



## ***Care, Imagine, Believe, Strive, Achieve***

### **Before & After School Club Policy**

#### **Introduction**

Melbourne Before & After School Club is run by Melbourne Primary School 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 Clubs operate from 7.30am – 8.40am and from 3.30pm – 5.30pm term time only, and current costs for each session can be obtained from the School Office or on the school website. A copy of this policy is provided to all parents of children attending these Clubs and is also available on the school website.

***All parents must complete a registration form for each child attending the Clubs and sign an agreement to adhere to the terms of this policy.***

#### **Admissions**

- Only children attending Melbourne Primary School are eligible to attend the Clubs.
- Children from Reception to Year 6 are admitted.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the Clubs.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

#### **Arrival and Departure**

##### **Before School Club**

- Parents/Carers are required to bring their child directly to the Club. You should enter the Club via the external side gate situated to the right of the main school entrance. The staff will be alerted to your arrival when you press the buzzer situated on the left/adjacent to the metal gate.
- Children will be escorted onto the playground at 8.40am by the Before School Club staff.
- Class 1 children will be supervised on the playground by a member of the Before School Club staff until the bell rings at 8.50am.



## ***Care, Imagine, Believe, Strive, Achieve***

### **After School Club**

#### Collection of Children

- Class 1 children will be escorted/collected by a member of the After School Club staff and taken to After School Club Cabin (on site).
- All other classes go to the Cabin directly.

The Club staff will take a register of all 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 parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that 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 Club staff or the office if their child is going to be absent from Club.

### **Daily Routine**

#### Morning session

- 7.30am – 8.40am parents bring their children to Before School Club situated in the cabin nearest the school field where activities are set out.
- 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 their environment.
- 8.40am children collect their coats and bags. Children are escorted to their appropriate line on the playground where they meet up with the rest of the children awaiting the start of school. Class 1 children will have continual supervision until their line goes in at 8.50am.

#### Afternoon session

- 3.30pm children go to the Club. Class 1 children are collect direct from class and brought across to the Cabin by one of the After School staff.
- 3.45pm – 4.00pm 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, both indoors and outdoors (weather dependent).



## ***Care, Imagine, Believe, Strive, Achieve***

### **Behaviour**

Whilst attending both Clubs children are expected to:

- Follow the School Behaviour Charter
- 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 Clubs.

Positive behaviour is encouraged by:

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

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the Clubs will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring, taking into account the children's ages and stages of development

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

'**Disengaged**' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'**Disruptive**' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'**Unacceptable**' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

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.



### ***Care, Imagine, Believe, Strive, Achieve***

- Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- The School's Behaviour Charter will be applied and incidents of amber and red recorded electronically and reported to SLT.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

#### Exclusion from Before & After School Club:

School Policies including our Behaviour Charter apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable, for the safe and efficient running of the Club, parents will be informed and a written warning given to the child. Any additional unacceptable behaviour will result in the child being excluded from the Club for a period of time deemed appropriate by the SLT.

#### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the Clubs 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.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed 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.



## ***Care, Imagine, Believe, Strive, Achieve***

### Uncollected children

If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone.

The additional contacts parents have 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 charge will be levied for late collection. A fee will be applied for late collection from 5.35pm of £15, for every additional 10 mins after this a further £10 will be incurred. This charge will be invoiced separately.

### **Booking and Payment of Fees**

All Club members will receive a booking form to book a month in advance, all payments should be received by the date stated on the form to be entitled to a reduced rate. Alternatively you can book for individual sessions and be invoiced for those sessions after the child has attended.

It is a requirement of the Club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the Clubs 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.

It is possible to pay fees via cash, cheque, childcare vouchers or SIMS Agora.

### Procedures for payment of fees

- Invoices will be weekly.
- Invoices should be paid by the due date stated on the invoice.
- Payments can be made by cash or cheque payable to ERYC or to the school office. Payment can also be made by Childcare vouchers or via SIMS Agora.
- A receipt will be issued if requested.
- If payment is not received by the due date the school reserves the right to withdraw the offer of a childcare place until the outstanding debt is cleared .



## ***Care, Imagine, Believe, Strive, Achieve***

### **Related Whole School Policies:**

- Behaviour Charter
- Anti-Bullying Policy
- Child Protection Policy
- Single Equality Plan
- Health and Safety Policy

### **Review and Monitoring**

This Policy will be reviewed annually by the Governing Body

Next Review: May 2019



***Care, Imagine, Believe, Strive, Achieve***

**Melbourne Before and After School Club Agreement**

I .....parent/carer of ..... have read a copy of the Melbourne Before & After School Club Policy and I 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 Melbourne Before & After School Club each month when invoiced. I understand that if I do not keep up with payments, the offer of a place for my child may be withdrawn.

The sessions in this contract are 7.30am – 8.40am and 3.30pm – 5.30 pm.

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the Melbourne Before & After School Club

Print Name ..... Date .....

Please complete and return to school.



***Care, Imagine, Believe, Strive, Achieve***

**Pupil Registration Form**

**PUPILS PERSONAL INFORMATION**

Child's First name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**CONTACT INFORMATION**

Parent or Guardians name: \_\_\_\_\_

Contact numbers:            Mobile: \_\_\_\_\_

   Work: \_\_\_\_\_

   Home: \_\_\_\_\_

Parent or Guardians name: \_\_\_\_\_

Contact numbers:            Mobile: \_\_\_\_\_

   Work: \_\_\_\_\_

   Home: \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**Please complete and return to school.**





***Care, Imagine, Believe, Strive, Achieve***

**Pupil – Medical Information**

**Doctor's name and address:** \_\_\_\_\_

\_\_\_\_\_

**Doctor's telephone number:** \_\_\_\_\_

Should my child need medical advice or intervention and I cannot be contacted I authorise/do not authorise (please delete as appropriate) the Club or school staff to act as they see fit in the best interests of my child.

I agree/do not agree (please delete as appropriate) to photographs of my child being used in newspaper articles or on Twitter.

**Medical information:** Please give details of any allergies etc. that we should be aware of.

\_\_\_\_\_  
\_\_\_\_\_

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

**Please specify any additional detailed information that you think the Clubs should be made aware of:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete and return to school



***Care, Imagine, Believe, Strive, Achieve***

**NOMINATED INDIVIDUALS 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 from our Before & After School Clubs, including parents and carers.

|   | <b>Name</b> | <b>Relationship to child</b> |
|---|-------------|------------------------------|
| 1 |             |                              |
| 2 |             |                              |
| 3 |             |                              |
| 4 |             |                              |
| 5 |             |                              |
| 6 |             |                              |

Please complete and return to school.