



St Hilary After School Club

Introduction

Welcome to the St Hilary After School Club.

The Club is open to all children attending St Hilary School. It exists to give children a warm welcome at the end of their school day and to provide them with flexible opportunities for play and relaxation in a co-operative and supportive atmosphere. This allows parents to work a longer day, or return to work when their children start school or perhaps take up Further Education, in the knowledge that their children are happy and well cared for.

This 'Information for Parents' booklet is designed to tell you all you want and need to know about the After School Club, but if you have any further questions to ask, or suggestions to make, please don't hesitate to talk to one of the committee or play leaders.

The After School Club runs from 3.30pm to 5.30pm on school days only and is currently based in the school hall with access to the library. The location of the After School Club may change from time to time, within the school, in line with the flexible needs of the school and the club. There are currently spaces for up to 24 children per session cared for by 3 members of staff.

A typical session will include registration and a snack, and we provide a wide range of stimulating and creative activities, taking into account the needs of children of different ages and varied interests. There is also a quiet area for reading or chatting. The emphasis is on leisure activities to ensure the children do not see the club as an extension of their working day at school.

Who runs the St Hilary After School Club?

While the 'St Hilary After School Club' has the full support of the governors and head teacher of the school, it is managed by a voluntary committee including Mrs V Laity, Mrs L Greygoose, Mrs K Butcher and the play leader.

The Club is run on a day to day basis by trained professional staff who provide a happy child friendly environment. There is a ratio of at least one Play leader to eight children with a minimum of 2 staff always present.

After School Club Staff

Playwork leader: *Miss Chloe Rogers*

Playwork assistants: *Miss Jodie Rowe*

“ “ *Miss Alice Newman*

Who pays for the Club?

We are self financing so the running costs such as staff wages, materials and equipment are met by the parents' fees for the service. Please see our 'After School Club Pay Policy' for more information.

What happens at the After School Club?

The policy of the club is to encourage free play. The facilities have been designed to offer opportunities for play, guided by the children's own imagination. We have cooperative and team games, arts and crafts, drama and quiet play. This happens through a planned programme put together by the play leaders on a weekly basis.

On each day there are organised activities, such as group collage making, painting, crafts and indoor and outdoor games, in which children decide to participate. Or they may simply decide 'to do their own thing' with the materials and facilities available.

The club recognises the importance of play, so the play leaders are guided by the children's ideas. The needs of all children at the club considering all ages and cultures are constantly monitored to ensure they are amply provided for. Play leaders are trained to give constructive support to all children in mixed age and ability groups, so that they all enjoy varied, stimulating and appropriate play.

At the end of each session children are expected to help clear away.

Procedures

Enrolment

We must ask you to complete a registration form before a child attends the after school club for the first time. This gives us details of emergency contacts, medical needs and other essential information. The form includes an opportunity to ask any questions or discuss any information regarding their child that may be helpful to us at the club i.e. likes and dislikes, hobbies or any behavioural/emotional concerns.

Registration

At the end of the school day, the infant children will be taken to the club from their classrooms. Junior children make their own way there for formal registration. Children attending after school activities will register on their arrival at the club following the activity. We are responsible for children who are booked in, **and** in the custody of our staff. If your child is booked in to the after school club but goes to a friend's house after school instead, it is important that the after school club is informed of this.

Snack

At about 4.00pm we provide a drink and snack for the children, which include fresh and varied dried fruit/vegetables, toast, pasta etc. Written records will be kept of all food

allergies, likes and dislikes and all staff will be aware of these allergies and special dietary requirements.

Staff are aware that children may be hungry or thirsty outside the allocated times for refreshments. Water is always available and a flexible approach is allowed. Children are allowed to eat at their own pace, whilst staff promote a relaxed atmosphere and encourage conversation.

Fees

Currently the fees are £3.40 per hour, per child. Please see the 'Payment policy' for more information on fees and payment.

The fee will be reviewed annually by the committee and generally rise in line with inflation. Payment is required in line with our payment policy.

Collection and Departure Procedures

The after school club is open between 3.30pm and 5.30pm, split into two x1 hour sessions. Parent/guardians are politely asked to collect their child/ren on time as staff may have other duties and commitments outside of these hours.

All parents/ carers must ring on the 'After school club' door bell situated in the main entrance to the school. A play leader will then open the door allowing collection of the child(ren).

- At no time will any child be allowed to leave the club on their own, without prior, written notification from a parent/guardian.
- Children will not be released to anyone other than the parent/guardians unless authorisation has been given by the parent/guardian to a member of the after school club staff.
- No child will be left unattended at the end of a session if they have not been collected.
- Persistent lateness in collecting child/children could result in the loss of your child's place and will result in an additional charge.
- If a parent/guardian wishes to arrange for his/her child to travel unaccompanied to or from the After-School Club, they must be aware that neither St Hilary School or the after school club will be held responsible for their child's safety when not on school premises. In such cases, parent/guardians will be asked to sign a statement to this effect.

Policies

The standards of the club are set out formally in a number of School Policy Statements on Admissions, Equal Opportunities, Health and Safety, and Behaviour, and can be provided on request from the Play leaders or the Committee's Officers.

If a child's behaviour persistently causes problems within the club, we will initially discuss this with a parent and we will do everything we can to help improve the situation.

However, if the behaviour continues, we do reserve the right to exclude the child so that we can maintain a happy atmosphere for the other children.

Emergency

In the unlikely event of an emergency and the children having to leave the school premises, they will be taken to St Hilary church. We will leave notification of this at the school.

Complaints

In the first instance any problems should be addressed to the play leader. If this is unsatisfactory for any reason please contact a member of the Committee.

Confidentiality Policy

All staff are made aware of the need for confidentiality when dealing with issues relating to individual children in our care and their parents, guardians and families.

This applies both in our dealings with the family on a personal level and in the keeping of written information maintained by the club in a confidential file.

Confidentiality will be maintained at all times, except in circumstances where the safety or security of the child is considered to be at stake.

Health & Medication Policy

If a child is unwell or has an accident we will contact the parent/guardian to inform them of the situation. If it is felt by our staff that due to the child's condition they should not remain in the after school club then the parent/carer will be asked to collect the child. The child will be allowed to rest in a quiet area of the after school club until collected. Playleaders are only able to administer medication in receipt of a completed medical form.

Photographs

From time-to-time we take photographs of children when they are participating in various activities. Occasionally we like to use a selection of these photos for displays in the school and on the school website. Understanding that some parent/guardians would prefer us not to use their child/children's photo, we ask all parent/guardians to complete a brief photographic disclaimer on the registration form.

Accident and Incident Procedures

ALL accidents or incidents will be recorded at the earliest time possible in accordance with the school first aid policy. This can be found on the school website.

It is our intention that all children will thoroughly enjoy attending our after school club, but if you have any ideas that will help us to further improve our club then please tell us!

Written by the after school club committee:

Mrs K Butcher, Mrs V Laity and Mrs L Greygoose.

15th October 2013