

St Georges School

After School Club

Terms & Conditions

Introduced:	September 2020
Review frequency:	Annually
Last reviewed:	August 2021
Next review date:	August 2022

St Georges ASC Terms and Conditions

Parents and Carers wishing to use the club are asked to carefully read this Information and Terms and Conditions. It is very important that you know and understand all of this information in order for us to provide the best and safest possible care for your child.

St Georges ASC is committed to safeguarding and promoting the welfare of your children.

To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff.

Aims

- To provide childcare after school.
- To offer a safe, secure and friendly environment in which children can enjoy an afternoon snack served in a relaxed and supervised environment.
- To promote healthy eating by providing nutritious food.
- To provide a happy play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To encourage children to be confident, use their imaginations and explore.

Staff

All of our staff are DBS checked and have completed Safeguarding Training. There is a qualified Paediatric First Aider on duty at every club.

After School Club emergency Contact

The direct dial number is: 07929890757. Please note this number can also be used for enquiries/bookings/cancellations etc.

Opening hours

After school Club:

- Monday, Tuesday Wednesday, Thursday & Friday, 5pm

Child No-Show

If your child is on our register and does not show up we will follow the procedures set out in our Missing Child/No-Show Policy. We take this very seriously so insist that you notify us if your child will be absent from a session.

Parent/Carer Involvement

St Georges ASC aim to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. We are always happy to discuss any parental concerns at any time and will aim to resolve any concerns as quickly as possible. We also welcome the opportunity to chat about the progress of your child and look forward to hearing about anything your child has done or would like to do.

Child Information & Consent Forms

Parents/Carers **MUST** fill out Child Information and Consent Forms and return them to us before your child's sessions start. We **CAN NOT** provide childcare for any child that we do not hold information on. If you have filled these forms out previously and any information has changed, please inform us immediately. All information about your child's details is kept in a secure locked place. Only authorised staff will have access to these details.

Early Years Children

Parents/Carers of children joining us in reception will be required to fill out Child Information, Consent and 'ALL About Me' Forms. Each child will also be allocated a Key Person or Persons who will be a familiar figure who is accessible and available as a point of contact and one who builds relationships with the child and Parents/Carers. All information will be sent out prior to your child starting school.

Picking up your child

Please use the buzzer on the outside gate to gain entry to the school. Sometimes staff may not hear the buzzer so please use the club phone: **07780230671** to alert staff. Your child will be brought to you via the reception area.

Fees

After School Club - The current fees are:

£8 - (ad hoc £10)

Payments

- Fees are payable monthly **IN ADVANCE**. We will not be operating a credit system. A charge of £25 will be incurred if payment is later than 7 days.
- We reserve the right to refuse childcare if payments are consistently late.
- Payment is required for absence on days that are booked unless cancelled more than 2 weeks in advance.

- Please be aware that when you book your child's place we secure that place and can not give it to anyone else, staff have been employed and food ordered based on numbers.
- Payments can be made with paper or electronic childcare vouchers.

Bookings

- Bookings must be made in advance and a booking form must be completed and returned to the school office.
- Extra days can be arranged subject to places being available but must be paid for before or on the day. Please email; mandy.sheaf@outlook.com or text/phone 07929890757 to arrange.
- There are limited places. These will be allocated on a first come first served basis although priority will be given to those parents requiring full time or regular part time places.

*Please note that ad-hoc spaces may not be available due to the sessions being full.

- A notice period of one term is required for the cancellation or alteration of arrangements, which will result in a reduction of sessions required.
- A waiting list will be operated should the Club be oversubscribed. Parents/Carers will be notified when a place becomes available.

Late Collection

Please notify us if you are unable to pick up your child on time.

Late fees apply - £5 for the first 10 mins (5.01 - 5.10) £1 for every minute thereafter

Please be aware that staff are only employed until 5pm.

Security

For security and safeguarding purposes please notify us if anyone other than a parent will be collecting your child. We will not allow any child to leave the club unless we have been informed about the person who is picking up.

Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are trained in First Aid and a First Aid kit is kept on the premises at all times.

Valuables

We cannot accept any responsibility for a child's possessions or valuables whilst they are attending the Clubs.

Behaviour

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. Procedures set out in our behaviour and discipline policy will be followed for instances of unacceptable behaviour.

Dietary Requirements

We aim to meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment.

Fire Procedure/Lock Down

In the event of a fire children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate in the Clubs allocated area. The Club register will be taken outside and all names checked. In the event of Lock Down children and staff will follow the normal school procedures congregating in the allocated safe area where head counts and registers will be taken.

Policies & Procedures

The following St Georges ASC Policies and Procedures are available to view at any time either at the Club or sent to you via email.

- Acceptable Use
- Accident & First Aid
- Administering medication
- Admissions & Fees
- Anti-bullying
- Arrivals & Departures
- Behaviour & Discipline
- Child Induction
- Child Safeguarding
- Complaints Procedure
- Complaints against staff
- Data Protection
- Emergency Evacuation/Closure Procedure
- Equalities
- EYFS
- Fire Safety & Risk Assessment
- Health & Safety

- Illness, Infectious Diseases & Accidents
- Intimate Care
- Missing Child/No Show
- Mobile Phone
- Online Safety
- Pandemic Flu
- Play
- Risk assessment
- Social Media
- Smoking, Alcohol & Drugs
- Staff Code of Conduct
- Staff Disciplinary Procedure
- Staff Induction & Development
- Staffing & Safe Recruitment
- Suspensions& Exclusions
- Uncollected Child
- Visitors
- Whistle Blowing