



Introduction

The Care is run by Bookwell Primary School and 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.

The club operates from 7.30am – 8.45am and from 3.00pm - 5.00pm term time, and current costs for each session can be obtained from the School Office or Website. A copy of this policy is provided to all parents of children attending Club and is also available on the 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 Bookwell 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.
- 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* and sign them in. You should enter the club via the PE store door (located on the infant yard). The staff will be alerted to your arrival when you press the doorbell situated on the left of the doors.
- Children will be escorted to the relevant classroom at 8.45am by the club's staff

After School Club

Collection of Infant Children

- Class 1 children will be collected by a member of the club staff.
- Classes 2 and 3 children will be escorted to meet the club staff by a member of school staff.

Collection of Junior Children

- Year 3, 4, 5 and 6 children will be met by a member of the school staff in the junior corridor.

The club staff will take a register of all 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.
- 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

- 7.30am – 8.40am parents bring their children to Before School Club situated in the Hall where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the Library environment.
- 8.40am children collect their coats and bags. Both Infant and Junior children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

Afternoon session

- 3.00pm – 3.05pm children go to club.
- 3.45pm – 4.00pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned

activities.

- 5.00pm Finish

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. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of WASPs staff.
- Accident records must give details of; 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 become 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.
- 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 5.00pm 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 20 minutes, the police and Social Services will be informed.

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, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

It is possible to pay fees via cash, card or childcare vouchers.

Procedures for payment of fees

- Payments can be made by cash to the school office. Payment can also be made by Childcare vouchers or Parentmail directly to our bank account.
- A receipt will be issued when payment of fees is made on Parentmail
- Parents should keep their receipts as proof of payment.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

