Long Sutton County Primary School All Stars After School Club

**POLICY**

**Introduction**

All Stars After School Club is run by Long Sutton Primary School and exists to provide high quality after school childcare. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 3.20p.m. term time and current costs can be obtained from the school office. A copy of this policy is provided to all parents of children attending After School 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 Long Sutton Primary School are eligible to attend After School Club.
* All places are subject to availability and are allocated on a first come, first served basis.
* The registration process must be completed prior to the child’s commencement at the club.
* This policy is available to view via our school website.
* Ad hoc bookings can be accepted with at least 24 hours’ notice and as long as parents/carers have previously completed the registration process and subject to spaces being available
* All club staff are made aware of the details of a new child.
* Children’s attendance is recorded in a register

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**Daily Routine**

* 3.20 p.m. KS2 pupils make their way to the hall to register for After School Club. Reception and KS1 pupils will be brought to the hall by classroom staff or collected by After School staff.
* 4.00 – 4.20 p.m. Children who have requested a snack tea will be served by After School staff. Children may bring a small snack from home if parents do not want to order food..
* 6.00p.m. Parents will be given access to the site to collect their children from the main entrance. If parents wish to collect their child earlier than 6.00p.m. please use the gate intercom. The office will not be manned so please be patient while a member of After School staff answers your call.

**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.

Positive behaviour is encouraged by:

* Staff acting as positive role models.
* Praising appropriate behaviour.
* Sticker rewards.
* Informing parents about individual achievements.

The club operates under the same behaviour policy as the school, a copy of which is available on the school website.

**First Aid**

* All accidents will be recorded in the school accident book. Upon collection of Reception pupils at the end of the school day, parents will receive a copy of the form and staff will advise the nature of the accident in line with the Statutory Framework for Early Years Foundation Stage.
* 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/paediatric first aider.
* Parents of any child who becomes unwell during After School club will be contacted immediately.

**Payment of Fees**

* It is a requirement of the club that parents pay their fees promptly in advance. The parent/carer signing the After School Club 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 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.
* It is possible to pay fees via ParentPay or childcare vouchers.
* Each booked session must be paid for even if children do not attend unless cancelled at least 24 hours beforehand.
* Persistent late payment may mean that future bookings will not be accepted.

Procedure for payment of fees

* On receipt of a booking form, the sessions will be updated to ParentPay.
* Parents may pay in advance for sessions booked for the whole term, month or week by logging onto ParentPay and locating the After School Club payment item.
* At the end of each week, any sessions which parents have cancelled by giving more than 24 hours’ notice will be updated on ParentPay to give credit for a future session.

**Illness**

Children will be kept away from After School Club if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to After School Club.

**Withdrawal of After School Club Provision**

The school reserves the right to withdraw After School Club provision should there be insufficient demand but will provide one half term’s notice of its intentions.

**Review**

The Head Teacher and Governing Body will review this policy every two years in consultation with staff.

Head Teacher Chair of Governing Body

Date Date



**Long Sutton County Primary School**

**All Stars After School Club Agreement**

I …………………………………………………..parent/carer of…………………………………

Have read and accept a copy of the Long Sutton Primary School After School Club Policy and agree to abide by the terms therein.

I accept that I am the ‘contracting parent’ for the above child and agree to make payments to Long Sutton Primary School in advance via ParentPay or by childcare vouchers.

The sessions in this contract are 3.20p.m. to 6.00p.m. term time.

Parent signature…………………………………………………………

Print name………………………………………………………………..

Date……………………………………………………………………….

Signed………………………………………on behalf of Long Sutton Primary School After School Club

Print name……………………………………………….Date……………………………………….



**Long Sutton County Primary School**

**All Stars After School Club**

**Pupil Registration Form**

**PUPIL PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME: |  | FORENAME: |  |
| HOME ADDRESS: |  | | |
| POST CODE: |  | TELEPHONE: |  |

**MOTHER/CARER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime  Mobile  Home  Work | | 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

**FATHER/CARER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: |  |
| PHONE: Clubtime  Mobile  Home  Work | | 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

**OTHER CONTACT INFORMATION – Please provide at least two**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: | |  |
| PHONE: Clubtime  Mobile  Home  Work | | 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| RELATIONSHIP TO CHILD | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: | |
| PHONE: Clubtime  Mobile  Home  Work | | 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| RELATIONSHIP TO CHILD | |  | | |

**PUPIL – MEDICAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| DOCTOR’S PRACTICE: |  | MEDICAL CONDITIONS: |  |

**Is there a current Health Care Plan in school? Yes/No**

**DIETARY INFORMATION**

** Allergies**

** Vegetarian**

**Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:**

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