



Before & After School Club Policy

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Signed:

Chair of Governors:

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Before and After School Club Policy

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Before and After School Club Policy

Introduction, aims, purpose of policy

Our before and after school club, Lions, is run by Chase Bridge staff 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 7.50am – 8.55 am and from 3.05pm – 5.50pm term time and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending Lions and is also available on the school website.

Policy summary

This policy sets out the following in relation to the Lions:

- Admissions
- Arrival and Departure
- Daily Routine
- Behavior
- First Aid
- Missing or uncollected children
- Payment

This policy should be read in conjunction with the following related Whole School Policies:

- Safeguarding Policy
- Health and Safety Policy

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Admissions

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.

- Only children attending Chase Bridge Primary School are eligible to join the club
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- All parents receive a paper copy of this policy and it is available to view via the school website
- Children's attendance must be recorded on the register

Arrival and Departure

Arrival

Breakfast Club

- Parents/Carers are to bring their children to Lions and sign them in. You should enter the club through the main school doors and through to May Hall
- Infant children will be escorted to their classroom at the start of the day by a member of the Lions team
- Junior children will be allowed to leave to make their own way to the playground from 8.30am

After School Club

- Infant children will be collected by a member of the Lions team
- Junior children will make their way to Lions once they have been dismissed
- The club staff will take a register of all contracted children and will liaise with the school office /class teacher to determine any reason why a child is not accounted for.

Departure

- When a child is collected they must be signed out by a parent/carer
- The parent/carer must inform a member of staff 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 the School Office and Lions if their child is going to be absent from Lions

Daily Routine

Breakfast Club

- 7.50am – 8.20am: Children should wash their hands ready to enjoy breakfast. Breakfast will vary daily but will include a mixture of cereals, toast, pancakes or muffins with condiments
- 8.20am – 8.30am: Tidy up time, encouraging children to take responsibility for the room
- 8.30am – 8.50am: A range of games and puzzles will be available for the children
- 8.30am onwards: Junior children can go out to the playground ready to be in class for 8.50am
- 8.50am onwards: Infant children are escorted round to their classroom

After School Club

- 3.05pm – 3.20pm: Infant children will be collected by a member of the Lions team and Junior children will make their own way

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- 3.20pm -3.45pm: Children are given some fruit and water
- 3.45pm - 4.15pm: Children can choose from a range of play and planned activities, both indoors and outdoors. There are a range of toys, games and activities on offer giving the children the opportunity to play independently, in groups and with adult interaction. Activities can include but are not limited to; painting, drawing, reading, football, ball games and puppet shows!
- 4.15pm – 4.45pm: Children will all sit down together to enjoy a small snack. This will be followed by a group activity with the whole club and staff members.
- 4.45pm -5.50pm: Children can choose from a range of play and planned activities as before.

Behavioural incidents/concerns and rewards

Green and Red cards

Are used to promote positive behaviour outside of the classroom, and are given out by all staff members, teachers, teaching assistants, lunchtime staff, office staff etc. Children who show one or more of the positive behaviours may receive a green card. Children who do not follow the behaviour code will receive a red card; this is equivalent to level 3 sanction in the class (see below).

Behaviour sanctions

Lions display their expectations for behaviour. If a child is disrupting the club or demonstrating inappropriate behaviour the levelled protocol will be followed:

- Level 1: A verbal warning is given by a member of staff.
- Level 2: The child will be moved to another area in the club or to a different activity
- Level 3: They will sit out of the activities
- Level 4: The child will be sent to a senior member of staff and the Lions staff will inform the child's parent/carer. In such instances an Incident Report Form will be completed and a record kept centrally

Bullying/Serious Incidents

All forms of bullying are unacceptable at Chase Bridge Primary School. The school and its community are committed to striving to eliminate bullying from school life.

We define bullying as being the repeated act of a person/persons using a position of strength to inflict physical/emotional pain or to lower the self-esteem of individuals or groups who are perceived to be weaker or vulnerable.

If a serious incident occurs anywhere in school (we define this as when a parent or senior staff member may need to be involved), which involves bullying, racist or aggressive (verbal/physical) behaviour then a brief form called an Incident Report Form must be completed and shared with a senior member of staff. This will then be recorded in a log held centrally in the school office.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour at Lions the school may decide to remove your child's place. The reason and processes involved will be clearly explained to the child and their parent/carer.

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First Aid

- All Lions staff are qualified first aiders
- All accidents will be recorded in the school accident book, accurately reported to the parents/carers upon collection
- Should a child become unwell during Lions, the parents will be contacted immediately

Missing or Uncollected Children

Missing Children

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

- Senior school staff will be informed
- Lions manager or deputy will search the school premises, delegating areas 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 5.50pm, the parents will be contacted in the first instance by telephone. The additional contacts that have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A fee will be applied for late collection from 5.50pm onwards at £1 per minute. This charge will be added to the next invoice.

Payment of Fees

Invoices are produced at the beginning of each term and will detail the full cost for the term. A further invoice will be issued after a half term holiday for any remaining balance outstanding.

Payment can be made in a number of ways. The school accepts child care vouchers, online payments or cash to the school office. If you wish to use child care vouchers please contact the school office for further information.

Payment schedules can be determined by the parent on the proviso that any payment received will be allocated to cover the cost of future sessions as arrears on the account are not permitted.

The school may decide to remove a child's place if your account is regularly in arrears.

