

PURLEY CE PRIMARY SCHOOL

AFTERSCHOOL CARE CLUB TERMS AND CONDITIONS

**3.00-6.00pm
Monday – Friday
(term time only)**



The club is open to all children
attending Purley CE Primary School

The club aims to provide an environment and activity programme that encourages children's play. Children attending should feel confident within the setting to enable them to develop physically, emotionally and socially whilst having the opportunity to explore, discover and be creative. We believe that children should be allowed to play both indoors and outdoors, most of all we encourage the children to have fun!

The Afterschool Care Club will provide

- A wide range of recreational, social and creative activities, varying from day to day and being led by the children's own preferences. Choices include reading and games, arts and crafts, dressing up, free play with toys, quizzes, team games, outdoor play and lots more. We positively encourage all the children to take part in the activities to the best of their abilities.
- Support with reading/homework. Children will have the opportunity to start their homework in school. It is, however, an important feature of homework that children share their learning at home so it will not always be completed.
- A calm and happy atmosphere, where children can feel relaxed and ready for going home time.
- A healthy snack for the children between 3:45-4:30pm. The range of snacks on offer will be: toast/bagels/tortillas/pitta bread, sandwich fillings, eg cheese, ham, carrot sticks/ cucumber/ celery with a selection of dips. Plenty of fresh fruit: grapes, sliced apples, segmented oranges, sliced melon etc. Milk or water to drink. This is intended to tide the children over until teatime and parents should not look at it as a replacement for an evening meal.

Afterschool Care Club Rules

Punctuality

The club is open from 3.00pm to 6.00 pm, Monday – Friday (term time only).

Please call **07947 212 919** to advise staff that you may be running late.

The club is not insured for childcare purposes after advertised session times.

It is policy at the club that children who are collected late (after 6 pm) are charged a late collection fee. The charge will be to cover staff additional hours. Continued late collections may lead to withdrawal of facilities at the club. A child/children will be cared for by the afterschool club staff for up to 30 minutes after closure whilst continuing to attempt to contact the parents/carers and emergency contacts using the numbers provided. If unsuccessful, the afterschool club has a duty to contact social care. We will take advice from social care and continue to try to contact the parents/carers until successful.

Late fees will be incurred if designated pick up time is not adhered to:

- Up to 10 minutes late, no fees
- 10 to 30 minutes late, £4.50
- 30 minutes and over, £15.00

If someone other than the person who regularly collects your child comes for them you must make a member of the club staff aware that this will be happening. A password will be set up on registration and this can be given to any adult who does not regularly

collect. Please note that if staff are in any way unsure about the person collecting your child, they will ring you to obtain your consent before they release your child.

Behaviour

The club will operate according to the school policy on behaviour. We expect children and adults to operate in an atmosphere of mutual respect and good manners. Parents / carers will be informed straightaway if there has been a problem and we would ask them to talk to their child. Children, whose behaviour is unacceptable, may risk losing their place at the club.

Dietary restrictions/allergies/medication

All parents / carers will have to complete a registration form before their child starts, clearly listing any dietary restrictions / allergies or medication the child is on. Any children who have a prescribed asthma inhaler and/or epipen will need to have a spare one at the club and will need to fill in the school's 'Request for School to give medicine' form. Any medication must be labelled with the child's name and handed in to the Supervisor before the child starts the club.

Fees

The fee includes the adult supervision, snack and all activities provided.

Fees are fixed at £8 per day per child. No sibling discount applies. The cost does not change depending on the time your child arrives or is collected.

Bookings can only be accepted in advance. There will be a maximum of 7 spaces each day, so sessions will be allocated on a first come, first served basis provided fees or a 50% deposit is paid in advance with the booking form. Receipts are available upon request. The club reserves the right to withdraw the service if payment is not received in advance.

We accept childcare vouchers.

No refunds will be given once your booking has been agreed.

Waiting list

For busy sessions a waiting list may be in operation, but spaces may become available on a daily basis. Please contact the school if a last minute place is required. Priority will be given to existing registered children, siblings and those who make a regular commitment to the club.

Period of notice

If parents / carers no longer wish their child to attend the club, we will require six weeks' notice in writing.

Afterschool club staff

An Afterschool Care Club Leader will be running the club. The staff will have a food hygiene certificate as required by law and a First Aid certificate. The Club will be managed by the school.

Equal Opportunity

Purley CE Primary Afterschool Care Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Purley CE Primary School Afterschool Care Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Afterschool Care Club will follow the school's Equal Opportunities Policy.

Child Protection

The Club has a duty to protect the child at all times whilst in their care. The Afterschool Care Club Leader has a duty to report any significant concerns s/he might have about the safety / well-being of a child to social services.

How to apply?

We currently have 7 places in the club.

Parents / carers need to fill in a Registration Form in the first instance, then a termly Booking Form in order to secure places.

Places will be allocated on a first come first served basis.

Contact

If you have any queries, please contact the school on 0118 9842384. Should you need to contact the Afterschool Care Club once school has finished please call **07947 212919** to speak directly to a member of the Afterschool Care Club staff.

Purley CE Primary School Afterschool Care Club

Registration Form

Please complete ALL parts of the form, sign and date where indicated and return to the school office.

	Name	DOB	Age	Class
1 st child				
2 nd child				
3 rd child				
Address:				
Please state any special dietary, health requirements or food allergies:				
Name of 1st contact:	Relationship to child:		Contact number:	
Name of 2nd contact:	Relationship to child:		Contact number:	

Please supply names and telephone numbers of any additional carers that may collect your child.

Name	Contact number
Password (to be used if child collected by a different person):	

Please provide any other details you would like us to know about your child (likes/dislikes):

By signing this form you are agreeing that you have read and agree to the Afterschool Care Club Terms and Conditions document.

Signed:	Date:
Print name:	