



MARY OF THE CROSS FEDERATION

Before & After School Club Policy

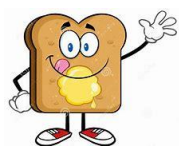
Holy Cross Catholic Primary School

Introduction

The Club is run by Holy Cross Catholic Primary School and exists to provide high quality out-of-school hour's childcare for our parents that is affordable and sustainable. We wish to ensure that the children of our school are provided with supervised play activities in a safe and stimulating environment. We value this opportunity for our pupils to in the development of personal, emotional, social, spiritual and intellectual capabilities. Children are consulted on their preference for creative activities.

The club operates from 7.45am – 8.30am and from 3.15pm - 6.00pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

Charges



'Toasties' Breakfast Club

First child	£2.50
Siblings	£1.50



'Chipmunks' After School Club

3.15 – 4.30	£6.00
3.15 – 5.00	£8.00
3.15 – 6.00	£10.00

There will be a surcharge for lateness

Unfortunately, there can be no exceptions made on charges if your child attends a sports club first and then wishes to use the after school care club. This is because the space has to be reserved for your child for the full session.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Holy Cross Catholic Primary School are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the red door of the church entrance (from the main road).
- Children will be escorted to their relevant classes at 8.30am by the club staff.

After School Club

- Foundation Stage, Year 1 and Year 2 children will be collected by a member of the club staff.
- Years 3, 4 will be collected by a member of club staff
- Year 5 and 6 children will be collected by a member of the club staff.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of 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 the office or club staff if their child is going to be absent from Club.

Daily Routine

Morning session

- 7.45am – 8.30 am parents bring their children to Before School Club situated in the Hall area where a range of activities are set out.
- 8.00 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.20am, food no longer served, tidy up time encouraging the children to take responsibility for the environment.
- 8.25am children collect their coats and bags. Both Infant and Junior children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

Afternoon session

- 3.15pm – 3.20pm children go to club, situated initially in the Conference Room. From there the children will go outside or to the rooms of the presbytery. All children will be escorted up the stairs. The rooms in this space are equipped and organised to provide a range of experiences for the children.
- 3.45pm – 4.15pm - children will be offered a snack, staff members will sit with the children at this time in one of the rooms. Children can then choose from a range of play and planned activities, both indoors and outdoors depending on the weather.
- 5.00pm - 6.00pm – as other clubs will be finished by 4.30pm, there will be times when the hall or playgrounds will be available.

Furniture, equipment and toys are provided for a range of activities. These include art, sports and games, board games and puzzles, listening to music, reading and storytelling, imaginative play and help with homework. The age of the children is considered so that activities are appropriate.

Staffing

The Club will be run by the school's own staff and line managed by the Headteacher.

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.
- Awards given out during Friday's whole school assembly for exceptional accomplishments.

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.
- Persistent inappropriate behaviour will result in, firstly a warning given to the child that this behaviour is unacceptable and the parent will be informed of this. A second warning will be given if the behaviour continues and a third warning will result in the child not being able to attend the next session. All behaviour incidents will be recorded and these records will be monitored six weekly by the Headteacher.

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 become unwell during Club will be contacted immediately. If a child is sent home during school hours, the Club 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.
- 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 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 6.10pm onwards at £1 per minute per child. This charge will be added to the following month's invoice.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the clubs registration form is 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.

Payment can only be paid via Parentpay. If you require your login details regarding this, please contact the school office.

Procedures for payment of fees

- If payments go into arrears and are not cleared as soon as advised by the school, this may result in a parent losing their childcare place.
- Four weeks' notice must be given to reduce the number of sessions your child attends at the club.
- Four weeks' notice must be given to resign your child's place.

Related Whole School Policies:

- Child Protection policy
- Equal Opportunities policy
- Health and Safety policy



Holy Cross Catholic Primary School Club Agreement

I

parent/carer of

have read and accept a copy of the 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 Holy Cross Before and After School Club each month.

The sessions in this contract are 7.45am – 8.30am and 3.15pm – 6.00pm.

Parent Signature

Print name

Date

Signedon behalf of the Club

Print Name Date

PLEASE TICK THE DAYS YOU REQUIRE THE AFTERSCHOOL CLUB

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY



Holy Cross Before & After School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME:	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE NUMBERS:					
	Mobile	1.			
	Home	2.			
	Work	3.			

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE NUMBERS:					
	Mobile	1.			
	Home	2.			
	Work	3.			

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE NUMBERS:					
	Mobile	1.			
	Home	2.			
	Work	3.			
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE NUMBERS:					
	Mobile	1.			
	Home	2.			
	Work	3.			
RELATIONSHIP TO CHILD					



PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE & TELEPHONE NUMBER:	MEDICAL CONDITIONS:

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

DIETARY INFORMATION

- ☐ Allergies
- ☐ Veg/Halal

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

.....

.....

.....