

Before & After School Club policy



Squirrels Club at Finham Primary School

Introduction

Welcome to Finham Primary School's Childcare Provision – Before and After School Club (Squirrels Club). Squirrels Club provides a range of stimulating and creative activities in a safe environment for children aged 3-11 years.

Children are warmly welcomed to the squirrels Club by qualified and experienced staff, who strive to uphold Finham Primary School's aim, "To do the best we possibly can".

We are an inclusive club and are committed to equal opportunities for everyone irrespective of race, religion, culture, age, gender or disability.

Squirrels Club Aims

Our aims are to:

- Provide a safe and caring environment that is both friendly and welcoming, where children can relax and play;
- Ensure children have access to a range of opportunities, appropriate to their age and interests, that will enable them to achieve their personal potential;
- Develop a strong relationship with pupils and parents;
- Encourage children to become responsible, independent, self-motivated individuals;
- Promote the values of tolerance, honesty, caring and respect for each other;
- Promote positive behaviour;
- Listen to and value what children say, talk with them about what they are doing and have high expectations of what they can achieve;
- Provide contrasting areas where children can choose to play or be quiet.

Admissions

- Only children attending Finham Primary School are eligible to attend Club.
- 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 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 on a register.

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 foyer, the staff will be alerted to your arrival when you press the doorbell.
- Children in key stage 1 will be escorted to their relevant classrooms at 8.45am by the club staff and children in key stage 2 take themselves when dismissed by club staff.

After School Club

Arrival of Children to club

- Class N, R, 1 and 2 children - A list of children attending club is given to class teachers. A member of staff from each year group escort children to club to be registered upon arrival.
- Classes 3, 4, 5 and 6 children will bring themselves to club.

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 of children from club

- 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 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.

Other information regarding Club Parents/Carers need to know:

Finham Squirrel's Club offers a closed out of school childcare **for children aged 3 – 11 years**. This means that Parents and Carers must be aware that children **are not able to leave the site**

Children involved in the Squirrels Club activities are required to **remain on the premises** until they are collected by their parents/carers (or the named person, for which the parent/carer has given written permission to staff).

The service operates on a ratio of 1 member of staff to 8 children under the age of 8 and 1 to 10 for children over 8.

Activities are organised so all age groups can join in the experience. They will be tailored to meet every child's needs.

Where off-site activities are organised, a consent form will need to be completed by parent/carer.

Children will need to be collected promptly at 5:30pm which is the end of the club . Staff will contact parents/carers (or the emergency contact) if children are not collected at the end of the session.

Children can bring healthy snacks, including drinks.

Children should wear appropriate clothing and footwear. Pumps or trainers are needed if children want to take part in sports activities.

While every effort will be made by the staff to ensure the safety of children, they cannot be held responsible for (i) loss or damage to their property, and (ii) accidents or injuries to any child at the club and/or at the activities organised by Finham – including trips – unless there is evidence of negligence on their part.

Should an emergency arise, the staff will contact parents/carers.

SECURITY OF RECORDS: The aim of Finham Park MAT is to provide a service to benefit both your child and the community. We always welcome your involvement and if you wish to discuss information regarding your child, please contact the staff at Finham.

As part of this process, we are required to collate and maintain certain records and statistical information. These records include registers, registration forms and other relevant information about your child. Our records are open to parents/carers to update or discuss.

“Personal information will be held in accordance with our Privacy Notice under GDPR regulations (25/5/2018) which can be viewed on our website”.



At Finham Primary School we uphold all the above values and all are important to our overall behaviour.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Use the school's values – Teamwork, Respect, Integrity, Enjoyment and Discipline
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will use the school's Behaviour Policy which encompasses the Good to be Green System
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. A system of 3 strikes in the form of letters home will take place. The 3rd letter being the exclusion for 2 weeks. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

First Aiders

- Squirrels Club have various qualified first aiders;
Mr Atkins - Paediatric First Aid, First Aid at Work
Miss Shaheen - First Aid at Work, Paediatric First Aid

Reporting of First Aid Incidents

- All accidents will be recorded in the Squirrels accident book, accurately reported to the parents/carer upon collection and signed by a member of staff and the parent.
- 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.
- All incidents are dealt with by a qualified first aider.

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.

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.
- The Play 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 and parents/carers will be contacted.
- While waiting for emergency services and parents/carers to arrive the search will continue and other members of staff will maintain as normal a routine for remaining children at club.
- The Play Leader will be responsible for meeting emergency services and parents/carers. The Play Leader will coordinate any actions instructed by the emergency services and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Play Leader and staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Clubs Site Security and Risk Assessment policies).
- All incidents of children going missing from the Club will be recorded in an Incident Report, and in cases where either the Police or Social Services have been informed, OFSTED will also be informed as soon as is practicable.

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 ½ 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 5.30pm – 5.45pm £3.00 per child and 5.45pm – 6pm a further £3.00 per child. This charge will be added to the following month's invoice.

Bookings

The sessions are Before School Club:	7.45am – 8.45am	£3.00 per session (breakfast included)
The sessions are After School Club:	3.30pm – 5.30pm	£6.00 per session

We offer a 10% discount for additional siblings in after school club at a cost of £5.40 per child.

Squirrels Club closes at **5.30pm**. if you are late collecting your child/children an additional fee per child will be payable as follows, unless mitigating circumstances are granted:

5.30pm – 5.45pm £3.00
5.45pm – 6.00pm £3.00

Bookings have to be made online using Frog and Google forms Link. All spaces must be paid for in advance each half term.

On the link will be a questionnaire to fill in and a diary sheet for you to tick required sessions. Once the sessions reach capacity when trying to book, a parent will receive a “sessions are full” screen.

Payment of Fees

When booking your children into Squirrels Club, you will be sent a confirmation email displaying the dates that you have booked. The prices for Squirrels Cub are included above.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance when booking online, and payment is due for all contracted sessions even if your child is unable to attend their booked session (unless there are strong mitigating circumstances).

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 experiencing difficulty with payment of their fees, they should contact the Extra Provision Manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Finham Primary will be a cashless school meaning all fees will need to be paid via ParentPay or Childcare Vouchers.

Procedures for payment of fees

- Payment for spaces should be paid for promptly when booking online. Please ensure you check your statement monthly and notify the school as soon as possible should you have any queries.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.
- Two weeks’ notice must be given to resign your child’s place (unless there are strong mitigating circumstances).
- Should mitigating circumstances be granted the school are only able to refund via ParentPay. If payment is made via Childcare Vouchers, the credit for the unused days can be transferred to the next half-term’s bookings.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Fair Access

Finham Primary School Before & After School Club
Pupil Registration Form



PLEASE READ CAREFULLY

Data Protection Act 1998

The Data controller is Finham Park Multi Academy Trust. The details you provide on this form will be used in connection with registration, analysis and statistical activities and for emergency contact, Health and Safety information

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
DOB			
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

Who has parental responsibility for your child/children and is there any information about who has legal contact with your child/children that needs to be shared:

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.....

.....

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club time	1.			
	Mobile	2.			
	Home	3.			
	Work	4.			
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

Does your child have a disability or special need? Yes/No

Is your child registered as disabled? Yes/No

If Yes, does your child need additional support? Yes/No

Does your child have any dietary requirements/Allergies

Allergies/Allergy to what?

.....

Treatment required for the above allergy

.....

(We must have this available in club

Veg/Halal

Please specify further detailed information if you have answered YES to any of the above or would like to add any other relevant information:

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.....

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		

As part of Finham Park MAT Using Images Policy, photographs and video recordings taken of children taking part in activities, together with their names, cannot be used without permission from the parent/carer.

Please answer YES or NO

ETHNIC ORIGIN

- Ethnic group questions are not about nationality, place of birth or citizenship. They are about broad ethnic categories.
- If you are from more than one group, please tick the one to which you consider you belong or use the 'other' category and give details.
- You do not have to fill in this section if you do not wish to but doing so will help with monitoring, planning and evaluation of the Service.

White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any other white background

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Black or Black British

Caribbean

African

Any other Black background

Chinese

Any other ethnic background

I do not wish an ethnic background category to be recorded

Finham Primary
Before & After School
Club Agreement



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.

Iparent/carer ofhave read and accept a copy of the Squirrels Club policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Finham Park MAT each half term when booking required spaces.

The sessions in this contract are 7.45am – 8.45am and 3.30pm – 5.30pm.

Parent Signature

Print name

Date

Signed on behalf of the Squirrels Club

Print Name Date