

St Paul's C of E Primary School



Before and Afterschool Childcare Provision Policy / Parent Handbook

Updated Nov 23

Introduction

The before and after school club is run by St Paul's C of E Primary School and exists to provide;

- high quality out-of-school hours childcare for our parents
- a safe, stimulating environment in which children feel nurtured and able to make/have a positive start/end to the day.

Staff –

Breakfast Club	
Mrs H. Swift Club Manager (Level 3) mornings Paediatric First Aid Food Hygiene Level 2	Mrs N Sandhu Level 1 Food Hygiene Level 2
After School Club	
Mrs H. Swift Club Manager (Level 3) mornings Paediatric First Aid Food Hygiene Level 2	Miss S. Mahi Level 1

Club cover – Mrs L. Savage (Level 3) and Mrs T. Boden (Level 3).

Times and costs -

Our club operates from 7.30am – 8.45am and from 3.10pm - 5.45pm during term time.

Current costs for each session are as follows –

Breakfast club – 7.30am – 8.45am - £4.00 including breakfast.

After school club – 3.10pm – 4.15pm - £4.00

4.15pm – 5.15pm - £4.00

5.15pm – 5.45pm - £2.00

Total cost of full after school care 3.10pm – 5.45pm - £10.00

A copy of this policy is provided to all parents of children attending Club and is also available on the school website. All parents must complete a [registration form](#) for each child attending the club and sign in agreement to adhere to the terms of this policy.

Admissions and Booking -

Only children attending St Paul's C of E Primary School are eligible to attend before and after school club.

Children must be in Reception – Year 6.

All places are subject to availability. Places are allocated on a first come, first served basis.

The registration process must be completed prior to the child's commencement at the club.

Bookings are made through the School Comms Gateway app and can be made up to 6pm on the working day prior to the session attended.

Payment should be made at the time of booking via the app. Cash payments cannot be made.

Children who are not booked into club but have not been collected at the end of the day will be offered a place in club subject to availability. Charges for this will be added to the app.

All club staff are made aware of the details of a new child.

Children's attendance is recorded in a register.

Location -

Before and after school provision will be held in the Upper Key Stage Two shared area and our Food Technology room where breakfast will be served.

Arrival and Departure -

Before School Club – Drop off

Parents/Carers should bring their child to the pedestrian gate (off Emsworth Crescent) where they should ring the intercom bell to inform staff that they have arrived. This gate must remain locked to ensure the safety of all children in school.

A member of club staff will come and open the gate and ask the parent to sign them in.

Children will be escorted to their classroom at 8.45am by club staff.

Updated Nov 23

After School Club - Collection

At the end of the day, children going into club will be collected and escorted to club by a member of club staff. Staff will take a register at the start of the session and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Any children who are not booked into club but have not collected at the end of the day will be offered a place in club (subject to availability) while staff contact parents. A charge will be made for this.

When a parent comes to collect their child from club, they should arrive at the pedestrian gate (off Emsworth Crescent) and call the club intercom to inform staff they are ready to collect. Staff will support the children in gathering their things and bring them to the gate. Parents will be asked to sign their child out and record the time of collection.

Parents/carers must ensure that any person collecting their child is listed on the registration form and that the details on this form are kept fully up to date. Any changes to collection arrangements should be notified to us in advance. A collection password should be provided for each child which will be used to confirm the identity of anybody collecting who is not already known to staff.

Parents are responsible for keeping school updated with emergency contact details and medical information (including allergies).

Parents are responsible for ensuring adults collecting their child(ren) are suitable. If staff feel a person is under the influence of drink/drugs, the child will not be released and another named contact would be informed.

Daily Routine

Morning session 7.30am – 8.40am

Club will be situated in the UKS2 shared area where a range of activities will be set out. Breakfast will be available between 7.30 and 8.15am. Children wishing to have breakfast will be asked to wash their hands first and will be able to choose from;

A selection of cereals and / or toast with butter or jam.

Children arriving after 8.15am should have their breakfast before arriving at school.

At 8.30am, children will be encouraged to help tidy up, promoting a sense of responsibility for their club environment.

At 8.35am children will collect their coats and bags ready to be walked down to classes at 8.40am.

Updated Nov 23

Afternoon session

3.10/15pm – 3.20pm children will be escorted from class to club and a register taken. Children will be offered a snack (fruit or biscuit) and a drink.

3.20 – 3.30pm – staff will speak with children giving them the opportunity to plan / suggest activities for that day / coming days so that sessions can be tailored to meet the needs and interests of the children.

3.30-5.15pm – children will have time to play and access activities. During the session there will be time to go outside on the playground.

4.45pm – a second snack (fruit or biscuit, whichever one wasn't offered at first snack) will be offered.

Children who have brought a packed tea with them will be given time to eat.

5.15pm - 5.45pm – children may be offered time to watch something on a screen whilst waiting to be collected towards end of session.

Behaviour -

The school's Behaviour Policy applies to club sessions with the same behaviour expectations as those expected of children during the school day. Staff will use positive reinforcement to encourage good behaviour (stickers, praise, certificates etc.). **The school will withdraw before and after school care if a child's behaviour during the school day or during club is not manageable or appropriate.**

First Aid –

The club manager will have Paediatric First Aid training and will be responsible for overseeing (but not always administering) first aid during club.

All accidents will be recorded in the school accident book and reported to the parents/carer upon collection.

Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

Parents of any child who become unwell during club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

Updated Nov 23

Missing or Uncollected Children -

Missing children - In the event that a child goes missing, the following procedure will be undertaken: A member of the Senior Leadership Team will be informed of the missing child. The 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 – children should be collected by 5.45pm. A late charge of £5 per 10 minutes will be charged for late collection unless parents have contacted club to inform us of exceptional circumstances (such as being stuck in traffic). If a child has not been collected by 5.55pm and club have not been contacted by parents, parents will be called. If unable to contact parents, 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.

If parents are regularly late collecting their child, a discussion between club and parents may be necessary.

Payment of Fees –

Payment is to be made at the time of booking. Late charges and unplanned club attendance will be added to the app at the end of the week. Payment must be made promptly. Unpaid fees could result in the service being withdrawn.

Unfortunately, refunds will not be given for cancelled sessions.

If children attend an 'enrichment after school club' but will be requiring childcare after this club has ended, payment is also required for the first hour of care to hold the place.

The parent signing the club 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 school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

The provision is OFSTED registered enabling parents to claim tax-free childcare.

<https://www.gov.uk/tax-free-childcare>

Please note that school clubs will not run on INSET days or during the school holidays. On rare occasions, it may be necessary for club to be cancelled, for example where there is insufficient staffing capacity or for staff to attend essential training. Where this is the case, the school will endeavour to give parents as much notice as possible.

Please refer to the following whole school policies:

Child Protection and Safeguarding Policy

Equal Opportunities Policy

Health and Safety Policy

Positive Relationships and Behaviour Policy

Updated Nov 23

St Paul's CofE Primary School Breakfast Club & After School Care Registration Form



Child's Details:

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	Class:	First language:

Parent/Carer details

1			2		
Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
National Insurance Number:			National Insurance Number:		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details)					

Updated Nov 23

Email address for correspondence to be sent to:

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Collection password (to be used to confirm the identity of anyone collecting who is not known to staff):

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Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Doctor's Address:	Telephone:

About your child

Please detail any additional/medical needs (including allergies) or special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)

Updated Nov 23

Is there anything your child doesn't like (food, games etc)

What are your child's favourite activities?

Usually, who will be collecting your child at the end of Wraparound Care?

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Data Protection Act 1998 / GDPR with effect from 25th May 2018: The schools are registered under the Data Protection Act for holding personal data. The schools have a duty to protect this information and to keep it up to date.

(Please tick) I have gained permission from those contacts named above to provide their contact details for the use of emergency contacts and authorise those named above to collect my child in the case of an emergency.

NB. In the event of further changes throughout the year please update the school office by email to

stpaulsprimaryschool@wolverhampton.gov.uk

Signature of Parent/Carer with Parental Responsibility:

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Please print name below:

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Date:

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