



# Before and After School Club Policy

Created: Next Review: November 2022



## Introduction

The before and after school club exists to provide high quality out-of-school hours childcare for our working parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos and promise to ensure our children come first in everything we do. The club will be run by staff from the school, and led by Miss Dainty and Mrs Sohal.

The **breakfast club** operates from 7.30am – 8.30am during term time.

The **after school club** operates from 3.20pm – 5.45pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An update to date price-schedule is available from the school office and school website.

***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 Lanesfield Primary School are eligible to attend.
- All places are subject to availability.
- All places must be booked on Parentmail.
- Priority is given to working parents, and ensuring all siblings are able to attend
- 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.
- 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 external foyer at the nursery entrance, the staff will be alerted to your arrival when you press the doorbell situated on the right of the door.
- Children will be escorted to classrooms at 8.30am.

### After School Club

- Children in Reception, Year 1,2, 3 and 4 will be collected by a member of the club staff directly from their classroom.
- Children in years 5 and 6 will make their way directly to Nursery class to be greeted by a member of the club staff.

- The club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for or has arrived without being booked onto Parentmail.

### **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, has a password and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by phoning the school office or emailing: lol@lanesfieldprimary.co.uk.

### **Daily Routine Morning session**

- Morning session begins at 7.30am when toast is readily available. Children should arrive for breakfast club no later than 8.15am. Breakfast is not served after 8.15am.
- 8.25am tidy up time encouraging the children to take responsibility for the environment.
- 8.30am children collect their coats and bags. Children are escorted to their classrooms.

### **After school session**

- 3.20pm – All children collected/make their way to Nursery class for registration.
- 3.30pm – 3.45pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5.00pm - children will have their second snack.
- 5.35pm - tidy up time encouraging the children to take responsibility for the environment.
- 5.45pm – Last Collection time.
- 5.45pm – 6.00pm No children. Staff tidy and prepare for breakfast club.

### **Behaviour**

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions. Club have their own ABC behaviour record.

### **First Aid**

The school first aid and administration of medication policy applies at all times.

Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club 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 and DSL (Designated Safeguarding Lead) 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 5:45pm parents will be contacted in the first instance by telephone.

Senior school staff and DSL (Designated Safeguarding Lead) will be informed.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 45 minutes, 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 6:00pm onwards at £1 per minute per child.**

## **Payment of Fees**

Fees are to be paid in advance via Parentmail at the time of booking.

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 Finance Assistant as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.*

We are also willing to take childcare vouchers.

Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis with working parents prioritised. Parents will be informed when sessions have been released via text message and the school newsletter.

**The current session capacity is 24 children.**

## **Related Whole School Policies:**

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy.



# Lanesfield Primary School



## Before & After School Club Agreement

I .....[PRINT NAME] parent/carer of ..... have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am – 8.30am for breakfast club and 3.20pm – 5.45pm for after school club. Sessions are booked on a first come, first served basis.

- I accept that I am the ‘contracting parent’ for the above child and agree to make payments in advance via the Parentmail . I understand that I will lose my place if my account is in arrears.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website.
- I understand that a fee will be applied for late collection from 5.45pm onwards at £1 per minute per child.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.
- I will phone 01902 558950 for the after-school club when the office is closed and leave a message for League of Lanesfield or contact using the LOL email.

### NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

**Name**

**Relationship to the child**

Parent Signature .....

Date .....