.

There will always be at least one paediatric trained first aider present during club hours.

Should you require staff to administer prescribed medicine, it must be clearly labelled with your child's name. A request to administer medication form must be filled in and handed to the school office, along with the medication. Staff will record when medication has been administered.

Hats and sun cream, labelled with your child's name, should be provided when attending After School Club during the summer.

Complaints

Any matters of concern should be referred to a member of staff as soon as possible. If you feel that you would prefer to discuss the issue directly with the school, please contact the office who will then pass your complaint on to the appropriate person. The complaints policy is available to read on the school website. We will try to resolve any issues as quickly and amicably as possible.

Parental Support

Parents/carers are expected to give their support and encouragement to the aims of the After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Loss of Property

The After School Club will not be liable for the loss of property brought onto the premises by parents/carers and/or children attending the club.

Light Snack

A light snack will be provided by the club at the beginning of each session such as toast, sandwiches, yoghurt or fruit. Squash and water will be freely available throughout the session.

Insurance

Insurance cover is provided by the school's insurance arrangements within the local authority.

Contacting the club

You can contact the school office during school hours on 01454 838320, and a mobile phone number will be available for contact during After School Club hours.