

Church Aston Infant School



After School Care Policy

March 2018

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Our Aims

- To provide a happy, welcoming place where all children are valued
- To help children to be healthy
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of sport and creative opportunities

Times

We are open daily throughout the school term **3 pm. to 5 pm.** We have places for all children aged from 4 – 7 years old in each session. Children may stay for 1 hour or up to 2 hours. Children are collected from their classroom and brought to the club.

Admissions Policy

All the clubs are fully inclusive and open to **ALL** children.

Booking

A completed registration form is required for each child attending the club. We are happy to accept short notice/same day bookings.

Payment

Before each holiday we will provide you with a booking form for the coming term. Payment is due a term in advance for the 3 pm – 4 pm session. Invoices are issued for 4 pm- 5 pm sessions monthly. Payment can be made by cheque or cash and sent with a booking form. Receipts are issued.

Late collection of children

The club staff will take care of your child until **5 pm** whilst continuing to contact all numbers given. If unsuccessful, the club is obliged to contact Social Services who will take responsibility of the child/children and continue to try to contact parents until successful. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements.

Behaviour

We follow the school rules with regard to behaviour to ensure consistency for the children at the club. We expect good behaviour from everybody and respect for others. We encourage good behaviour through praise and by setting good examples. We do not tolerate bullying in any form. Please refer to Church Aston Infant School's policies for Behaviour and Anti-Bullying.

After School Club Rules

We

- respect each other
- help each other
- listen to adults and each other
- share
- have a good time

We Don't

- damage equipment,
- shout
- go into areas that are "out of bounds"
- go outside the rooms or off the playground without asking an adult

We aim to provide safe and stimulating activities, whilst encouraging fair play within a sharing and caring environment.

Accident and Medical Consent Forms

If your child has an accident i.e. a fall or a bump whilst at the club, trained first aid staff will offer appropriate treatment and complete an Accident Report form. We will not administer any medication without your prior written consent. You will be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

Club Activities

Our programme of planned activities places emphasis on providing safe and fair play. It aims to be stimulating and varied within a relaxed friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem. Our weekly programme of activities may include:

- Art using various mediums and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Construction toys, Board games
- Football
- Tennis
- Multi-sports and Games

Appropriate footwear and clothing is required for outdoor sport sessions.

Sun Protection Policy

We recognise the dangers posed to children by over exposure to sun. In hot weather parents are encouraged to provide a sun hat for their children and staff will encourage children to drink frequently and stay in shady areas. Sun cream can be administered by the children themselves from a labelled bottle provided solely for the use of their child.

Policies and Procedures

The Clubs adhere to Church Aston Infant School's policies for Behaviour and Discipline, Anti-Bullying, Food, Complaints, Child Protection and Safeguarding, Health and Safety, Equalities, and Special Educational Needs. Copies are available for parents to look at in the school office and on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to

challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

Child Protection and Safeguarding

We have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role, and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All staff and governors receive regular child protection training.

Complaints

The After School Club has a clear policy for complaints. If you are concerned about any aspect of the after school club, all complaints are to be referred to the Headteacher.

Staffing

All staff will either hold a Sports Coaching Qualification, childcare qualification or have previous childcare experience. All staff are required to undertake Disclosures and Barring Checks and complete a Disqualification by Association Check.

Staff are encouraged to undertake on-going training as appropriate and we aim that at least half the staff hold a first aid qualification.

Commitment to Parents/Carers

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your child.

We aim to:

- welcome you at all times to discuss our work, have a chat or take part in our activities
- keep you informed about our opening times, fees and programme of activities
- be consistent and reliable to enable you to plan for your child's after school care with confidence and peace of mind
- share and discuss your child's achievements, experiences and friendships
- listen to your views and concerns to ensure that we continue to meet your needs.

If you require any further information about Church Aston Infant School Clubs please speak to the Headteacher.