

Before & After School Club Policy

West Road Primary School

Introduction

Pit Stop and Breakfast Club are run by West Road Primary School and exist to provide high quality out-of-school hours childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

The club operates from 8.00 am – 8.45am and from 3.00 pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or Care Club staff. A copy of this policy is provided to all parents of children attending Club and is also available on the 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 West Road 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 external foyer at the main school entrance.

- Children will be escorted onto the relevant playgrounds at 8.40am by the Breakfast Club staff.

After School Club

Collection of Children

- EYFS children will be collected by a member of the EYFS staff and taken to Pit Stop.
- A member of Pit Stop staff will collect children from KS1 and 2.

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. A member of SLT is on site each day until 6 pm. They will countersign the register at 3.20 pm.

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.

Daily Routine

Morning session

- 8.00 am – 8.40am parents bring their children to Before School Club situated in the school Hall
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the Studio/Library environment.
- 8.40am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school. EYFS children are taken to class.

Afternoon session

- 3.00 pm children are collected from class by a member of Pit Stop staff.
- 4.00 pm Pit Stop 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, both indoors and outdoors.

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.
- Pit Stop 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.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- SLT member asked to intervene as appropriate.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

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 Pit Stop 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, 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.

Payment of Fees

All club members will receive a calendar displaying the payment schedule for the current academic year, this will display the date invoices are available and the date payment is due.

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.

It is possible to pay fees via cash, cheque, standing order, childcare vouchers or BACS payment.

Procedures for payment of fees

- Invoices will be issued in accordance with the payment schedule, this will be provided at the start of each school year.
- Invoices should be paid by the due date stated in the covering letter which is provided with your statement. Please ensure you check your statement monthly and notify school as soon as possible should you have any queries.

- Payments can be made by cash or cheque payable to Waterfoot Before & After School Club either to the WASPs supervisor or to the school office. Payment can also be made by Childcare vouchers or online directly to our bank account details of which are included in the covering letter with your monthly statement.
- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.
- Four weeks notice must be given to reduce the number of sessions your child attends at the WASPs club.
- Four weeks notice must be given to resign your child's place.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Safeguarding policy
- Health and Safety policy



Waterfoot Before & After School Club Agreement

Iparent/carer of have read and accept a copy of the WASPs club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Waterfoot Before and After School Club each month when invoiced.

The sessions in this contract are 7.30am – 8.45am and 3.15pm – 6.00pm.

Parent Signature

Print name

Date

Signedon behalf of the WASPs club

Print Name Date

Waterfoot Before & After School Club Pupil Registration Form



PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

q Allergies

q Veg/Halal

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

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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

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.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		