

# After School Club Policy

## Park Spring Primary School



**Approved by:** Governing Body

**Date:** June 2018

**Last reviewed on:** 5<sup>th</sup> June 2018

**Next review due by:** June 2019

## Aims:

- To support working parents by providing after school childcare from 3.15pm until 5.30pm.
- To provide planned play activities.
- To offer the children a light snack at the end of the school day in a safe and friendly environment.

## Ground Rules:

- The after school club will be run by Park Spring Primary School.
- The club is currently operating for children attending Park Spring Primary School only.
- The club will provide a light snack and fun activities to assist learning e.g. reading, drawing, watching educational programmes, arts and crafts, cooking, playing board games and sports.
- Homework table is available to children should they need to complete their homework, however the club staff are not responsible for helping children with their homework.
- Staff will be responsible for the care and management of children, treating them with respect at all times. Children will not be allowed to leave the after school club room to play outside unsupervised. There may be occasional trips out to local amenities.
- The club will comply with environmental health food safety standards.
- There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
- All children are expected to behave well, show respect, be polite, look after equipment and resources, be cooperative and courteous to staff and to each other.
- All children are expected to abide by the rules of the club.
- Children who continue to behave inappropriately after the behaviour policy has been implemented will be excluded from the club – either permanently or temporarily depending on circumstances and in accordance with the Behaviour Policy. In addition, there will be no re-imburement of fees and the full collection of any debts will be pursued.
- Places for the after school club need to be booked and paid for at least two weeks in advance. The school reserves the right to exclude a child if fees are not paid. If we do have vacancies we can accept short notice/emergency bookings.
- The charge of £9.50 per session ( with a 10% discount, per session, for siblings) covers the cost of care, a light snack, drinks and activities during term time.  
Fees will be reviewed annually. Full payment will be required for absence due to illness or holiday taken during term time.
- Parents in receipt of childcare vouchers are responsible for ensuring that their account is not in arrears. Please note that our contract is with you and not with your employer therefore, in the event that your account is in arrears due to awaiting payment from your employer, you are expected to clear these arrears within four weeks.
- At the end of the school day all children in reception, year one and year two will be collected and taken to the after school club room. Children in Year three and above will make their own way to the club.
- **As from January 2017, for persistent lateness, we reserve the right to charge £5 for every 5 minutes. After 3 late collections after 5.30pm we will withdraw the place at After School Club. If a child is not picked up at 5.30pm and we have no contact, and we have attempted to contact all persons on the registration form, we are obligated to contact Social Services.**
- Parents are required to keep the school informed of any emergency contacts via the school office as well as notify the after school club leader.
- Parents must collect their children from the after school club or name and alternative person to collect their child. If there is any change to this arrangement the after school club team must be notified beforehand.
- Occasionally photos may be taken of the afterschool club children for display purposes. If you object to your child being photographed please ensure the appropriate box is ticked notifying the after school club team.

- Four weeks written notice needs to be provided if you no longer require a place at the after school club. Eight weeks notice will be given to parents if we are no longer able to provide the service.
- In the event of a parent wishing to make a complaint, this should be made in the first instance to the after school club leader. If a parent is still concerned then the matter should be taken to the Governing Body in writing.
- If the after school club is closed due to any emergency circumstances, e.g. snow, the cost of the session will be reimbursed.
- Parents/guardians are asked to show agreement with these ground rules by signing and returning a copy of this policy. We regret we are unable to offer a place without a signed agreement.

I give  I do not give  permission for my child/ren's

Photos to be used in displays. (please tick relevant box)  
These ground rules are agreed on behalf of

..... (Name of child/ren)

Signed ..... (Parent/Guardian) Date .....