

Woodcroft Academy



Before and After School Club Policy

2020/2021

Introduction

Before and after school club is run by Woodcroft Academy. The aim is to provide high quality, affordable wrap around care for working parents.

Our before and after school club operates 38 weeks per week, term time only. Before school club operates from 7.30am – 8.45am and after school club operates from 3.15pm - 6.00pm.

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 to agree to adhere to the terms of this policy.

Admissions

- Only children attending Woodcroft Academy 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 will receive a paper copy of this policy.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- The School Care Club Leaders is made aware of the details of a new child.
- Children's attendance is recorded in a register.

A booking is deemed to have been accepted when the completed and signed booking form has been submitted and the required places confirmed by Woodcroft Academy. This will be taken as a permanent booking until two weeks' notice has been given. We will assume the named contacts on your child's data collection (completed when your children joined Woodcroft Academy) form permits those listed to collect your child, if this is not the case, please advise the school office. In all cases, acceptance of places will be subject to availability.

We reserve the right to decline an application or to withdraw places where

1. Payments are in arrears
2. There has been persistent late pick-ups.

Fees

Fees are to be paid in advance by the 1st of every month even if your child is unable to attend their booked session. An invoice will be sent out to parents/carers the week before fees are due, detailing the amounts owed for before and after school club. Fees can be paid using ParentPay and/or childcare vouchers.

Failure to pay fees by the 15th of the month will result in a late payment fee of £10.00 being charged. Any invoice not paid by the end of the month in which they are due may jeopardise your child's place until the debt is cleared in full. Please note that their place may be offered to another child if there is a waiting list for any/all of the sessions.

If you are experiencing difficulty with payment of fees, please contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Cancellation of pre-booked sessions

Two weeks notice is required to cancel a place or to make amendments to your regular booking. Sessions not attended during this notice period will still be chargeable. Once notice has been given, the sessions will be released and offered to children on the waiting list. Please speak to the school office if you wish to cancel/amend pre booked sessions.

Illness or holiday

Places are payable even if not attended due to illness or holidays. In the event of a holiday, you can temporarily postpone your child's space with 14 days notice and no charge will be made.

Extra sessions

Extra sessions will be accommodated whenever possible, please contact the school office to check for availability. If you book your child into club as a one off session, payment must be made via Parentpay or childcare vouchers payments within 3 days of your child attending. We will send an additional 'extra sessions' invoice for sessions taken.

Swapping Days

If you wish to swap your pre booked session for another day, please contact the school office to check availability, you will not be charged additionally if we are able to accommodate your request.

Changes to collection

If there are any changes to the pick-up arrangements, a parent with parental responsibility must contact the school office (01538 714796 8.30am - 4.30pm) or by email to office@woodcroft.staffs.sch.uk This is to ensure legal safeguarding requirements are met.

Password

We will require a password for your child/children to be used in the event that someone other than yourself collects your child from after school club. Please ensure you advise the person collecting your child/children of your password, if they do not know we will not release your child/children to them. If you have not set a password up, please contact the school office.

Arrival and Departure

Before School Club

Parents/Carers are required to bring their child directly to before school club and sign them in. All arrivals and departures will take place via the external door at the front of the school, where staff will let you into the building.

Daily Routine Morning session

Parents bring their children to Before School Club situated in the classroom at the front of the school building.

- 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.
- 8.45am children collect their coats and bags. Children in Nursery and Reception are escorted to their classroom and children in Year 1,2,3 and 4 make their way to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

At 8.45am Children in Nursery and Reception will be escorted into their classrooms by the club staff. Children in Year 1,2,3 and 4 will make their own way to their classroom.

After School Club

The club staff will take a register when children arrive at after school club and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Daily routine after school

- 3.15pm - Children in Nursery, Reception will be brought to after school club by a member of teaching staff.
- 3:20pm - Children in years 1, 2, 3 and 4 will make their way directly to after school club to be greeted by a member of the club staff.
- 4.15pm – 4.30pm - children will be given a light meal, such as beans on toast, ham wraps and a 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 (with an external provider) there may be an additional charge.
- 5:30pm - tidy up time encouraging the children to take responsibility for the environment.

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.

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 before and after school club by either writing it into their school planner, by phone or email.

Behaviour

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

First Aid

- All accidents will be recorded in the school accident book and accurately reported to parents/carers.
- Accident recording and reporting will be in line with Woodcroft Academies First Aid Policy.
- The school first aid and administration of medication policy applies at all times.
- Parents of any child who become unwell during Club will be contacted immediately.
- At least one member of staff within before and after school club will have paediatric 12 hour first aid training.

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.
- The School care club leader 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.

Where a child has not been collected by 6.30pm and attempts to contact the parents or nominated carer have failed, the school will implement our safeguarding procedures. At this point the after school club will contact the Police and report the non-collection to the Duty Social Services contact.

A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £10 per quarter hour after 6.00pm

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
- Health and Safety policy
- First aid
- Administration of medicines

I/we agree to the terms and conditions outlined above which I/we have read and fully understand.

Name of child _____

Signature (Parent/Carer) _____

Print Name _____

Date _____