



Out of School Club Information and Registration Pack

Date policy reviewed: May 2023
Date of next review: May 2024

Introduction

The Breakfast and After School Clubs are run by St Luke's Catholic Primary School and exists to provide high quality out of school hour's childcare for children attending St Luke's Catholic Primary School. It provides a range of stimulating and creative activities in a safe environment.

Staffing

The club's daily operation is overseen by the following staff:

Miss Helen Davies - Club Manager

Mrs Teresa Ford - Breakfast and After School Club Assistant

Mrs Amanda Doughty - After School Club Assistant

All staff are First Aid trained and hold a Level 2 Food Hygiene Certificate.

A DSL is available at all times.

All certificates are displayed on the Club's notice board in the provision.

Opening Hours

The Club operates from 7.45am - 9.00am and from 3.30pm - 5.45pm term time only.

- Session 1 - 15 Minutes Care
- Session 2 - Half Session 3.30pm - 4.45pm, 4.30pm - 5.45pm (1.25 hours within the full session)
- Session 3 - Full Session 3.30pm - 5.45pm

Current costs for each session are included in our charging policy. A copy of the charging document is available for your information.

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

Admissions

- Only children attending St Luke's Catholic Primary School are eligible to apply for a place at the Out of School Club.
- All places are offered subject to the needs of each individual child.
- The registration process must be completed and agreed prior to your child's commencement at the provision.
- All parents can request a copy of this information pack and it is also available to view on the school website.
- Pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.

- All Out of School Club staff are made aware of the details of a new child starting.
- Children's attendance is recorded on an electronic and paper register.

Bookings

Please book the sessions required via the club's email stlukes.oosc@taw.org.uk.
Emergency on the day bookings can be made through the school office 01952 388222.
We will always try to be flexible and cater for your individual needs as best we can, whilst adhering to the appropriate staff to child ratios.

Arrivals and Departures

Breakfast Club

- Parents/Carers are required to bring their child directly to club where they will be registered. You should enter the club via Class 1 playground (rear of the hall)
- All children are released from club at 8.58am and are allowed to walk sensibly to their classrooms.

After School Club

- Class 1 (R & Y1) are brought to club by a member of staff from their class. All other children walk independently from their classes to club. The yellow class book is sent to each class every morning. These detail the names of every child attending club. Names of children can be added to the yellow book at any point in the school day.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or authorised collector and the time recorded.
- The parent/carer must inform the Out of School Club Manager of any changes to the adult collecting their child. This can be done by calling the school office on 01952 388222 between 9.00am - 3.20pm.
- 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.
- If a parent/carer arranges for an adult to collect their child that club staff are not familiar with. A unique 'word' will be given to the parent/carer to give to that adult to quote to staff when they collect the child.
- Parents must inform the club Manager if their child is going to be absent from club.

Daily Routines

Breakfast Session

- 7.45am - 8.45am parents bring their children to Breakfast Club through the door at the rear of the school hall. (Through Class 1 playground gate)
- Upon arrival children take their bags and coats to their cloakrooms.
- Between 7.45am - 8.40am children sit and order the freshly prepared breakfast and drink they would like.
- 8.50am Tidy up time! All children are encouraged to take responsibility for the environment. To clean up and put away all toys and resources used.
- 8.58am children leave club to go to their classes.

After School Session

- 3.30pm children in Class 1 (R & Y1) are brought to club by a member of staff. Children from all other classes walk independently to club's internal door (opposite Class 3).
- Children are signed in by a member of staff upon arrival, any child not accounted for are checked with the school office in case they have been sent home poorly during the school day.
- 3.40pm children chose their choice of sandwich. Staff members will sit with the children at this time.
- From approx. 4.00pm onwards, children can choose from a range of play and planned activities, both indoors and outdoors.
- Throughout the session and up to 5.45pm children are collected.

Breakfast and Snacks

The Out of School Club will aim to provide a variety of nutritional foods. All food is prepared on site and by staff who hold a level 2 Food Hygiene certificate.

Breakfast

Fruit Juices

Milk

Variety of Cereals

Best of Both toast

Choice of preserves

After School Snacks

Best of Both Sandwich with a choice of fillings

Fresh Fruit

Yoghurt

Fruit Squash

Milk

Behaviour

Whilst attending Out of School Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age, religion, beliefs, cultures and nationality.
- Choose and participate in a variety of activities.
- Be always polite and respectful to everyone.
- 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
- Star of the Week Awards
- Informing parents about individual achievements.

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.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Out of School Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

All staff members at the Out of School Club are qualified first aiders. In the event that your child feels unwell during Breakfast or After School Club, they will be seen by a first aider and parents will be contacted.

Sickness

It is in the best interests of all children attending the Out of School Club that we try to keep the spread of infection to a minimum. Parents are requested not to send their child to Out of School Club if they are suffering from any infectious disease or if they are feeling poorly. We understand the difficulties for working parents but for the wellbeing of all the children in our care, we reserve the right to ask you to collect your child from the Out of School Club if they are unwell. Please inform a member of staff if your child has been poorly at home.

Personal Property

Please clearly label all children's clothing, as we know from experience that uniform can go walkies! Please do not allow your child to bring in electrical devices, we are not able to take responsibility for their safety. (Mobile phones must be left in the school office when your child arrives at Breakfast Club and collected at the end of the day)

Accidents

All accidents will be recorded in a school accident book (club has its own copy). Accidents must be recorded accurately, and parent/carers must be informed when the child is collected. All accidents will be dealt with by a qualified first aider.

Uncollected Child

If a child remains uncollected by 5.45pm parents will be contacted by telephone in the first instance. All additional contacts provided on the child's registration form will be telephoned in the second instance. If all contacts are unavailable after 30 minutes, then Family Connect and the Police will be informed.

Payment of Fees

- Payment for Out of School Club charges **MUST** be paid via ParentPay.
- Proof of payment can be provided upon request.
- If your child's ParentPay account falls into arrears (unarranged with the Manager) it may result in your child's Out of School Club place being suspended until the account is cleared.
- It is a requirement of the Out of School Club that parents pay their fees promptly.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

Late collection of children charge

A charge will be applied for the late collection of a child. Please see the Out of School Club Charging Policy for full details.

We hope that you and your child have a positive and enjoyable experience in the Out of School Club. We look forward to welcoming you.

If you have any queries or concerns, please speak in confidence with the Club Manager or alternatively a member of the Senior Management Team.

Related Whole School Policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Equality Policy
- First Aid Policy
- Privacy Policy