

Before and After School Club Prospectus/Terms & Conditions

Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of **all** in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

Our Before and after School Clubs provides care in a caring and stimulating environment for local school age children on the premises of Bournes Green Infant School.

The club is governed by Bournes Green Infant School and follows the policies and procedures of the school.

Opening Times - Term time only	
Before School - From 7.50 am	After School - 3.10pm – 6.00pm

Staffing

After School

Care Leaders: Mrs Seaman, Mrs Murray and Mrs Hawkins

Care assistants: Miss Taylor, Mrs Phillips and Mrs Michelle Heal

Before School

Care Leader: Mrs Johnson

Care assistants: Mrs Szczyпка and Mrs Phillips

The named Child Protection Officer for the club is Mrs L Cooney.

The Health and Safety Officer is Mrs L Cooney.

All care staff are employed by Bournes Green Infant School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.

Contact numbers for Cheeky Monkeys

01702 580975 direct dial number (After School)

01702 587099 for queries during the school day

1.0 What do we do?

We aim to structure the sessions so that there may be short periods of whole group activities. These might include a play session, drama, an outdoor game or a visit to one of the play areas or libraries on site. At other times we will give the children the opportunity to choose from a range of activities.

We are not a homework club and our care workers are not tutors.

2. Registration

All children must be registered with the school prior to attending the club.

3. Contact Details

3.1 For the safety of all children we need up to date contact details.

For children attending Bournes Green Schools we will use the medical and contact details the schools hold for your child.

3.2 All other families will be asked to complete a medical and contact detail form.

It is the responsibility of parents/carers to advise us of any changes and to ensure that we hold emergency contact details appropriate to the time of day as well as any material information relating to their child's health or individual requirements.

4. Booking Form

4.1 Once you have registered your child and accepted our terms and conditions you will be able to complete a booking form.

4.2 Bookings will be for regular places or occasional places. Dates/times booked must be paid for in full for occasional bookings, or monthly in advance for regular bookings.

4.3 Please note you are reserving your child's place and are liable to pay fees for all booked sessions; no show due to illness/holidays etc. still needs to be paid for, unless 48 hours' school time notice is given. If a message is sent after 4.00pm on a school day, the notice will start from the following morning when the message is picked up, and on a Monday morning if sent after 4pm on a Friday or anytime at the weekend.

5. Occasional Places

Once you have completed and signed a registration form, it may be possible to reserve a place on an occasional basis only. Do this by completing a booking form and handing to Bournes Green Infant School or Club staff on the previous day at the latest. Such sessions are charged at the normal rate with payment made at the time of booking.

6. Fees

£3 per session from 7.50 – 8.50am.

£10 per session from 3.10 – 6.00pm.

We also offer after school care at £4 per hour or part hour.

7. Payment of Fees

Please make cheques payable to Bournes Green Infant School.

For regular registered children fees are to be paid monthly in advance, accompanied by a booking form.

(Weekly in advance by special arrangement.)

Our fees will be reviewed annually for September. Any queries should be directed to Bournes Green Infant School.

8. Arrival and departure

8.1 Our Before and After School Club is situated within the school grounds. Children attending the Before School Club will be escorted to their respective schools at the start of the school day. Children attending the After School Club will be escorted to the club by staff from their respective schools. It will be

the responsibility of after school activity providers to ensure safe delivery of children to the After School Club.

8.2 When children are attending any other after school clubs run by the schools parents/carers must use the booking form to advise us of the time the children will require the After School Club.

8.3 Parents/carers of children from other schools will need to arrange transport. Any changes to arrival and collection time should be notified in writing.

8.4 When delivering or picking up children, you are welcome to use the car park. Please deliver your child to the door when dropping them off to the BSC. A member of staff will sign your child out.

8.5 When a parent/carer or other adult identified on the registration form is unable to collect their child, the care worker must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown.

8.5 If a parent nominates an unknown representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parents or child and sufficient additional information to ensure that our security systems are not compromised. This may consist of a photograph of the chosen representative, password or other information agreed between us and the parent.

8.6 The children must be collected by 6.00pm. A charge of £20 per 15 minutes, or part thereof, will be charged if parents/carers are late. This sum will be used to pay towards care workers' overtime. If parents/carers are late beyond 6.00pm more than 5 times in any 12 month period, further bookings will not be accepted for the following month.

8.7 If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us on the 'child(ren)'s form'. If we have no contact by 6.15, we will make a decision if/when to contact Social Services.

9. Food and drink

We do not have the necessary food hygiene certificates or facilities to serve food but we will ask you to provide a healthy snack and a drink or cup for a drink of water that we can give to the children before/after school. It will be possible to keep this refrigerated for you but we cannot accommodate large boxes.

10. Keeping Records

We will keep appropriate records in a safe and secure place.

11. Health and Safety

11.1 Health and Safety is paramount at the Club. The Club is covered by the Health & Safety Policy of Bournes Green Infant School, which is reviewed annually.

11.2 Regular risk assessments are conducted to ensure that the children and staff are kept safe. We hold regular fire drills, whereby the staff and children are made aware of the appropriate action to be taken, should a fire occur. All our staff are suitably trained and receive an induction. We will encourage staff to take advantage of further training that we feel may be appropriate for their role.

11.3 Adequate staff have received First Aid training. Our first aid box and accident book conform to Ofsted regulations, and we have a set procedure for informing parents/carers of accidents etc, that occur during our care.

11.4 The clubs are cleaned by the infant school cleaning contractors who have all the necessary health and safety procedures in place.

11.5 Carer/Child minimum ratios are 1:8 for Infant children and 1:10 for Juniors

11.6 Children are not allowed to leave the premises unless accompanied by their parents/carers or a care worker.

11.7 It will be assumed the clubs have permission for all children to be taken outside the premises onto the school grounds.

11.8 Upon the registration of a child at the clubs, the staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency the clubs will take such action that is deemed necessary.

11.9 If the clubs inform a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

12. Child Protection

12.1 We follow the Child Protection Policy of Bournes Green Infant School which is reviewed annually. Our named Child Protection Officer is Mrs L Cooney.

12.2 It is our duty to know and follow the necessary procedures for reporting any suspected abuse. All staff are aware of the signs and symptoms of all types of abuse and know the procedure to carry out in these circumstances.

12.3 If you as a parent have concerns about any child or member of staff, you can either contact Mrs Cooney on 01702 587099 or phone the local council and ask for Social Services on 01702 215000.

13. Equal Opportunities and Inclusion

13.1 We offer all-inclusive clubs. If you or your child have special needs please come and talk to us about any additional requirements you may have and we will do our utmost to ensure that these needs are met wherever possible.

13.2 Our aim is to provide for the social, emotional and physical needs of each individual child in the group. Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account the individual child's age, gender, ethnic origin, stage of development, home language and any special needs.

13.3 We encourage the child to develop their own identity and culture, and help all children to learn about different cultures other than their own with a view to respecting others beliefs.

13.4 All children in the group irrespective of their particular needs are encouraged wherever possible and appropriate to participate in all the group's activities. We ensure that every child has equal access to toys, puzzles, books, sports etc., and that there can be no stereotypical gender bias.

13.5 The Clubs will endeavour to meet the needs of the children with regards to adaptations and equipment needed and will aim to secure funding for this purpose. Our premises have facilities for wheelchair access and we are very much aware of the inclusion of special needs children into the community, and that they are involved in everyday life.

13.6 The needs and progress of children who have special needs will be monitored, if needed, by the Infant School Inclusion Manager in consultation with the Junior School SENCO.

13.7 We work closely with the parents of all the children in the clubs to ensure that we draw upon the knowledge and expertise of the parents in providing for their children. If needed, we are happy to work in liaison with relevant professionals and agencies outside the group to meet the children's specific needs.

The Infant School Policies on Special Needs and Equal Opportunities are reviewed annually.

14. Good Relationships and Wellbeing

14.1 We reserve the right to send home any child if such action is deemed to be necessary or in the best interests of that child or other children.

14.2 Aggressive or abusive behaviour, physical or verbal, either to children or staff, is not tolerated. Children and adults must show respect for and make proper use of all property, equipment and premises whilst attending the clubs.

15. Behaviour Management

At the clubs we follow the Positive Behaviour Management Policy of Bournes Green Infant School. We take a positive approach to managing children's behaviour, but also allow the children to sort out their own disputes in a calm manner. Praise and encouragement is given for good behaviour that we relay to the parents at the end of the day.

16. Valuables

The clubs do not accept responsibility for any money, toys, games or valuable items etc. which children may bring. We will make every effort to care for items that a child needs at school, e.g. musical instruments, if these are given to the care worker on arrival.

17. Partnership with Parents

17.1 It is in the clubs' best interest to know the parents and children well, in order to give the best care and understand the family's needs. We recognise that the parents know their children best. We show respect for each family's beliefs, and parents' wishes for the child.

17.2 We regularly ask you to update the 'child forms' and ask parents to check the arrangements for collection and emergencies. It is the parents' responsibility to advise us of any changes.

At the end of every day parents have the opportunity to speak to us, or make an appointment to speak with us at a convenient time to them.

18. Complaints

If you have a complaint please feel that you can discuss this with us at any time and we will try and work together to rectify it. If it is not remedied and you feel dissatisfied you can make a formal complaint to Bournes Green Infant School Tel: 01702 587099.

18.1 Before children attend, parents are required to accept our terms and conditions and to complete both a registration and a booking form.

18.2 We hope the above information is useful to you and if you have any further questions please do not hesitate to contact us.

19. Review

This policy was reviewed by the Governing Body in summer 2018.

It will be reviewed in line with our Key Documentation and Policy Review Timetable.