

Glazebury C.E. After School Club



Parents' Handbook

'Growing Together at the Heart of God's Community'

Reviewed - April 2017

ABOUT THE CLUB

Glazebury C.E. After School Club provides childcare for children aged 4 to 11 years. We are open from 3.15pm until 6:00pm weekdays during term time.

The club is based in either the school hall or Class 2 and we also make use of the school playgrounds and field when the weather is fine.

Aims

The club aims to provide a safe, secure and relaxed environment for the children in our care in familiar surroundings. All the adults working in the club are employed by the school and are known to the children. We endeavour to provide an atmosphere and activities similar to those found within the home.

What we offer

The club offers children the opportunity to socialise and play with other children of all ages. They are able to enjoy a wide range of activities at the club of their own choosing, including drawing, craft, board games, reading, imaginary play, construction, play station and outdoor activities, weather permitting.

A snack and drink are provided each day at around 4.15pm; however this is not intended to substitute for a main evening meal at home. We recognise the importance of healthy nutrition for children and aim to provide a balanced choice of snacks in a calm and friendly setting. Fresh drinking water is available at all times. The children are encouraged to clear away after themselves when they have finished eating.

Staffing

Glazebury C.E. After School Club is overseen by a senior member of school staff and three teaching assistants. The aim is to provide a smooth transition between school and club. We also have additional staff available to cover absences, when regular staff are ill or attending courses. All our staff are school employees who have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members have been checked through the Disclosure and Barring Service. We maintain a staff/child ratio of at least 1:10 for children in line with good practice guidance.

Policies and Procedures

The club operates under a number of policies and procedures, copies of which are held at the Club, and are available at your request. Copies of policies relating to fees, behaviour and admission will be distributed to all users as and when they are reviewed.

TERMS AND CONDITIONS

Admission

It is our intention to make Glazebury C.E. After School Club accessible to children attending Glazebury C.E primary school. Admission to the club is organised by the School Office Manager and a waiting list system may be implemented when the need arises. Please see the Admissions and Fees Policy for further information.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential. Please remember to notify us if any of the information provided on this form changes.

Payment of Fees

The current fee structure is detailed in the Admissions and Fees Policy. Fees are payable in advance by cash, cheque, BACs or on-line. Cheques should be made payable to "Glazebury C.E. Primary School". We also accept Childcare Vouchers.

Non-payment may result in your place being terminated.

Glazebury C.E. After School Club aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure fees are paid promptly.

If you are having difficulty paying fees, please speak in confidence to the School Office Manager as soon as possible.

We offer a discounted price structure for booking and paying in advance (by the Friday before). To get the discounted rate you must book and pay for your child's place by Friday latest the week before.

The pricing structure is as follows:

Fee structure

	Book & Pay in advance	Ad Hoc Sessions/payment on day
Half Session to 4:30pm	£5.50	£6.00
Full Session to 6:00pm	£8.00	£9.00

Extra Curriculum Clubs

If a child has attended an extra curriculum club in school then the club fee (ie: £1.50) will be reduced from the normal after school club fee.

Late Collection Fee

Please can I ask that you arrive before the end of the session (6:00pm) to collect your child to avoid any additional charges. However, if you do arrive after 6:00pm there will be an additional fee charged of £3.00 if after 6:00pm and then a further £3.00 for every 10 minutes thereafter.

Pay in Advance / payment

If a place has been booked and paid for and then not taken. As long as the place is cancelled within 24 hours notice then a credit will be given. Otherwise, it will be charged.

Late Collection Fee

Please can I ask that you arrive before the end of the session (6:00pm) to collect your child to avoid any additional charges. However, if you do arrive after 6:00pm there will be an additional fee charged of £3.00 if after 6:00pm and then a further £3.00 for every 10 minutes thereafter.

Changes to Days and Cancelling your Place

To guarantee a place when your child needs it please book places in advance. Requests for changes to days should be made to the school office and will be accommodated where possible. We will accept temporary or occasional bookings as long as there are places available. Unfortunately while we wish to be as flexible as possible, there may be occasions where the club is full and late requests for places cannot be accommodated.

Absences

Please remember that we need to know if your child (or children) will not be attending After School Club for any reason. Even if you have informed your child's teacher, we still need to know.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the School Office Manager and/ or after school club staff know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

Induction

The child and parents/carers may come and see the club before the child's first day. Early in each child's first attendance a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines.

Another child will usually be allocated to act as the new child's mentor for the first few sessions.

Arrival and Departure

Children are collected from their classes or brought to the hall by their class teacher depending on their year group. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed for each child collected. Children should always be collected by a named adult. If you have arranged for someone else to collect your child please let us know as we will not let a child leave the Club with a stranger. We do operate a password system to assist in this matter.

Please use the main door when collecting your child/ren making sure that you also collect all their belongings from the hall. Any items left in the hall at the end of each session will be placed in Lost Property.

The Club finishes at 6:00pm. If you are delayed for whatever reason please telephone the Club to let us know immediately. If a parent is consistently late in

collecting their child from the Club the school reserves the right to withdraw the place.

Child Protection

We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Equal Opportunities

Glazebury CE After School Club is committed to equal opportunities as stated in its Equal Opportunities Policy.

Special Needs

Glazebury C E After School Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

GENERAL INFORMATION

Behaviour

Children and staff have created rules for behaviour whilst at the Club. These are displayed for children to see.

The Club has adopted the school's Behaviour Policy, summarised here. A full copy of this policy is distributed to all members:

- Children are expected to respect each other, staff and visitors.
- Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- Glazebury C.E. After School Club aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities
- Glazebury C.E. After School Club will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.
- The Club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. It will strive to be flexible in order to accommodate all children.

Illness

We are unable to care for children who are unwell.

Please inform the School office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the Club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication

Please let the School Office know if your child is taking prescribed medicine and/or medication needs to be administered during club time.

Complaints Procedure

Glazebury C.E. School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within three to seven working days of receiving the complaint and a full written response will be given within a month of receipt.

A full copy of our complaints procedure and policy is available on request.

PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or at agreed times to take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.

Be consistent and reliable to enable you to plan with confidence and peace of mind.

- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the Club.
- Ask your permission for outings and special events.

- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

**Glazebury C.E. primary School
Warrington Road
Warrington WA3 5LZ**

School Telephone number: 01925 763234

Club mobile number: 07746 565 741

After School Club Staff

Senior Leader: Mr Jon Roberts

Lead: Mrs Kirsty Robinson

Assistants:

Miss Laura Lamont

Miss Catherine Smith