

School Club Policy

Blakesley Hall Primary School

Introduction

The BHPS Busy Bee's Club exists to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.45am and from 3.15pm – 5.30pm term time, and current costs for each session are £5.00 and £6.00 for the am and pm sessions respectively.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Blakesley Hall Primary School are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the small hall at the rear of the school.
- Children will be escorted onto the relevant classrooms at 8.40am by the busy bee club staff.

After School Club

Collection of KS1 Children

- KS1 children will be collected by a member of the busy bee club staff.

Collection of KS2 Children

- KS2 children will be met by a member of the busy bee staff in the small hall.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, *they must be signed out by a parent/carer or named collector* and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- 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.
- Parents must inform Club staff if their child is going to be absent from Club.

Daily Routine

Morning session

- 7.30am – 8.40am parents bring their children to Before School Club situated in the small hall where a range of activities are set out.
- 7.40am all children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the play environment.
- 8.40am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate classrooms where they meet up with the rest of the children awaiting the start of school.

Afternoon session

- 3.15pm – 3.20pm children go to club, registration is taken.
- 3.20- all children are escorted to the bathroom and encouraged to wash their hands.
- 3.45pm – 4.00pm children will be offered a snack; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5.30pm – club closes.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of busy bee staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.30pm onwards at £1 per minute per child. This charge must be paid within 24 hours. Your child will be removed from club if you fail to pay, this decision is irreversible.

Payment of Fees

Invoices will be available at the beginning of each month.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash, cheque, standing order, childcare vouchers or BACS payment.

Procedures for payment of fees

- Invoices will be issued at the beginning of each month.
- Invoices should be paid by the due date stated in the covering letter which is provided with your statement. Please ensure you check your statement monthly and notify school as soon as possible should you have any queries.
- Payments can be made by cash or cheque payable to Blakesley Hall Primary School either to the Busy Bees supervisor or to the school office. Payment can also be made by Childcare vouchers or online directly to our bank account details of which are included in the covering letter with your monthly statement.

- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.
- Four weeks notice must be given to reduce the number of sessions your child attends at the Busy Bees club.
- Four weeks notice must be given to resign your child's place.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

Blakesley Hall School Club Agreement

Iparent/carer of have read and accept a copy of the Busy Bees club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Busy Bees Primary School each month when invoiced.

The sessions in this contract are 7.30am – 8.45am and 3.15pm – 5.30pm.

Parent Signature

Print name

Date

Signedon behalf of the Busy Bees club

Print Name Date

BHPS Busy Bees club **Pupil Registration Form**

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE:Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school? Yes/No

DIETARY INFORMATION

Allergies

Veg/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		