SS PETER & PAUL CATHOLIC PRIMARY SCHOOL

(Little Learners and Kids’ Club)

Before and After School (BASC) Policy





**Mission Statement**

**With Jesus as our guide, we learn, pray and live together, in a safe and happy way.**

**Date of publication: 26th September 2022**

**Adopted at Governors: 16th November 2022**

**Date of review: September 2024**

**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 ‘growing together in mind, body and spirit’. The Club will be run by staff from the school, and led by Mrs J Ansell and Mrs C Tysall.

The Breakfast Club operates from 7.50am – 8.45am (9am for YN children) during term time. The After-School Club operates from 3.15pm - 6.00pm (3pm for YN children) 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 SS Peter and Paul Catholic Primary School are eligible to attend.

● 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(arrival and Departure times) are recorded in a register.

**Before School Club**

● Parents/Carers are required to bring their child directly to club.

● Children will be escorted into the corridor at 8.45am by the club staff. Very young children (YR and YN) will be taken straight into class.

**After School Club**

 ● Children in Nursery and Reception will be collected by a member of the Club staff directly from their classroom. Children in other classes are collected from the playground.

● 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 member of staff, with details of the person collecting the child and the time recorded.

. ● 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 or emailing

● Parents bring their children to Before School Club situated in the hall where a range of activities is set out.

● 8.00am onwards 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 environment.

 ● 8.40am children collect their coats and bags. Children are lined up in the hall. Then they are sent to their class. YR and YN are taken by a member of staff

**After school session**

● 3:00pm - Nursery children collected from Nursery.

● 3:15pm - All other children are collected and are taken to Nursery for registration.

● 4.00-4:30pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors. The list of clubs will be advertised in advance to parents

● 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 becomes 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:

 ● 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 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. The Headteacher will be informed.

If these contacts are unavailable, after approximately half an hour, the police will be informed. A charge will be levied for late collection. The fee will be applied for late collection from 6.00pm onwards. This charge must be paid at the office immediately.

**Payment of Fees**

 Fees are to be paid in advance into a ‘Before and After School account’, on Parentpay and payment is due for all contracted sessions even if your child is unable to attend their booked session\*.

The parent signing the club’s 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.

. \*Parents can change or cancel their sessions up to 1 week prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

**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.

 Of particular note are:

* Safeguarding and Child protection policy.
* Health and Safety policy.
* First aid and administration of medicines.
* Online safety policy.
* Nappy and toileting policy.
* Safe collection of children policy
* Charging and remissions policy