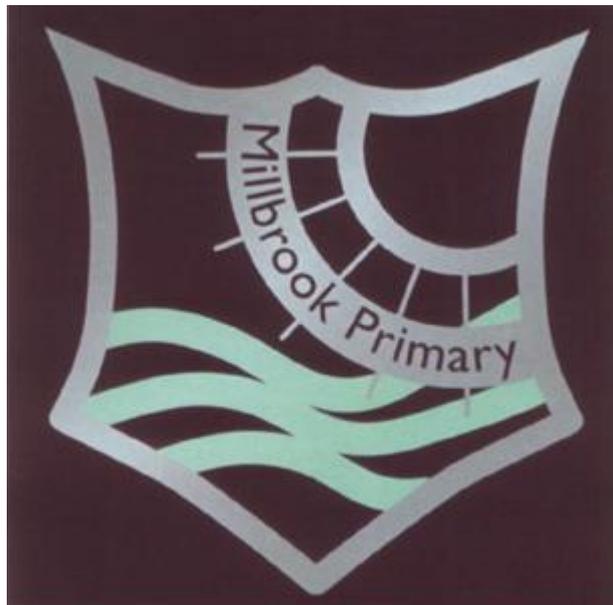


Millbrook Primary School



Out of School Club Policy and Registration Pack

Date policy reviewed: January 2017

Policy review period: 1 Year

Date of next review: January 2018

Introduction

The Out of School Club is run by Millbrook Primary School and exists to provide high quality out-of-school hour's childcare for our parents for children attending the Millbrook Primary School in years R - 6. It provides a range of stimulating and creative activities in a safe environment.

Staffing Structure

The clubs daily operation is overseen by the following staff:

Mrs Gill Cowlan – Out of School Club Manager
Mrs Lynne Sumner – Breakfast Club Assistant
Mrs Lisa Bradley – Breakfast Club Assistant
Mrs Vickie Fernandes – Afterschool Club Assistant
Mrs Deb Gadsden – Afterschool Club Assistant

All staff are first aid trained and hold a food hygiene certificate.
Mrs Gill Cowlan is our Designated Safeguard Lead.

All certificates are displayed on the parents notice board in the out of school club provision.

Opening Hours

The club operates from 7.45am – 8.50am and from 3.15pm – 5.45pm term time only,

- Session 1 3.15pm – 4.30pm
- Session 2 3.15pm – 5pm
- Session 3 3.15pm – 5.45pm

and current costs for each session can be obtained from the School Office or Out of School Club staff. A copy of this policy is provided to all parents of children attending Out of School Club and is also available on the school website and from the school office.

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.

Admissions

- Only children attending Millbrook Primary School are eligible to apply for a place at the Out of School Club.
- All places are offered subject to the needs of each individual child.
- Should it be identified that 1-2-1 care is required in order for your child to attend, this will be subject to an individual agreement and may result in a higher session charge.
- Any 1-2-1 care provision will be subject to a weekly review.
- The registration process must be completed and agreed 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.
- Pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All Out of School Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrivals and Departures

Before School Club

- Parents/Carers are required to bring their child *directly to club* where they will be signed in. You should enter the club via the Out of School Club entrance, the staff will be alerted to your arrival when you press doorbell situated on the right of the door.
- Children in years R - 2 will be escorted to their classroom by staff, children in years 3 – 6 will be allowed to walk sensibly to their classrooms at 8.45am.

After School Club

Collection of Children from Classes

- Children in years R – 3 or those requiring 1-2-1 care will be collected by a member of the Out of School Club staff. Children in years 4 – 6 will walk independently to the Out of School Club. All teachers will be informed of the children that are due to attend the out of school club on a daily basis.

The club staff will take a register of all children booked in and will liaise with the class teacher/school office in the event of any absent children.

Departure

- When a child is collected at the end of or during a session, *they must be signed out by a parent/carer or authorized collector and the time recorded.*
- The parent/carer must inform the Out of School Club Leader of any changes to the adult collecting their child. This can be done by calling the school office on 387640 between 9am – 3pm or the out of school club 387650 between 3pm – 5.45pm
- 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.

Daily Routine

Morning session

- 7.45am – 8.30am parents bring their children to Before School Club situated to the right of the main school entrance, through the wooden gate.

- 8.00am – 8.30am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.45am tidy up time encouraging the children to take responsibility for the environment.
- 8.50am children collect their coats and bags. Children in Years R – 2 or those requiring 1-2-1 care are escorted to their room, children in years 3 – 6 make their own way to their classroom.

Afternoon session

- 3.15pm – 3.20pm children in years R – 3 or any child requiring 1-2-1 care are collected by a member of the Out of School Club Staff and taken to the Out of School Club. Children in Years 4 – 6 make their own way to the Out of School Club.
- Children are registered upon arrival, any child not accounted for are checked with the school office in case they have been sent home poorly during the school day.
- 3.45pm – 4.00pm children will be offered a snack, staff members will sit with the children at this time.
- 4pm onwards - Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm – 5.45pm children are collected

Breakfast and Snacks

The Out of School club will follow a healthy eating policy that will aim to provide and educate children on a variety of nutritional foods. All food is prepared on site and by staff who have received Food Safety Training. The types of foods available will include;

Breakfast

Fruit juices	Variety of cereals
Milk	Selection of fruit
Choice of yogurts	Wholemeal toast
Jams and toppings	

After school snack

Fruit Juice	Cordial
Pancakes	Malt loaf
Yogurts	Baby Bells
Crumpets	Selection of fruit

There is also a hot daily snack menu – this will change termly. Please find this on the parent’s noticeboard in the out of school club.

Behaviour

Whilst attending Out of School 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.
- Awards given out during Friday's whole school assembly for exceptional accomplishments.

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 Out of School Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

The Out of School Club has at least one qualified first aider on duty at all times. In the event that your child feels unwell during Out of School club, your child will be seen by a first aider and parents will be contacted.

Accidents

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff. Accident records will give details of; time, date and nature of the accident, details of the incident, type and location of the injury, action taken, and by whom. All incidents will be dealt with by a qualified first aider.

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.
- Out of School Club supervisor 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

If a child has not been collected by 5.45pm 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 one hour, then the police and Social Services will be informed.

Charges for Late collection

A charge will be levied for late collection. If you are late collecting from session 1 or 2 you will be charged for the next session. However; if you are later than 5.45pm an additional late charge fee of £3.00 will be applied for **every 15 minutes of lateness**. This charge will be added to your account.

Charges and Payment of Fees

As a school we are committed to operating a best value policy when setting realistic charges for Out of School Club sessions. If there is an increase in the fees charged parents/carers will be given one months' notice.

All payments must be made on collection or in advance.

It is a requirement of the club that parents pay their fees promptly, Fees are to be paid either in advance or upon collection of your child on a session by session basis.

The parent signing the clubs 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.

It is possible to pay fees via cash or cheque.

Cheques to be made payable to **Millbrook Primary School**

Procedures for payment of fees

- Payments can be made by cash or cheque payable to Millbrook Primary School either to the Out of School Club supervisor or to the school office.
- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received at the end of the session this may result in a parent losing their child's place until the account is cleared.

Compliments and Complaints

We hope that you and your child have an enjoyable experience at Out of School Club. However should you wish to raise a query or concern please speak to a member of the Out of School Club team in confidence or speak to a member of the school office staff.

Related Whole School Policies:

- Child Protection and Safeguarding policy
- Health and Safety policy
- Anti- Bullying policy
- Freedom of Information and Data Protection Policy
- Equal Opportunities policy
- Asthma policy
- First Aid policy

Millbrook Primary School Out of School Club Agreement

Iparent
/carer of(pupils name) have
read and accept a copy of the Millbrook Primary School Out of School Club Policy and
agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make
payments to Out of School Club as per the conditions set in the policy.

Parental Agreement:

I agree to support the school in providing a safe environment for all children attending the Millbrook
'Out of School Club' and will support the staff in promoting positive behaviour. I confirm I have received
and accept the terms and conditions as set out in the Out of School Club Registration Pack. I understand
that should my child become disruptive during the sessions their place may be withdrawn.

Name of Child _____

Signature of parent/carer Date.....

Parent Signature

Print name

Date

Millbrook Primary School

Out of School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
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.				

OTHER CONTACT INFORMATION – Please provide at least two

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

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

PUPIL INFORMATION

Has your child been diagnosed with any specific difficulties YES/NO

Please state

Does your child require any additional support YES/NO

Please state

Please give any other information that you feel would benefit your child by us knowing:

Such as likes/dislikes/behavior traits

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PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan for your child? Yes/No

DIETARY INFORMATION

Allergies

Veg/Halal

Please specify further detailed information if you have ticked 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 Out of School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		