



# After School Club Policy

## **Introduction**

The After School Club, renamed by the children as The Hub, was set up to provide high quality out-of-school hours childcare for our parents. It is held at Wyke Regis Infant School and provides a range of stimulating and creative activities in a safe environment.

The club operates from end of the school day until 6pm. This period is split into two sessions -end of school to 4.30pm and 4.30pm to 5.45pm.

***All parent/carers must complete a registration form and a medical and contact form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

## **Admissions**

- Children on roll in Wyke Regis Primary Federation schools 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.
- All pupils are welcome 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.
- Attendance is recorded in a register

## **Arrival**

Children that attend Wyke Regis Infant School are identified by the register, a copy of which is given to the class teacher at the beginning of the week. At the end of the day, the children are escorted to the school hall by a member of staff where they are registered by a member of the "Hub Team"

Children that attend the Junior School assemble at the gazebo (adjacent to the MUGA), where a member of the Hub Team will register them and escort or direct (for older children) them to the Infant School Hall.

The club staff will take a register of children expected at each session and will liaise with the class teacher/school office to determine any reason why a child has not arrived.

## **Departure**

All children are collected from the main (office) entrance. On arrival the person collecting should ring the bell to summon the attention of a member of staff who will confirm identity and collecting the child/children.

When a child is collected from The Hub, they must be signed out by a parent/carer or named collector and the time recorded.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that this information is kept fully up to date.

Parents must inform Club staff if their child will not attend a pre-booked session. If absent on the day of a booked session, please also inform the school office of this when reporting absence.

As the school office closes during session time, on registering, parents/carers will be provided with a mobile telephone number so that they can contact the Hub should they need to.

## **Daily Routine**

3.00pm - 3.20pm	Children arrive at The Hub, are registered and settled in
3.20pm - 3.45pm	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 (which can sometimes be “messy” to allow freedom of expression), both indoors and outdoors.
4.30pm	First session ends
5.45pm	Second session ends and The Hub closes

## **Behaviour**

Whilst attending The Hub 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 Hub.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour.
- Rewards.
- Informing parents about individual achievements.
- Rewards and incentives (stickers) are used as appropriate and when required.

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 Hub may have to consider excluding the child. The reasons and processes involved will be clearly explained to parents/carers and child should this occur.

### **First Aid and Illness**

All incidents are dealt with by a qualified first aider.

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Hub 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.

Parents of a child who becomes unwell during session will be contacted immediately.

If a child is sent home during school hours, The Hub staff will be informed of their absence.

### **Missing children**

In the event that a child goes missing, the School Leadership Team will be informed immediately.

The Hub 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 unfound, the police and parents will be contacted.

### **Uncollected children**

If a child booked for the first session is not collected by 4:30pm an additional charge may be levied.

If a child has not been collected by 5.45pm parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned if first contact not available/responding. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. An additional charge will be levied for collection after 6pm in order to provide for appropriate staffing levels.

### **Payment of Fees**

The parent signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.

Sessions and fees must be booked and paid for in advance in all but exceptional circumstances to ensure that staffing levels are not compromised. Any arrears will be pursued.

Our preferred methods of payments is contactless via Eduspot/schoolmoney (the Junior school online payment system) If your child attends the Infant School but you would like to pay online, please inform the Junior school office so that an account can be set up for you, all we need is a mobile number and an email address. If you are unable to pay online please discuss with the school office so that we can discuss an alternative payment method with you such as card payment by telephone.

The Hub is also registered to with Edenred, Kiddivouchers,(Wider Plan) Sodexo and the Government Childcare voucher schemes and is therefore able to accept childcare vouchers in payment from these providers.

If a parent is experiencing difficulty paying fees, they should contact the school office staff as soon as possible. Our staff will treat such matters with confidentiality and arrange for discussions in private.

### **Additional/short Notice sessions**

Any additional sessions or occasional use may be possible at short notice provided there is space. This is however dependent on staffing levels not being compromised. Booking at short notice (ie on the day) should not be expected as we are not able to accept these.

### **Cancellation/Non-attendance**

Should you wish/need to change a pre-booked session and the register is not showing online, please inform the office at the earliest opportunity. Seven days' notice of cancellation is required for refund of fees.

In order to maintain appropriate staffing levels, we are unable to offer refunds for short notice cancellations or non-attendance. If your child will not be attending a booked session for any reason and it is not possible to inform the Hub staff directly, please inform the school office as soon as possible. If absence is for the current day, please inform the Junior school office by telephoning 01305 786041.

If you wish to remove your child from the list of registered children please inform the school office so that your child's name and details can be removed from the register and records.

### **Related Federation Policies:**

Child protection policy  
Equal opportunities policy  
Health and Safety policy

**NOMINATED PERSONS AUTHORISED TO COLLECT YOUR CHILD**

**CHILD'S NAME**.....

Please provide on the list below the full names of all individuals authorised to collect your child (including parents and carers). In the event of an emergency if the first contact is not available, the alternative contacts will be called in the order stated below.

	Name	Contact Number	Relationship to Child
1			
2			
3			
4			
5			
6			

Signed ..... Parent/Carer Date .....

Parent/Carer contact number (if not recorded above) .....