Long Sutton County Primary School All Stars After School Club Policy

Introduction

All Stars After School Club is run by Long Sutton County Primary School and exists to provide after school childcare for children from Reception to Year 6. It provides a safe, familiar environment for children with familiar adults. A range of stimulating, active and creative activities are planned and delivered throughout the week.

The club operates form 3:20 pm to 6:00 pm term time only.

A copy of this policy is provided to all parents of children attending the 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 County 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 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

Daily Routine

- 3:20 pm KS2 pupils go to the hall where they are to register for After School Club. Reception and KS1 children to be bought to the hall by classroom staff.
- 4:30 pm Children who have requested a snack tea will be served by After School Club staff. Children may bring a small snack from home if parents do not wish to order food.
- 6:00 pm All children should have been collected from site.
  If parents wish to collect their children earlier than 6pm they will need to **ring the mobile number provided** to them and children will be bought to the main gate to meet them. The school office is not manned after 3:30 and the buzzer will not be heard from After School Club. The school phone goes directly to answer phone after 3:30 so please ensure that you store the mobile number for use.

Behaviour

Whilst attending After School Club children are expected to

- Uphold the school values
- Follow the school behaviour expectations

If the behaviour expectations are not met and following a discussion with parents and carers behaviour at After School Club has not improved, the school reserves the right to terminate the After School Agreement.

Positive behaviour is encouraged by :

- Staff acting as positive role models

- Praising appropriate behaviour

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 pupils at the end of the school day, parents will receive a green slip that details the accident and any first aid administered.
- All incidents are dealt with by a qualified first aider / paediatric first aider.
- Parents of any child who becomes unwell during After Schol Club will be contacted immediately.

Fees

- After School Club is charged at £7.50 per evening. If a snack is required it is an additional £1, alternatively snacks can be provided from home.
- Failing to book your child into After School Club via the app will result in an additional £5 charge.
- Persistently failing to book your child onto After School Club may result in your child losing a place at our club.

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.
- 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.
- Bookings can be made for a term in advance.
- If your child has not been booked onto afterschool care and in an emergency afterschool care is required we will add them and payment will appear on the MCAS app and must be paid before any future bookings can be made.
- If a parent persistently forgets to book a child into After School Club, the school reserve the right to charge a £5 administration fee.

Illness

The school policy applies to After School Provision.

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.

The school reserves the right to withdraw your child's place from After School provision if payments and bookings are not made in accordance with the policy.

Review

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

Review due November 2025

Long Sutton County Primary School

All Stars After School Club Agreement

I …….. parent / carer of ……

have read and accept the Long Sutton County 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 County Primary School in advance via the MCAS app or by childcare vouchers.

The sessions in this contract are 3:20 p.m to 6:00 p.m term time only.

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:			
Postcode:		**Telephone:**	

Parent / Carer Information

Title:		**Forename:**		**Surname:**	
Phone	**Club time**				
	Mobile				
	Work				

Parent / Carer Information

Title:		**Forename:**		**Surname:**	
Phone	**Club time**				
	Mobile				
	Work				

Other Contact information – please provide at least two alternative contacts

Title:		**Forename:**		**Surname:**	
Phone	**Club time**				
	Mobile				
	Work				
Relationship to child					

Title:		**Forename:**		**Surname:**	
Phone	**Club time**				
	Mobile				

	Work	
Relationship to child		

Pupil Medical Information

Doctors Name		**Doctors Practice**	
Doctors Telephone number		**Address of GP Practice**	

Medical Conditions

Is there a current Health Care Plan in School? YES / NO

Dietary Information Allergies YES / NO

Vegetarian YES / NO Vegan YES / NO

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

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Please provide a password as an added security measure which your contacts must use upon collecting your child ……