



# Before and After School Club Policy, Agreement & Registration Form

## Introduction

The Before and After school Club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club will be run by staff from the school, and led by the managers Mrs R Mirza and Mrs D Bennett. The administrator for the club is Mrs R Voss.

## Aims

- To provide an affordable childcare facility for parents each morning before and evening after school
- To provide a safe, welcoming and secure environment for children
- To provide a healthy, nutritious snack for pupils.
- To provide a calm environment in which children have access to a range of activities

The before and after school club operates under the umbrella of St George's CE Primary School and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website <https://www.st-georges.stockport.sch.uk/>

The **breakfast club** operates Monday – Friday from 7.45am – until the start of the school day during term time.

The **after school club** operates from Monday – Friday from the end of the school day – 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.

***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.***

## Staffing

- The school operates a staffing ratio of 1:8 for children 8 and under and 1:10 for children aged 9 to 11 for before and after school club.
- All staff hold fully updated DBS and safeguarding checks.
- Before and after school club staff have completed the medical tracker training and there is a qualified first aider on site at each session.

## Admissions

- Only children attending St George's C of E Primary School are eligible to attend.
- All places are subject to availability.
- The registration process and payment 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.

## Waiting List

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If on making enquiries about a place for their child, a parent/carer is informed that there is no suitable place available, the Club waiting list procedure will be explained.
- The waiting list will be kept and used on a sibling priority and then 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a place becomes available the Club Administrator will contact the parent/carer and inform them of the date that the child may start.
- If the parent/carer still wishes to take up the place they will be asked to complete the registration form.
- If the parent/carer concerned no longer wishes to take up a place, the next child on the waiting list will be offered the place

## 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 Bramhall Lane Infant Door, the staff will be alerted to your arrival when you press the doorbell situated on the door.
- Children will be escorted by the club staff to their respective buildings at 8.40am they will then make their way to class ready for registration.

### After School Club

- Children in Reception, Y1 and Y2 will be collected by a member of the club staff directly from their classroom.
- Children in Y3, Y4, Y5 & Y6 will make their own way to the junior hall, where they 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 or during a session, they must be signed out by a parent/carer or named collector and the time recorded. Children will not be allowed to leave the club unaccompanied
- 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 by phoning the school office, option 3 or emailing [basc@st-georges.stockport.sch.uk](mailto:basc@st-georges.stockport.sch.uk)
- The emergency mobile telephone number for the club is 07960 047046.

## **Daily Routine**

### **Morning session**

- Parents bring their children to Before School Club situated in the infant building where a range of activities are set out.
- 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 environment.
- 8.40am children collect their coats and bags. Children are escorted to their appropriate playground where they meet up with the rest of the children awaiting the start of school.

### **After school session**

- 3:20pm - children collected and make their way to the infant building for registration.
- 3.45pm – 4.00pm - 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. The list of clubs will be advertised in advance to parents. For some clubs there may be an additional charge.
- 5:00pm - children will have a light snack if they would like one. Parents are allowed to send their child in with a packed dinner from home if they wish but, please note, we are unable to reheat food.
- 5:30pm - tidy up time encouraging the children to take responsibility for the environment.

## **Behaviour**

Whilst attending the Before & Afterschool 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.

## **First Aid**

The school first aid and administration of medication policy applies at all times. Incidents will be recorded on medical tracker.

Parents of any child who become 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.

## **Medication**

Prescribed medication to be administered will be accepted by the Before & Afterschool club staff.

Parents/carers must complete the 'Request for School to Administer Medication form 3A' available from the school office.

## **Menus**

The Before & Afterschool club operates a healthy menu policy. Dietary needs and allergies can be catered for and these requirements must be noted on the registration form.

## Activities

A varied range of activities can be enjoyed at the club. Including organised games, board games, art and craft activities, reading, Lego etc. Resources are stored in the Before & Afterschool designated storage room and are subject to the school's Health and Safety monitoring and PAT testing.

## 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 manager 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.

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 5.50pm onwards at £1 per minute per child. This charge will be collected via school money and must be paid by the following day. Your child will be unable to attend any further club sessions until this fee is paid.**

## Booking & Payment of Fees

Fees are to be paid at point of booking via school money or in advance via childcare vouchers/tax free schemes. 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 before and afterschool club staff as soon as possible by telephoning the school office or emailing*

*[basc@st-georges.stockport.sch.uk](mailto:basc@st-georges.stockport.sch.uk)*

*Our staff will treat all matters confidentially and arrange for discussions in private.*

Payment of fees is made via school money. This can be accessed via the internet, app or at the school office.

Sessions will be 'released' for booking on a half termly basis. Parents will be informed when sessions have been released via text and email message.

Booking for each week will close on the Thursday before

We are unable to take bookings on the day

## Childcare Vouchers / Tax Free Schemes

Parents wishing to make payment by childcare vouchers or tax-free schemes must ensure that payments reach the school in advance of bookings. This will ensure that credits show on your account to enable you to book your sessions via school money.

## Cancellation

All pre-booked sessions will be charged in full, refunds will not be made for non-attendance.

## School Closure

If school is closed or has to close early, Before & Afterschool Club will not run. On these occasions a credit will be made to your account.

## Fee Summary as at 05.09.2023

		Fixed
Registration	Per annum, per child	£15
Morning	7.45am – start of the school day	£7.50
Afternoon	End of the school day – 5.45pm	£9.00

Parents can change or cancel their sessions up to 4 weeks prior to their child attending a specific session without incurring a charge. **Any change or cancellation after this point is non-refundable.**

## Safeguarding

All school safeguarding policies apply. A separate risk assessment is completed for the use of Before & Afterschool club each year. The school's fire procedures and emergency evacuation are fully adopted by the club. Copies of the fire emergency evacuation plan are displayed in the entrance and hall. The fire assembly point is the Church grounds located adjacent to the school.

## Complaints

Any complaints should be made in writing to the headteacher. A copy of the school's complaint procedure is available on the school's website.



# St George's C of E 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 Monday – Friday 7.45am – start of the school day for breakfast club and the end of the school day – 5.45pm during term time.

For before and 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 at point of booking or in advance if using childcare vouchers/tax free scheme. I understand that I will lose my place if my account is in arrears.
- I agree to pay the annual £15 registration fee per child.
- I understand that it is my responsibility to inform the club if my child is not attending the club for any reason.
- I or a designated collector will sign my child/children in and out of the club
- I understand I can change or cancel sessions up to 4 weeks prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that payment is due for all contracted sessions even if my child is unable to attend their booked session.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office. I understand I will need to pay for sessions termly in advance.
- I understand that there may be an additional charge if my child attends a club.
- I understand that a fee will be applied for late collection from 5.50pm 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 07960 047 046 for the afterschool club when the office is closed

Parent Signature .....

Date .....



## Contract and Registration Form

**Before and After School Club Leader:** Managers – Mrs R Mirza & Mrs D Bennett

**Telephone:** 0161 480 8657 option 3 **e-mail:** [basc@st-georges.stockport.sch.uk](mailto:basc@st-georges.stockport.sch.uk)

**Emergency mobile telephone number:** 07960 047046

### Child's personal details:

Child's name:	Date of Birth:	Gender:
Home address:		Postcode:

	Parent/Carer 1	Parent/Carer 2
<b>Full names:</b>		
<b>Relationship to child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		
<b>Parental/legal responsibility</b>	Delete as appropriate Yes / No	Delete as appropriate Yes / No

<b>Medical Information</b>	
<b>Dietary Requirements</b>	
<b>Allergies</b>	
<b>Any other relevant information we should be aware of?</b>	
<b>Are you using childcare vouchers or a tax free Scheme</b>	Delete as appropriate Yes / No
<b>Which childcare voucher provider / tax free scheme are you using?</b>	

I undertake to inform the manager of the Before and After School Club as soon as possible of any change in medical and/or any other relevant circumstances.

**Signed; Parent/carer:** .....**Date:** .....



**Details of persons authorised to collect child or who can be contacted in an emergency**

We require that adults over the age of 18 must collect children. If you require somebody under the age of eighteen to collect your child you MUST discuss this with management in person prior to the collection. Management will use their discretion as to whether the welfare of the child may be put at risk.

	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Full name:</b>			
<b>Relationship to child:</b>			
<b>Home address:</b>			
<b>Postcode:</b>			
<b>Home telephone:</b>			
<b>Work telephone:</b>			
<b>Mobile:</b>			
<b>Email:</b>			

**Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above.**

**A password is also required.**

**Signed: Parent/carer: .....Date: .....**