



**DUKINFIELD**

# **Before & After School Care Club Policy (Bee's Knees)**

**January 2019**

# St Mary's Catholic Primary School Before and After School Care Club Policy

## Who this policy is for

This policy has been written primarily for parents who wish their child to attend the Before and After School Care Club. It is also for members of St. Mary's staff and governors.

## Why this policy exists

This policy exists in order to provide up to date comprehensive and transparent information to parents, staff and governors in relation to all aspects of the operation of the Before and After School Care Club at St. Mary's.

## Admissions

Only children registered at St. Mary's Catholic Primary School are eligible to attend. From January 2019 children will be admitted up to the stated limit of 30.

Where there are more children than the available number of places, their names will be placed on a waiting list. When places become available, parents will be notified that a place has become available, with the child whose name has been on the list the longest having the highest priority. If this parent does not require a place, it will be offered to the next child on the list.

## Booking-in

Our preferred method of booking is for parents to sign-up for an academic year (see yearly booking form at the end of this document). However, we appreciate that circumstances can change and that emergency or last minute childcare is sometimes required. As long as pupils are registered with the club – and spaces are available – then late requests for admission to the club are likely to be accommodated – but this cannot be guaranteed.

## Fees

From January 2019 the fees will be stated on a separate schedule of fees, which will be reviewed annually. New fees will be applicable from April of the academic year in line with the financial year. There will be a discounted fee for 2<sup>nd</sup> & 3<sup>rd</sup> siblings.

Any and all currently existing discounts agreed with Grow Happy Child Care will be honoured for the time being but these will be reviewed annually. The first review of fees will be in April 2019. Any amendments to current discount agreements will be notified to parents as far in advance as possible.

	Breakfast Club Drop Off 7:30am – 8:50am	Weekly	After School Club Pick Up Between 3:20pm – 4:30pm	Weekly	After School Club Pick Up Between 4:30pm – 6:00pm	Weekly
1 <sup>st</sup> Child	£6.00	£30.00	£6.00	£30.00	£8.75	£43.75
2 <sup>nd</sup> Child	£5.40	£27.00	£5.40	£27.00	£7.85	£39.25
3 <sup>rd</sup> Child	£4.86	£24.30	£4.86	£24.30	£7.05	£35.25

All fees will be payable online through ParentMail at the start of the week. Arrears of more than 2 weeks will result in the child's place being removed from the before and after school register and their place being offered to the next person on the waiting list.

All absences are charged in full, regardless of sickness or other reasons.

From January 2019 onwards, where the school has a forced closure e.g. due to snow, the Care Club will also close.

If you request a leave of absence for your child / children during term time and this is approved, you will not be charged for your sessions for this time, up to a maximum one week per academic year. This needs to be a block leave of absence - random days will not be approved. Two weeks' prior written notice needs to be given to Care Club Manager to ensure fees are not charged.

Should you require to make a permanent change to your agreed contracted sessions or to withdraw your child / children from the club, you will be expected to provide 2 weeks' written notice, in advance of any change. If notice period is not given 2 weeks' fees will be charged in lieu of notice.

Places cannot be held open when children will not be attending the club for a protracted period for any reason.

Staff members who cover sickness absence will be able to bring their child to the club for free on the day(s) that they cover care club staff absence.

### **Drop Off & Collection**

Doors are open at the stated opening times. Children cannot be accepted any earlier than 7:30am.

All children must be collected by 6:00pm. A late collection fee of £5.00 will be applied from 6:00pm. This will rise by £1 per minute for every minute late from 6:05pm. This fee will be added to the ParentMail account. If a child is picked up late more than five times in one term we will withdraw the child's place from the before and after school register.

Only nominated persons will be allowed to collect your child / children from the club at the end of their session. If you wish any other person to collect your child / children staff need to be notified in advance. A password system will be in place as a safeguarding measure.

If your child / children are absent from school, then you must notify the Care Club Manager through ParentMail prior to the commencement of the session. This ensures the safety of your child.

At the end of the school day infant children will be collected by care club staff and junior children will make their own way to care club through the school.

### **Behaviour**

From January 2019 onwards Bee's Knees Before and After School Care Club will be run *directly* by the school (i.e. the club staff are employed by the school governors). The approach to behaviour management at Bee's Knees Before and After School Club will be identical to the approach adopted by the school. The principles underpinning this approach are:

- A clear set of rules and expectations, understood by children.
- Positive praise & rewards for good behaviour.
- Minimal but judicious use of proportionate sanctions.
- Proactive communication with parents / carers.

Serious one-off incidents of misbehaviour and persistent disruptive behaviour will be referred to the Headteacher who reserves the right to remove the child from the Before and After School Club register.

### **Physical Restraint**

Staff may only use physical force to restrain a child if they are placing themselves or another child in danger. Staff must follow school policy and guidelines. Physical force must never be used as punishment or out of frustration.

### **Recording**

Incidents of bullying, racism or other serious misbehaviour will be brought to the attention of the Headteacher by the Care Club Manager.

### **Accident & Illness**

In the event that your child / children has an accident or becomes ill whilst attending the club we will use the telephone numbers on the contact sheet you provided in order to ask that someone collects your child / children and (where necessary) seek medical advice.

Any accidents which occur within the club are dealt with by a qualified First Aider and recorded on a school accident form. Parents will receive a copy.

### **Administration of Medication**

Staff in the club are only able to administer medication prescribed by your GP and only when a consent and dosage form has been completed and signed by a parent clearly stating dosage and times.

Parents of children with asthma must ensure that the Care Club Manager is provided with a labelled asthma inhaler for use during their time in care club.

### **Before School**

Bee's Knees will open at 7:30am and no children will be accepted into the club before this time. Parents must bring their children to the community room and ensure that their child/children is signed in on the register.

At 8:40am the care club staff will ensure that the children are taken to the wooden gate for entrance to the school grounds.

If the school is closed due to an emergency, the care club staff will inform parents / carers by telephone or when they arrive with their children. Care club staff will remain at the school until all parents / carers have been informed of the situation and parents have collected their children. From January 2019 onwards, where the school has a forced closure (e.g. due to snow) the Care Club will also close.

## **After School**

Bee's Knees Club will open at 3:20pm.

At the end of the school day infant children will be collected by care club staff and junior children will make their own way to care club through the school.

If a child does not arrive at the club, the Care Club Manager will consult the school office to see if the child is absent from school. If they have attended school that day, the Care Club Manager will contact parents / carers by telephone. If contact is not possible the Headteacher will be informed immediately. The police may also be informed.

Children will be collected by the named parent / carer and will only be given into the care of others, e.g. grandparents, or other adult with prior notification of the named parent / carer.

Adults collecting children on these occasions must identify themselves to the care club staff. No child / children will be allowed to leave the club with a person unknown to the care club staff unless prior notification is received and person unknown used the agreed password given by parent/carer at the time of notification.

The parent / carer will sign the attendance register to say that they have collected their child, indicating time of pick up and signature.

The closing time is 6:00pm.

If a child is not collected by 6:00pm the Care Club Manager will contact the parent / carer by telephone. If the parent / carer cannot be contacted, the Care Club Manager will inform the headteacher. The police and or children's social care may also be informed at 6:30pm. The Care Club Manager and another staff member will stay with the child / children at all times until collection. A late fee will be applied after 6:00pm.

This policy was approved for adoption on behalf of the full governing body at an extraordinary meeting of the Finance and Personnel sub-committee on Wednesday 28<sup>th</sup> November 2018.

**St Mary's Catholic Primary School**  
**Before and After School Care Club**

**Agreement & Consent**

I have read and agree to abide by all terms and conditions contained within the current St Mary's Before and After School Care Club Policy.

Signed (Parent or Legal Guardian) :	
Print :	
Name of child / children attending	1. 2. 3.
Date :	