

Before and After School Club						
Approved by	LAC	Issue Date	Sept 23	Review Date	Sept 25	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓



Introduction

The Before and after school club exists to provide high quality out-of-school hours' childcare for our parents

The **before club** operates from 7.45am – 8.45am during term time.

The **after-school club** operates from 3.30pm - 5.30pm 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 up-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.

Meet the Team

Miss B Cooper (Lead)	Ms I Silvester	Mrs S Massie	Ms J Davis
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Admissions

- Only children attending Church Eaton primary School Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents who book a slot at the Before and After School Club 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.

How to Book:

- Parents are asked to book at least 24 hours in advance by email or Dojo to the school office. Parents of children in nursery, are asked to give the school at least one week's notice to enable staffing at the correct ratios.

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 door between class 1 and 2. The staff will be alerted to your arrival when you press the doorbell situated on the right of the doors.
- Children will be escorted to their classes at 8.45am by the club staff.

After School Club

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

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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 or emailing

Daily Routine

Morning session

- Parents bring their children to Before School Club situated in the Hall where a range of activities are set out. For example:

	Before School
Monday	Relaxation
Tuesday	Board Games
Wednesday	Craft
Thursday	Mindfulness colouring
Friday	Library- Story

- 7.45am children wishing to have breakfast will wash their hands ready to enjoy a breakfast that has been prepared at home.
- 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 class where they meet up with the rest of the children awaiting the start of school.

After school session

- 3:20pm – Class 1 children collected from Nursery and taken into the Hall
- 3:20pm - All other children collected/make their way to the hall for registration.
- 3.30pm – 4.30pm - children can have a healthy snack and drink, provided from home; 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). For Example

	After School
Monday	Multi-Sports Club (Classes 3 and 4)
Tuesday	Art and Craft Club (Classes 1-4)
Wednesday	Drama Club (Classes 1-4)
Thursday	Multi-Sports Club (Classes 1 and 2) Film Maker Club (Classes 3 and 4)
Friday	Board Games Club (Classes 1-4)

- 4.30-5:30pm - children's complete activities in the Hall / Class 2 until they are collected. Parents are allowed to send their child in with a packed dinner from home if they wish.

Behaviour

- Whilst attending club, children are expected to follow the school ethos and rules. The school behaviour management policy always applies, including the rewards and sanctions.

First Aid

- The school first aid and administration of medication policy always applies.
- 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.

Missing or Uncollected children

Missing children:

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- If 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 5.30pm 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. See below**

Payment of Fees

- Fees are to be paid within a week of attendance into a 'Before and After School account,' and payment is due for all contracted sessions even if your child is unable to attend their booked session*.
- The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- *If a parent is having trouble 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.*
- Fees are paid via 'Parent Pay' - [Parent Pay](#)
- We are also willing to take childcare vouchers.

Charges

Before school: £5 per pupil (£2 from 8.30am)

After school:

- £3 per pupil for pick up before 4.00pm
- £5 per pupil for pick up between 4.00 and 4.30pm
- £10 per pupil for pick up between 4.30 and 5.30pm
- £20 per pupil for late pick up after 5.30pm

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 note are:

- Safeguarding and Child protection policy.
- Equal Opportunities policy.
- Health and Safety policy- including daily checklists
- First aid and administration of medicines.
- Online safety policy.
- Behaviour Policy
- Intimate Car