



Before and After School Club 2023

Enjoy Enrich Excel

Introduction

The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'Enjoy, Enrich, Excel'.

The club will be run by staff from the school, and led by Mrs Jane Gibson and Miss Holly Dresser. Miss Alice Auckland Mrs Helen Skidmore will also support in some sessions across the week.

The breakfast club operates from 7.30am – 8.45am during term time. The after school club operates from 3.30pm - 6.00pm during term time. A copy of this policy is provided to all parents of children attending the club and is also available on the school website.

An update to date price-schedule is available from the school office and school website.

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 Cumberworth First School are eligible to attend.
- All places are subject to availability.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure Before School Club

- Parents/Carers are required to bring their child directly to club. In the morning Club staff will sign the children in. You should enter the club via their own external door, the staff will be alerted to your arrival when you press the doorbell situated on the right of the doors.
- Children will be escorted into the classrooms at 8.45am by the club staff.

After School Club

- Children will be collected by a member of the club staff directly from their classroom.
- 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

- 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. Club staff will record the time.
- 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 by phoning the school office

Daily Routine Morning session

- Parents bring their children to Before School Club where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.40am tidy up time encouraging the children to take responsibility for the environment.

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- 8.45am children collect their coats and bags and are taken to their classrooms.

After school session

- 3:30pm - All other children are collected and registered by Sunshine staff
- Children can choose from a range of play and planned activities, both indoors and outdoors.
- Children will have their tea in class groups from 4pm.
- 5:45pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour Whilst attending Club

Children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately.

If a child is sent home during school hours, the school office will inform the Club of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Headteacher/DSL will be informed of the missing child.
- 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 6.00pm 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 30 minutes, 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 6.05pm onwards at £1 per minute per child. This charge will be added to Parentpay on the next available working day, showing as a new payment item to be cleared.

Payment of Fees

From September 2024 fees are to be paid half a term in advance via ParentPay, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

Failure to make payments in advance means that the place at Sunshine Club will be lost with immediate effect.

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. We are also willing to take childcare vouchers.

Sessions will be allocated on a first-come, first-served basis.

Any change or cancellation is non-refundable.

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Related Whole School Policies: The before and after school club is an extension of the school, so all school policies apply to the running of this provision.

Policy Status	
Date created	November 2023
Date of next review	November 2024

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