

# Before & After School Club Policy

Alverton CP School



## Introduction

We aim to provide high quality out-of-hours wrap around care for our parents. We provide stimulating, age-appropriate activities.

Breakfast Club operates from 7.45am-8.40/45am and After School Club operates from the end of the school day (3.10/15pm) until 5.30pm, term time.

## Current prices

Collection at 4pm - £3

Collection at 5pm - £5

Collection at 5.30pm - £6

Half price siblings

Late fee - £2 per 10mins

## Admissions

- Only children attending our school are eligible to attend.
- All places are subject to availability.
- Policy available to view on our school website.
- All staff are made aware of the details of children's needs.
- Children's attendance is recorded on a register.
- Parents will be expected to read this policy and also fill out a sheet naming nominated individuals authorised to collect their children. It is parents responsibility to keep staff informed of any changes of who can/cannot collect.

## Arrival & Departure

### Arrival

#### Breakfast Club

- KS1 parents should bring their children to the door (near KS1 kitchen), KS2 parents are able to watch their children to KS2 front entrance from the end of the car park if necessary.
- Staff will sign the children in on the register when they arrive. Once the children have put their belongings away, they will come into the hall which is where each breakfast club is held on both sites.

#### After School Club

- A member of staff collects the children at the end of the school day.
- Children are ticked off on a register. Staff will liaise with class teacher to query any children that are not accounted for and office staff will ring parents if necessary.

### Departure

#### Breakfast Club

- Children line up at 8.40/8.45am to go to their classes.

#### After School Club

- Staff sign children out when they have been collected.
- Parents should inform staff if they no longer need their space.
- If a sibling is collecting, they must be 14 or over. Other nominated people collecting must be 16 and over.

## Behaviour

We expect the same behaviour in Breakfast and After School Club as we do in school – see Alverton's behaviour policy.

Positive behaviour is encouraged by:

- Staff acting as positive role models

- Praise, stickers, certificates etc

Dealing with inappropriate behaviour:

- Staff will address this in a calm, firm & positive manner.
- Ready, Respectful, Safe reminder.
- If continues, child will have 10mins 'cooling off' time.
- Restorative discussion between child and staff & parents will be informed at pick up.

If a child's behaviour is continuously unacceptable and disruptive/unsafe then we may make the decision that the child will no longer be able to attend Breakfast/After School Club.

### First Aid

- All accidents will be recorded in our accident book and relevant first aid will be given.
- Parents will be informed at pick up.
- Incidents will be dealt with by a qualified first aider.

If a child becomes unwell, a member of staff will contact parents.

### Missing or uncollected children

Missing children

In the unlikely event that a child goes missing, the following will happen:

- SLT will be informed
- A member of staff will search the building and surrounding area. If the child remains missing, the emergency services will be contacted, as well as parents.

## Uncollected children

If a child has not been collected by 5.30pm, parents will be contacted by phone. If there is no answer, after 5 mins, we will try again. If we do not manage to contact parents a second time, we will try the additional contacts that parents have provided. If all of these contacts are unavailable after approximately 30mins, staff will inform the headteacher and then the police and MAST (multi-agency screening teams) will be informed.

A charge will be levied for late collection A fee will be applied for late collection from 5.30pm onwards at £2 per every 10 mins. The charge will be added to the week's invoice.

## Payments

- Payments are to be made through Parentpay regularly.
- Payments are put on to Parentpay weekly by a member of staff.
- If parents are struggling to pay their fees, they should speak to Miss Hedley, office staff or the headteacher/deputy.
- If regular payments are not being made and your fees reach a high amount, your children may lose their space.
- Reminder texts will be sent regularly.