



# Moorside Before & After School Club Policy

## **Partnerships with Parents**

We consider parents and guardians as those who are most closely involved with the responsibility and upbringing of the children. When you register with us we will discuss and respect beliefs, family values and cultural background. You are welcome to talk to us about any concerns you may have.

## **Opening Times**

Our opening times before school are 8.00am till 9.00am, and after school 3.15pm till 5.30pm.

## **Admission**

We welcome all children aged 4 to 11 years old. We never refuse admission on the grounds of race, gender, size, ability, disabilities, culture, language or family status. We comply with Ofsted standards and all current legislation.

## **Registration forms**

All details are held securely and confidentially. On the form you will be asked for contact details for yourself and emergency contacts. Please ensure that we are updated with any changes to either of these.

## **Booking form**

To ensure that your child has a place in Kids` Club, a booking form needs to be completed at least 3 days in advance if possible.

## **Fees**

Fees are £4.50 for a breakfast session, £6.00 for an after-school session to 4:30pm and £9.00 for an after-school session to 5.30p.m.

Payments are made via the schools online payment system – School Gateway. We ask that accounts are settled by the 10<sup>th</sup> day of each month. If you would like to know more about childcare vouchers please enquire at the school office.

## **Absences**

Please inform us if your child is going to be absent from the club, by contacting us directly on our landline number 01765 604208. Credit will only be given if we have twenty-four hours notice or your child is not in school due to illness.

## **Arriving at the Club**

We cannot accept responsibility for your children until a responsible person has brought them in to the club and `handed them over to staff`. You will be asked to sign your child(ren) in.

## **Special Needs**

Every child is cared for as an individual and will have equal access to choose from the equipment and activities available. All children are respected, their potential recognised and nurtured. We encourage each child's identity to emerge and value and enjoy all that they bring to the setting in order to meet the needs of all children, we have access to and work with other professionals from outside agencies when required.

### **Behaviour**

We provide clear and consistent boundaries of acceptable conduct, reinforcing all positive behaviour no matter how small. If your child repeatedly refuses to behave well their place will be withdrawn and you will be asked to remove them. We follow Moorside Infant & Junior schools behaviour policy.

### **Bullying**

We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem, and to apologise to the appropriate person. Children and parents are asked to inform staff of any incident which may make them feel uncomfortable or intimidated as soon as it happens. We realise that inappropriate behaviour may be the result of other influences and as such we will work with you and your child to overcome their difficulty.

### **Anti - Discriminatory Practice**

We encourage children to think for themselves and are aware of how adults can influence children's thinking, feelings and behaviour. Children are respected and valued and their individuality and potentials recognised. We welcome children and their families for whom English is an additional language or who require assistance with verbal or written communication. Remarks spoken by adults or children which reinforce prejudice, directly or indirectly, will always be challenged.

### **Child Protection - Confidentiality is maintained at all times**

The member of staff with designated responsibility for child protection is Mrs L White, Headteacher.

### **Illness and Medicine**

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under quiet observation. If their symptoms are more serious or become worse we will contact you immediately. All medication must be given to staff. Please complete a medication sheet before the first dose is needed to be administered at the club. This also includes medication which your child administers themselves e.g. inhalers.

### **Food**

In the morning a healthy breakfast of cereals, toast, yoghurts and fruit juice will be provided. In the after school session, a healthy afternoon snack and drink will be offered each day after the children have been registered in to the club. When the children are eating with us we encourage good table manners.

### **Activities**

We provide a wide range of activities for the children to encourage all types of play. Resources are provided to reflect a balanced view of the world and an appreciation of the rich diversity of our society, provided through our anti – discriminatory framework.

We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year. During the summer months, please ensure your child arrives in the morning with a good application of sunscreen, minimum factor of 30 SPF. If it needs to be reapplied please send the bottle in a plastic bag clearly labelled with your child's name. We will encourage children to apply it themselves. Please don't forget to send a sun hat!

### **Collecting from the Club**

When you collect your children from the club, you must sign them out in the register and enter the time you have collected them. Your registered security word must be used if anyone other than the people stated on your registration form comes to pick up your children. **All children must be picked up by 5.30pm.**

**Please note it is the policy of the club that parents and children are not allowed to return to classrooms under any circumstances to collect forgotten belongings.**

**Policy reviewed May 2017**