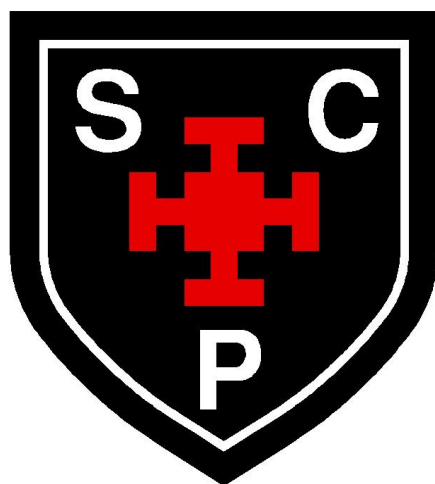


St Chad's CofE (VC) First School



**Out of School Club and
Extended Nursery Handbook
April 2023**

Terms and Conditions

ABOUT THE CLUB

St. Chad's Out of School Club and Extended Nursery are Governor Run Out of School Clubs based within St Chad's CofE (VC) First School, having access to school facilities such as the hall, playground and the school field. We take children who attend school, Nursery and Pre-Nursery and up to Year 4.

The Clubs are registered with Ofsted and are based within the school building. The Clubs are open weekdays, during term time.

7.30am to 8.50am - Before School Club

8.45am to 3.30pm - Nursery Care only, held in Nursery classroom

8.45am - 11.45am Morning Session

11:45am - 12:30pm Lunch Club

12:30pm - 3.30pm Afternoon Session

3.30pm to 5.30pm - After School Club

All of the Out of School Clubs aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. There will always be a selection of activities, including dressing up, role play area, craft activities, board games, construction, computer games, physical play, cookery and reading. In Out of School Club, a homework area will be available for children who wish to do homework, but they should be able to work independently, without teaching support.

Staffing

All staff members are appropriately trained, qualified and DBS checked.

Mrs K Watkins - Club Play Leader

Mrs. M Davies - Club Play Worker

Miss L Boughey - Nursery Care Teacher

Mrs M Morris - Nursery Care Teaching Assistant

Mrs L Atkinson - Nursery Apprentice

Mrs K Watkins - Nursery Care Lunchtime Supervisor

We maintain a staff/child in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the Head Teacher via the School Office 01902 700372.

Registration

All parents/carers who wish to use the club facilities should first complete a registration form with full contact details, parental responsibility information, medical information, dietary requirements and emergency treatment permission.

Signing in and out

Parents should use the doorbell by the covered way in order to gain entry to before and after school clubs. All children attending clubs must be signed in with staff on arrival and signed out when collected.

Any changes to pre-arranged attendance bookings must be communicated to the club staff or the School Office 01902 700372.

Arrivals and departures

Registers are taken when children arrive in our care, and you must sign your child out each day when you collect them. Children in Pre-Nursery, Nursery, Reception and Year 1 are escorted to after school club and children from Year 2, 3 and 4 walk through the school corridor to the out of school club.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify the School Office in advance. We will not release your child into the care of a person unknown to us without your authorisation.

After School Club finishes at 5.30pm, if you are delayed for any reason please telephone School to let us know. A late payment fee of £33.00 will be charged if you collect your child after club has closed to cover additional staff costs and administration.

If your child remains uncollected after 6.00pm and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact First Response.

Payment of fees

Fees are payable **in advance** via childcare vouchers, Government Tax Free Childcare credits, or on Parent Pay. We accept vouchers from a variety of schemes. Please contact the School Office for further information.
Please ensure that fees are paid promptly, ParentPay accounts must be kept in credit. Non-payment may result in your child's place being terminated.

Before School Club	£4.90 per session
Extended Nursery Care	£4.90 lunch club £14.70 per 3-hour session £18.40 per 3-hour session with lunch club £33.10 all day
After School Club	£4.90 up to 1 hour £9.80 up to 2 hours

Late Collection

Where children are collected more than 5 minutes later than the pre-arranged time additional charges will be incurred.

A late payment fee of £33.00 will be charged if you collect your child once the after-school Club has closed to cover additional staff costs and administration.

(All charges are reviewed annually by governors)

Changes to days and cancelling your place

You must give us one month's written notice of termination or of regular, continued changes in attendance. If you need to change the days that your child attends on a short-term basis, please contact the School Office as soon as possible. We try to accommodate such changes wherever possible.

Please remember that we need to know if your child will not be attending the Club for any reason. If you know in advance of any days when your child will not be attending during the following week, please try to let the School Office know by Thursday at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

Attendance at After School Activities provided by other parties

Children attending Out of School Club when other activities are offered will not be restricted from taking part. If your child needs to use After School Club after an activity has finished the club will be available for a minimum charge of 1 hour. Thereafter, charges will be incurred as per the banding above. The Out of School Club place cannot be guaranteed if such clubs are cancelled or postponed, so you may choose to pay a retainer to hold your place in the meantime.

Retainers

Fees for all booked sessions, for paid extended nursery and Before and After School Club, including when a child is sick or absent from school, will be charged at standard rates, with the exception of events in which they are representing school ie: educational visits. This will be calculated based on the length of regular sessions used.

Food and Drink

Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

Before School Club

You may wish to provide a suitable breakfast snack (fruit, cereal bar, yoghurt) if your child is unable to have breakfast at home.

After School Club

We provide an afternoon snack including fresh fruit and vegetables or a biscuit. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. Food provided at After School Club is not intended as a substitute for a main meal.

Nursery

Those children using Nursery Care Lunch Club may bring a packed lunch, or order a school meal which must be paid for in advance via ParentPay.

General Information

Induction

Your child will be able to visit the club room, with a member of staff during normal school time, prior to their first session, to familiarise themselves with the setting and to help them settle in.

During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including snack-times, collection, children's meetings), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

Nursery inductions are dealt with separately as part of the induction process.

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see and are an extension of our school's rules.

We have a clear Behaviour Management Policy. We encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour is persistent or poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Before and After School Club or during school hours we will contact you and ask you to make arrangements for them to be collected.

Please inform the School Office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Medication

Please let the School Office know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Medication Form in advance.

All medication must be handed to a member of staff by a responsible adult and not given to the pupils to pass on.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in paediatric first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Comments/Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to a member of staff or the Head Teacher.

Policies and procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a culturally diverse society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Due regard has been given to equality considerations in accordance with the requirements of the Equalities Act 2010.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to meet your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our Equalities Policy.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.
- Follow the most up to date guidance and procedures relating to Covid-19, to keep the children and staff safe.