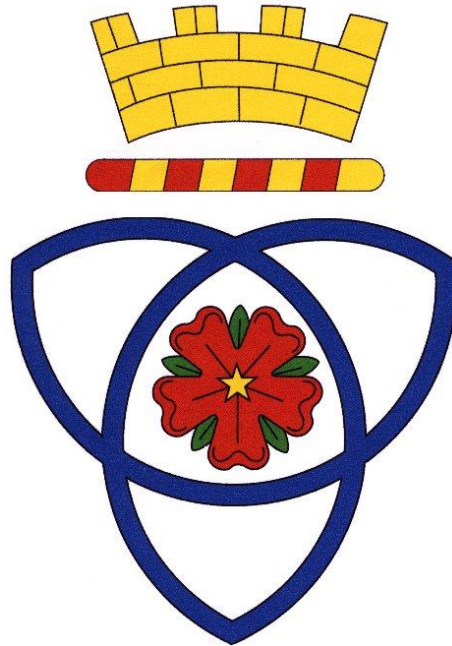


Parkfield Before and After School Club Policy



Early Birds and Busy Bees



DfE Number: 354/2064

School Telephone Number: 0161 643 2592

Club Mobile Number: 07923421340

Club Leader: Mrs Sarah Naughton

Before and After School Club Policy and Mission Statement

Early Birds and Busy Bees

The Club aims to:

- Provide high quality childcare within a warm and welcoming environment. The individuality of each child will be respected and nurtured.
- Offer a service, accessible to children at Parkfield Primary School.
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide a range of resources and equipment which can be used under safe and supervised conditions.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Work in partnership with parent to provide high quality play and care.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents / carers.
- Keep parents / carers informed about changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents / carers, and to discuss experiences, progress and any difficulties that may arise.
- Employ experienced, well trained staff and offer them appropriate support and training (including first aid and food hygiene).
- Comply with the Children's Act 1989, the Childcare Act 2002 and all other relevant legislation.

We believe that our school is a friendly, welcoming place - not too formal, with as few rules as possible, in which children respect each other and work in a pleasant atmosphere; a place for quiet thought and lively discussion, with time for work and play to intermingle.

Admissions and Fees

Places are offered on a first come first served basis. A maximum of 35 places will apply to After School provision. Breakfast Club will hold a maximum of 60. All places are offered solely to the pupils of Parkfield Primary School aged between 4 and 11 years. When all places are filled, a waiting list will be established with the following priority:

1. Siblings of children already attending the club.
2. Those requiring the greatest number of sessions / hours per week.

Registration

When an enquiry regarding places is made, the parent / carer will be given all the relevant Club information including

- Information regarding availability of places.
- The Before and After School Club Policy which contains information on Admissions and Fees
- A Registration form – this includes medical, parent contacts, photo permissions, parental contract and sessions required.

The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as a suitable place becomes available, the parent or carer will be informed.

Booking Procedure

Once the necessary paperwork is completed and places are reserved for a child fees become mandatory. If a child does not attend for any reason you will still be charged for the place. If you wish to cancel the place altogether, a change of contract form should be completed and two weeks' notice given.

Temporary Bookings

We will in cases of emergency, accept a temporary booking as long as a place is available (e.g. parent in hospital), 48 hours' notice cancellation is required for these bookings to prevent charges for the session still applying.

Fees Structure

	Breakfast Club Weekly Rate	Breakfast Club Daily Rate	Breakfast Club Daily Rate	After School Club Weekly Rate	After School Club Daily Rate
	7.30 – 8.45am	7.30 – 8.45am	8.15 – 8.45am	3.15 – 5.30pm <i>(places must be pre booked)</i>	3.15 – 5.30pm
*Paying	£10.00	£2.00	£1.00	£40.00	£8.00
LAC / FSM	£5.00	£1.00	£0.50	£35.00	£7.00
Staff	Free	Free			
	No discounts for siblings				

Breakfast Club: 7.30 – 8.45am (1 ¼ hours)

After School Club: 3.15 – 5.30pm (2 ¼ hours)

Payments can be made through the childcare voucher scheme.

Parent / Carer responsibilities

- To give the Breakfast and After School Club 2 weeks' notice of a change in requirements.
- To inform Breakfast and After School Club if your child is attending any club e.g football, cookery, arts and crafts etc.
- To pay for sessions required in advance, if arrears are present after 2 consecutive weeks the place will be withdrawn with immediate effect.
- Expectation that your child will abide by the club's behaviour and discipline policy.
- To give notice of a change of person collecting your child.
- To pay a late fee of £5.00 per 15 minutes added to balance for a child being collected after 5.30pm. (We do try to make fees as affordable as possible; however, school must pay additional staffing costs where parents collect their children late).
- I understand that no refunds can be made for places that have been booked but my child has not attended for whatever reason.

Payment of Fees

Fees will be reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the School Business Manager at the earliest opportunity. Any queries regarding fees should be directed to the School Business Manager.

If fees are not paid, the club will write to the parent requesting immediate payment and reminding them of their parental contract. If a parent or carer has difficulty making the payment on time, you should contact the School Business Manager in confidence.

Where there is no explanation for repeated late payment, the School Business Manager will contact the parent / carer to discuss options. The Breakfast and After School Club reserves the right to a child's place being withdrawn after a formal warning letter has been issued and late payments continue.

If fees remain unpaid after 2 weeks and all the above options explored the Breakfast and After School Club has the right to cancel the child's place.

Activities

We will provide a range of resources and equipment which will be used under safe and supervised conditions.

A timetable of activities and resources will be provided each half term. These may include: craft activities, board games, sports, outdoor provision, computing, homework support....etc

Food

Breakfast will be provided every morning for children in the breakfast club. Although items may vary each day they will include: cereals, toast, pastries, juice, milk, water.

A snack will be provided at 4pm each day to the after school club. This will include items such as: sandwiches, crackers, crumpets, fruit....etc.

A full menu will be provided each term.

Contact

The before and after school can be contacted through the dedicated mobile phone number.

Mobile: 07923421340

School Number: 0161 643 2592

Club Leader: Mrs Sarah Naughton

Loss of a Place

The following circumstances may lead to a child's place being withdrawn:

- Where a child is particularly and constantly unhappy and every effort has been made and explanations explored.
- Where a child's behaviour is consistently unacceptable.
- Late payment of fees.
- Persistent failure to collect by 5.30pm
- Where a child is absent for more than 2 weeks without notification.

Safeguarding

As school runs the Breakfast and After School Club, parents and children are bound by many of the policies already used by the school.

- Safeguarding Policy

This can be located on the school website, using the tab 'About Us' and 'Policies'.

Additional Safeguarding arrangements for the Breakfast / After School Club.

- *Communication Book and Registers*

School administration staff will manage a 'communication book' where messages can be taken for Breakfast / After School Club staff. This will be passed to staff at the beginning of the session.

- *Site Security*

The bell should be used on the entrance to the Blue Room door when collecting children. If children are playing in the playground outside staff will be present and gates will be closed.

- *Signing In*

On arrival to the Breakfast / After School Club, a member of staff will sign the children in. Either the club leader or assistant will be responsible for collecting pupils and taking to the club. Children will be accounted for against the register for that day.

It is essential that parents notify the school office or Club to any change to their normal booking.

- *Signing Out*

Parents should ensure their child is signed out of club at the end of the evening session noting the time collected.

- *Uncollected child / children procedure*

At the end of the evening session, currently 5.30pm, if any children have not been collected, a member of staff will try to contact a nominated emergency contact person using the emergency contact numbers we have on record. If contact is made arrangements will be made to collect the child as soon as possible.

If no contact is made the staff will ensure that the child is assured that everything is being done to contact a nominated adult.

Should all attempts to contact an appointed emergency contact fail, then staff will inform the out of hours social services team on 0845 226 5570 and seek advice.

Behaviour

Children will be expected to show a high level of self-respect and care for both school and their own personal possessions. In addition, children will be expected to show an equal respect for others in the school, both children and adults, for the physical environment of the school, and for the resources of the school made available to them.

As school runs the Breakfast and After School Club, parents and children are bound by many of the policies already used by the school.

- Behaviour and Discipline Policy

This can be located on the school website, using the tab 'About Us' and 'Policies'.

Health and Safety

As school runs the Breakfast and After School Club, parents and children are bound by many of the policies already used by the school.

- Health and Safety Policy

These can be located on the school website, using the tab 'About Us' and 'Policies'.

Concerns and Complaints

In the first instance please speak to the Club Manager, Mrs Naughton. If the matter cannot be satisfactorily resolved in this way then parents should contact the School Business Manager. If you are not satisfied with the outcome you should request a copy of the school's complaint procedure either from the school website or the school office.

As school runs the Breakfast / After School Club, parents and children are bound by many of the policies already used by the school.

- Complaints Procedure

This can be located on the school website, using the tab 'About Us' and 'Policies'.

Administering medicines and supporting pupils with medical needs

Children must be able to use the toilet independently to attend the Before and After School Club.

The Breakfast and After School Club will store any medicine that has been brought to school for administering that day. This will be stored in the school office.

As school runs the Breakfast and After School Club, parents and children are bound by many of the policies already used by the school.

- Supporting Pupils with Medical Needs
- Administration of Medicines Policy.

These can be located on the school website, using the tab 'About Us' and 'Policies'.



PARKFIELD PRIMARY SCHOOL



Early Bird and Busy Bees Before and After School Club – Registration Form

As the Before and After School Care will be running outside of normal school hours we will be expecting all before and after school staff to have immediate access to the most up to date contact details for any children attending the provision. **Please complete this registration fully and return it to school prior to the first day of attendance.**

Name of child(ren)	Class	Date of birth

Please give name of at least 3 contact numbers

Name of contact	Relationship to child	Contact number	Permission to collect Y / N

Address and postcode

Allergies	Asthma (please request Asthma Care Plan)
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Requirements (e.g. diet, religion, medication)

Form completed by: (please print)

Signature: Date:.....



PARKFIELD PRIMARY SCHOOL



Early Bird and Busy Bees Before and After School Club – Agreement

I..... parent / carer of..... have read and accept a copy of the Before and After School Club Policy and agree to abide by the terms and conditions there in.

I accept that I am the 'contracting' parent for the above child and agree to make payments to Parkfield Before and After School Club each week.

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

Parent / Carer signature.....

Please print name.....

Date.....

On behalf of Parkfield Before and After School Club

Signed.....

Please print name.....

Date.....

Parkfield Before and After School Club Policy



Early Birds and Busy Bees



Session Request

Childs Name.....

Early Birds (Breakfast)	7.30am – 8.45am £2 per day	8.15am – 8.45am £1 per day
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Busy Bees (Evening)	3.15pm – 5.30pm £8 per session (£7 with FSM entitlement)	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

*Please give as much notice as possible (at least 2 weeks) for any requests to change sessions. These will be confirmed in writing to you if the change can be accommodated.