



March Young Explorers
Breakfast and After School Club

March Young Explorers Childcare Parent Pack

Autumn 2020 version

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Introduction

The Childcare is run by March CE Primary School and exists to provide high quality out-of-school hours childcare for parents / carers. It provides a range of stimulating and creative activities in a safe environment. The club operates various sessions as follows:

07:45-08:45	Includes Breakfast	£4.00
15:00-17:30	After School Care	£9.50

Fees will be reviewed annually.

Copies of the March Childcare policy are given to all parents / carers of children attending the club and are also available on request and on the school's website and the school app. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to club policy.

Admissions

- Only children attending March CE Primary School are eligible to attend the childcare or primary school aged children of staff employed at March CE Primary School
- All places are subject to availability and there are 30 in total
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect the child. Parents / carers have responsibility for informing the March of any change of details
- A first aid consent form must be completed prior to the child commencing
- Parents / carers are made aware of how to access policies and procedures
- Infrequent users are welcome provided there are places as priority will be given to regular users of the service
- All March staff are made aware of the details of a new child
- Children's attendance is recorded in a register

Arrival

07:45 Morning arrival is via the school reception where children for the care will assemble in the main hall. On arrival all children are marked on the register. For morning arrivals it is the responsibility of the parent until handover takes place.

Departure (After school care only)

When a child is collected at the end of, or during, a session, they must be signed out by a member of March and the time recorded. The parent / carer or named collector must inform a member of March staff that they are taking their child home. Parents / carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. In line with whole school policy, children in Upper Key Stage 2 only (Years 5 and 6) may walk home on their own **before 5.30pm** if their parent / carer has given them consent to do so and agreed with March staff the time they should leave. It is the right of the March staff member to not allow a child to walk home if light conditions are poor during the winter period.

Security

Access to the childcare is through the hall entrance. Parents / carers will need to gain access to the building by being let in by a member of the school staffing teams. If children use the EYFS/ Key Stage 1 playground the area has locked gates. Children are supervised in all areas of the school.

If parents / carers nominate another adult to collect their child they must inform the club manager in advance. Children will not be released to persons under 16 years of age or persons we have not been informed about.

Routines

3.05pm Year R, 1, 2, 3 and 4 children are collected from their classroom by a March staff member and escorted to the afterschool club. Year 5 and 6 children make their own way to the afterschool club where March staff members will be waiting. All children are registered on arrival.

3.15pm a range of planned activities and free-play is available to the children inside the club and on the playground (weather permitting) and in the field area (during the summer). March staff interact with and supervise children at this time.

4.00pm all children gather together in the hall for a healthy tea and then return to their activities.

5.15 pm Tidy up time, encouraging the children to take responsibility for the afterschool club and playground environment.

Behaviour

Whilst attending the March children are expected to promote positive behaviour

- Be civil and considerate of the needs of others
- Be mindful in taking pride for the school environment and equipment
- Be ready to accept the agreed rules which exist for the benefit of the whole school community
- Be ready to accept sanctions for breaking the agreed rules

Any challenging behaviour will be addressed in a calm, firm and positive manner in line with The March behaviour policy. In the first instance, if necessary, the child will be temporarily removed from the activity. March staff will explain why the behaviour displayed is deemed inappropriate. March staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. March staff will consult with parents / carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed. If after consultation with parents / carers the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, March may, in consultation with the Headteacher, decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent / carer. If a child has an Individual Behaviour Plan it will be agreed with their parents / carers whether or not this will be implemented at The March and shared with March staff as appropriate.

First Aid

All accidents will be recorded in the accident book in line with The March First Aid Policy, accurately reported to the parent / carer and signed by a member of March staff. If the child is not being collected by their parent / carer (either because another named person is collecting them or they are walking home on their own) then their parent / carer should be informed by telephone, in advance.

Accident records must give details of: date, time and nature of the accident. Details of the child/ren involved, type and location of the injury. Action taken, and by whom. All accidents are dealt with by a qualified first aider. Parents / carers of any child who becomes unwell during club will be contacted immediately. If a child is sent home unwell during school hours, the March after school club will be informed of their absence by the office.

Missing or uncollected children

In the unlikely event that a child should go missing, the following procedure will be undertaken:

The Headteacher or in her absence the Deputy Head will be informed of the missing child. March staff will search the inside of the building and delegate an outside search of the building to another member of March staff. If the child remains missing, the emergency services will be contacted.

If a child is not collected by 5.30pm parents/carers will be contacted in the first instance by telephone using all the numbers provided by parents. It is the responsibility of the parents to provide accurate and appropriate numbers. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 5.30pm) parents/carers will initially receive a warning letter. Subsequent late pick-ups will incur a penalty charge of £10 every 15 minutes after 5.30pm. The police and Children's Social Care will be contacted if children are still on school premises after 6.00pm if we have been unable to make

contact with all the held listed numbers. If a child is persistently collected late they may lose their place at the March.

Bookings and Payment

All bookings must be made weekly in advance via ParentPay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision. The deadline for bookings each week is 8 pm on Sunday evenings. After that time, no further bookings can be made for the week.

If childcare is required in urgent and unforeseen circumstances, then parents/carers should discuss this with only the Headteacher or the School Business Manager. A late booking can only be approved by those members of staff, and only in exceptional circumstances provided sufficient spaces are available.

Standard Bookings

Books and payments should be made on ParentPay under 'Make Bookings'. In the drop down box under 'Booking Type' please select either Breakfast or Afterschool.

Childcare Vouchers

If you pay by Childcare Vouchers you should book you place under 'Make Bookings'. In the drop down box under 'Booking Type' please select either Morning (for Breakfast Club) or Afternoon (for After-school club). You will not be asked to make a payment as the vouchers are transferred directly to the school bank account and we will credit your ParentPay account. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify the School Office should you wish to pay this way. Please note all voucher payments must be made in advance of bookings.

Bookings for After-school club/Breakfast Club can be made/cancelled or amended on ParentPay up to 8 pm on the Sunday night before. After these times if a child does not attend for any reason, you will still be charged for this place. Fees are currently charged at £9.50 per session for Afterschool Club and £4.00 per session for Breakfast Club. The March C E Primary School reserves the right to increase these charges as appropriate.

Staff

The club operates on a 1:15 ratio Mrs Arnell is the Wraparound Care Supervisor and she is supported by additional staff as required. All March staff have DBS checks and the appropriate level of experience, skills and ability to carry out their role.

Child Protection

If you have a concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Teacher for Child Protection – Mrs Nicky Metcalfe or Mr Steve Jackson. If you require a copy of the Child Protection Policy please make a request to the school office.

Parental Concerns and Feedback

Occasionally a parent/carer may have a concern they wish to communicate. Please do this by contacting the school office by telephone or letter. The office will arrange an appointment to discuss your concerns. Occasionally parents/carers may feel a matter has not been fully resolved and in this instance you may feel it is appropriate to contact Mrs Nicky Metcalfe, Headteacher. When you are pleased? A comment, letter or personal acknowledgement of all the very positive things happening in the March would be very welcome. This proves to be a huge morale booster for pupils and staff.

Contact details

Office hours: 8.00am to 4.30pm (After hours contact must be via the March childcare phone number)

School telephone: 01243 783987

March Child care telephone(after school hours): 07522854988

Email: office@march.w-sussex.sch.uk



Registration Form

Date of Registration: _____

Child's Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First language:	Year Group:
		Name of class:

Parent/Carer details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details on separate sheet.)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor and Medical

Name of Doctor:	
Address:	Telephone:
Does your child have any known medical problems? (Please list)	
Please detail any medical needs your child has/medication taken:	
Does your child have any known allergies?	

Any other medical information?

About your child

Please detail any additional/special needs your child has: (please provide full details)

Please detail any dietary requirements/ food allergies for your child: (please provide full details)

Is there anything your child doesn't like (food, games etc.) or is scared of?

What are your child's favourite activities?

I have read The March policy and agree to the terms and conditions.

Signature of Parent/Carer:

Date:

Collection and leaving arrangements for Year 5 or 6 children only

Children who are in Years 5 or 6 will only be able to sign themselves out of club if a parent or carer has signed the consent form below.

Upper Key Stage 2 children will only be able to sign themselves out before 5.00pm and at the discretion of the March staff depending on light conditions during the winter period.

Name of child:

Year group and class name:

I consent to my child signing themselves out of club only on the days that I inform MARCH staff via their contact details.

My child will walk / cycle or scoot (delete as appropriate)

Signature of Parent/Carer:

Date:

Please note that we are aware that older siblings occasionally collect children from the MARCH. As a school we wholeheartedly support the view of the NSPCC which recommends that no one under **16** should be left alone to look after young children. If someone under **16** is looking after a child, the parent or guardian, and not the babysitter, remain legally responsible for the child.

If you wish for someone under the age of 16 to collect your child from the MARCH, please provide their details, including their date of birth, then sign and return the consent form below.

Name of child:

Year group and class name:

If there is more than one young person who may collect, please add their details below.

I consent to _____ (full name of young person) collecting my child and signing them out.

D:O:B of young person collecting:

Signature of Parent/Carer:

Date:

Signature of Chair of Governors:John Proctor.....

Signature of Headteacher:Nicky Metcalfe.....

Policy Review Form

Please complete this section when reviewing and updating this document.

Author	Name	Date
N Metcalfe	Nicola Metcalfe	Feb 2018

Reviews	Name	Review Period: 2 years
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