

Witton-le-Wear Primary School

WASCLS - After School Childcare Club Policy

Committee:	Full Governing Body
Last review date by committee:	15 th January, 2020.
Next review date:	September 2022.

Our Aims.

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The After-School Club is open Monday-Friday from 3:30pm - 6:00pm
- The Clubs are available for all children from Reception age to Year 6.
- The Club is located in the Class 2 area within school. Parents/carers are asked to enter and collect their children via the main school yard and Early Years entrance.
- Parents/carers are asked to agree to and sign a contract prior to booking.

After School Club

Children up to the end of Year 2 will be collected directly from their classrooms by the After-School Club Leader. Children from Year 3 to Year 6 will make their way independently to the Class 2 area where the after school childcare club takes place.

Following registration at the club, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the After School Club.

The children will be offered a light snack and drink. A further snack will be offered at 5:30pm if required. Snacks may be cereal bars, savoury biscuits, beans/soup, toast or similar. Only snacks will be provided, not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements. Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using the hall or playground
- Computer activities using I pads / laptops where available
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games
- Help with homework, reading or other learning

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The After School Childcare Club is not responsible for the loss or damage to any items brought from home.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable or inappropriate.

Booking After School Club

It is **essential** that pupils are booked into the After School Club by at **least 5:30pm of the day before** the session required. Booking may be made by telephone or text message to the After School Club or by using the designated e mail for the club. All documents are available from Miss Jones, the After School Club Leader, **NOT** from the school office. Similarly, bookings must be made through the dedicated After School Club telephone number or e mail , **NOT** the school office. If a message is left in order to make a booking, parents/carers **must await a reply to confirm a place is available.**

There are a limited number of places available and therefore will be allocated on a first-come, first served basis. In an emergency, a child may be booked into the After School Club on the same day but only if it is confirmed that a place is available.

Documents may also be downloaded from the school website. All information provided remains confidential.

Miss Jones will take the lead on planning, provision of snacks, coordination of bookings and payment. Miss Jones will run the after school club every Monday, Wednesday, Thursday and Friday. Miss Brown will also work on Mondays through to Wednesdays and Mrs Forsyth will help run the after school club every Thursday and Friday.

The direct number for the After School Club is: 07766 244561

eMail is: l.jones300@wittonlewear.net

Collection from the After School Club

Collection will be from the Class 2 entrance. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to knock at the door if they arrive early to pick up their child. If there is no answer eg due to the children being outside, then parents are asked to ring the After School Club phone number. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance .

Fees and Payment

All payments for the After School Club must be made directly to Miss Jones, NOT the school office.

After School Club fees: 3:30pm-6.00 pm = £6.00

NB: late collection after 6pm will result in additional fee of £5 to cover staffing costs.

- Fees are payable (weekly) in advance.
- Fees can be paid by cheque or cash. Please make cheques payable to Durham County Council.
- Payment can also be made via our Parent Pay system.
- If a late booking is made to the After School Club, payment **MUST** be made at the end of the session.
- If cash is being paid on arrival then the correct change is expected.
- All payments will be receipted if required. Please request this from Miss Jones at the school.
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If, for some reason, payment is not on collection from the After School Club, then payment **MUST** be received **within one school day**. If payment is not received within one school day, parents/carers will forfeit the opportunity to use the club for their child.

NO BOOKINGS OR PAYMENTS WILL BE TAKEN AT THE SCHOOL OFFICE UNLESS A PARENT HAS BEEN UNABLE TO MAKE CONTACT THROUGH THE MOBILE PHONE OR IN AN EMERGENCY.

Fees will be reviewed annually by the Governors to ensure costs are suitable and relevant on a yearly basis..

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7.30am
- During adverse weather conditions school closure will be reported on the Durham County Council website and all parents are contacted via Teachers 2 Parents.

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Late Collection from After School Club

Collection after 6:00pm will incur an extra charge of £5.00

Staffing

Staffing follows a ratio of 1:8. If a member of staff is absent, she will contact the Head teacher in order for a replacement to be arranged. There is always another member of teaching staff on site to support in case of emergencies or other incidents until the After School Club closes at 6:00pm.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the After School Club have current CRB clearance and have also received appropriate medical training.
- All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- Written notes to parents from the class teacher will be passed on via the Club Leaders.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

Medication

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

Complaints

All complaints will follow the school's complaints policy.

January 2020.