



Introduction

A warm welcome to Finham Primary School's Childcare Provision – the Squirrels Club! Our Before and After School Club caters to children aged 3 to 11 years, providing a variety of engaging and imaginative activities within a secure and nurturing environment.

At Squirrels Club, we pride ourselves on creating a friendly atmosphere where each child is greeted by our qualified and experienced staff. We work diligently to embrace Finham Primary School's vision: "To do the best we possibly can".

We are dedicated to inclusivity, ensuring that every child has equal opportunities, regardless of race, religion, culture, age, gender, or disability.

Squirrels Club Aims

At Squirrels Club, we are dedicated to creating a nurturing and stimulating environment for your child. Our goals include:

- **Creating a Safe and Welcoming Space:** We strive to maintain a friendly atmosphere where children feel secure enough to relax and engage in play.
- **Offering Diverse Opportunities:** We provide a variety of age-appropriate activities tailored to your child's interests.
- **Building Strong Relationships:** We believe in the importance of forging strong connections with both pupils and parents/guardians to foster a supportive community.
- **Encouraging Independence and Responsibility:** We aim to help children become self-motivated and responsible individuals who can navigate their own choices.
- **Instilling Core Values:** We promote essential values such as tolerance, honesty, care, and mutual respect among all children.
- **Fostering Positive Behaviour:** Our focus is on encouraging and recognising good behaviour to create an enjoyable learning environment.
- **Valuing Children's Voices:** We listen to what children have to say and engage them in discussions about their activities
- **Providing Varied Spaces for Play:** We offer distinct areas where children can choose to engage in active play or enjoy some quiet time.

Admissions

- Only children enrolled at Finham Primary School may join the Club.
- Availability of places is limited, so please ensure you register as soon as possible.
- All parents must complete the registration process before their child starts attending the Club.
- Parents will receive an electronic copy of this policy, which is also accessible on our school website.
- Club staff will be informed about any new children joining.
- Attendance is carefully tracked for all children with a register.

Arrival and Departure

Before School Club

- Parents/Guardians 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 will take themselves when dismissed by the club staff.

After School Club

Arrival of Children at club:

- Children from Nursery, Reception, Year 1, and Year 2 - A list of children attending the club is provided to class teachers. A member of staff from each year group escorts children to the club for registration upon arrival.
- Children from Years 3, 4, 5 and 6 will bring themselves to club and be signed in on the register upon their arrival.

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 whom 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 the parent/carer.

Children will need to be collected promptly by 5:30 pm, 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: Finham Park MAT aims 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 are committed to fostering a positive and supportive environment that upholds our core values. These values play a vital role in shaping our children's behaviour, ensuring that every child feels respected and valued.

Behaviour Expectations

While attending the Club, we expect children to:

- Display socially acceptable behaviour.
- Show respect for one another, embracing differences in race, gender, ability, age, and religion.
- Select and participate in a range of activities.
- Seek assistance when needed.
- Enjoy their time at the Club.

Encouraging Positive Behaviour

To promote positive behaviour, our dedicated staff will:

- Act as positive role models for the children.
- Offer praise for appropriate behaviour.
- Keep parents informed about their child's achievements.

Addressing Inappropriate Behaviour

In the event of inappropriate behaviour, our staff will follow the school's Behaviour Management Policy, which includes the Good to be Green system used throughout the school. We will address challenging behaviour in a calm, firm, and constructive manner. The steps we take include:

- If necessary, temporarily remove the child from the activity to ensure a safe environment.
- Explaining clearly to the child why the behaviour is considered inappropriate.
- Encouraging mediation between children to help resolve conflicts through respectful discussion and negotiation.
- Consulting with parents to develop clear strategies for addressing persistent inappropriate behaviour.

If a child continues to exhibit inappropriate behaviour, even after collaboration with parents and the implementation of behaviour management strategies, the Club may have to consider exclusion. In such cases, we will follow a 'three strikes' system, whereby letters will be sent home to notify parents. The third letter will indicate a two-week exclusion, and we will ensure that both the child and their parent/carer fully understand the reasons and processes involved.

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 Children

If a child goes missing, we have a clear procedure in place to ensure their safety and your peace of mind:

- **Immediate Notification:** Senior staff members will be promptly informed about the missing child to facilitate a swift response.
- **Conducting the Search:** The Wraparound Manager will conduct a thorough search inside the building while assigning another trusted staff member to monitor the outside areas. If the child is still unaccounted for, we will immediately contact both the emergency services and the parents/carers.
- **Continuing Care:** While we await the arrival of emergency services and parents/carers, our team will continue the search effort and maintain as routine and comforting an environment as possible for the remaining children at the club.
- **Support for Parents/Carers:** The Wraparound Manager will meet with the emergency services and parents/carers upon their arrival. They will coordinate any necessary actions instructed by the emergency services and prioritise providing comfort and reassurance to families during this distressing time.
- **Review and Improvement:** Once the incident is resolved, the Play Leader and the staff team will review the relevant policies and procedures. Any necessary changes will be implemented, particularly in line with the Club's Site Security and Risk Assessment policies.
- **Incident Reporting:** All incidents involving children going missing from the Club will be documented in an Incident Report. In cases where the Police or Social Services are involved, we will also notify OFSTED as soon as is practical.

Late Collection

The Late Collection of Children from School Policy will be followed

Late Collection from Squirrels Club

All parents/carers are expected to collect their children promptly at the end of the session (17.30 for Squirrels).

- Failure to collect children on time on the first instance will result in a warning letter being issued.
- If a second period of late collection arises, the following late payment charge will be applied as follows:
 - Up to 15 minutes after the end of the provision - £5
 - Every 15 minutes after that will incur an additional charge of £5
 - The penalty must be paid before the child is allowed to return to Squirrels.

Where the penalty remains outstanding, and further sessions have been booked and paid for, Finham Primary School reserve the right to exclude the child from the provision until the penalty is paid, without issuing a refund for sessions unattended

.If a child remains uncollected after 45 minutes.

- In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/end of the club/activity, the School will ring either Police (101) or Coventry Social Care team to discuss the situation and ask for advice.
- This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.
- Discretion should be used with the above procedures in exceptional circumstances, such as major disasters or unexpected early closures

Bookings

Before School Club:	7.45am – 8.45am	£5.00 per session (breakfast included)
After School Club:	3.30pm – 5.30pm	£10.00 per session

We offer a discount for additional siblings in after-school club at £9.00 per child.

Bookings are made on ParentPay Clubs and will be available on a monthly basis. Each club (Before School and After School) will have a separate booking section on ParentPay Clubs.

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

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 Wraparound 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.

Procedures for payment of fees

- Payment for spaces should be made promptly when booking online. Please ensure you check your ParentPay account for any outstanding balance.
- 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.