

After School Club Policy Bressingham Primary School

Introduction

The After School Club is run by Bressingham Primary School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of activities in a safe environment. The club operates from 3.20pm - 6.00pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is available on the school website.

Admissions

- Only children attending Bressingham Primary School are eligible to attend the club.
- All places are subject to availability.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is going to be absent from club.
- 3.20pm children go to club.
- 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.

4.15 Further children may join following after school clubs e.g. football or netball. These children should be brought by their club leader.

6pm prompt club finishes.

Children are expected to:

- Follow the school golden rules
- 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.
- 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 inform parents.

A repeat of poor behaviour, will result in the parent losing their childcare place.

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. Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

Missing or Uncollected 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.
- Club supervisor 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 6.00pm 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 half an hour, the police and Social Services will be informed.

Children must be collected promptly by 6pm at the latest as this is when the school is locked up.

Payment of Fees

Fees must be paid weekly in advance to the school office.

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. It is possible to pay fees via cash or cheque payment.

If payment is not received this may result in a parent losing their childcare place.