

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/Careers are required to bring their child *directly to the 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 at club

- Class N, R, 1 and 2 children - A list of children attending the club is given to class teachers. A member of staff from each year group escorts children to the 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.

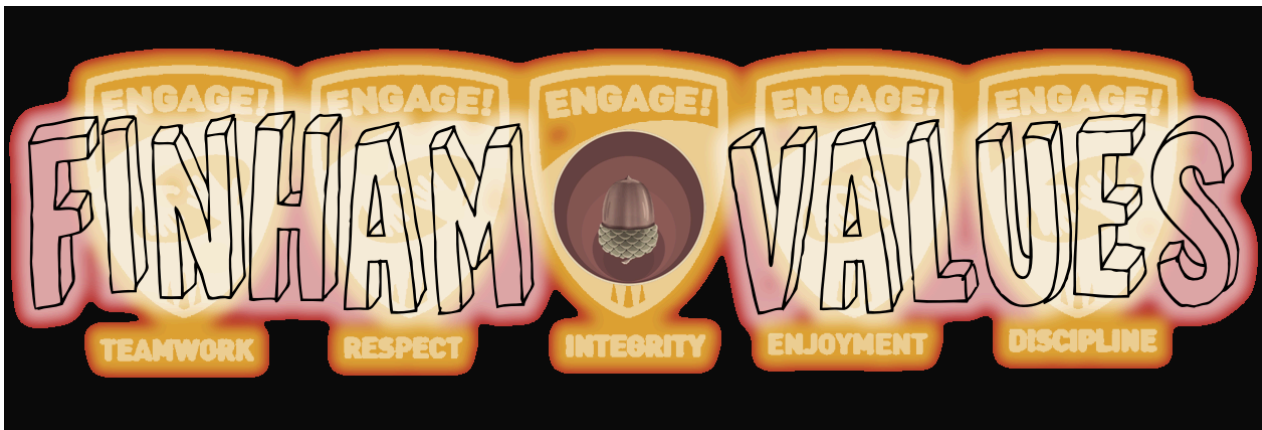
While every effort will be made by the staff to ensure the safety of children, they cannot be held responsible for (i) loss or damage to their property, and (ii) accidents or injuries to any child at the club and/or at the activities organised by Finham – including trips – unless there is evidence of 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.
- 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 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 - Pediatric First Aid, First Aid at Work, Mental Health First Aid
Miss Shaheen - Pediatric First Aid
Mr Gomes - Pediatric 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; the 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 becomes 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 the 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 necessary changes (paying particular note to the relevant provisions of the Club's 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 of £3.00 every 15 minutes will be applied for late collection from 5.30pm.

Bookings

Before School Club:	7.45am – 8.45am	£5.00 per session (breakfast included)
After School Club:	3.30pm – 5.30pm	£8.00 per session

We offer a discount for additional siblings in after school club at a cost of £7.50 per child.

Bookings have to be made online using the 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 daily sheet for you to tick the required sessions. Once the sessions reach capacity when trying to book, a parent will receive a “sessions are full” screen.

Places still need to be paid for even if your child does not attend a session booked. Once booked the space cannot be offered to anyone else as the Club would have been staffed accordingly.

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 Club 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 is a cashless school meaning all fees will need to be paid via ParentPay or Childcare Vouchers. We will still be accepting cheques.

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 is 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.