



Before and After School Childcare Prospectus

Together we can make a difference

extendedservices@primrosehill.owlcotesmat.org

Miss A Whiteley – Extended Services Manager

Miss S Womersley - Out of School Club Supervisor



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About Our Before and After School Childcare

1. Before School childcare operates in the school small hall. After School Childcare is based in our extended services dual base, Base 1 in the school 'Small Hall' and base 2 in the Hub and is available for children from Reception to Year 6.
2. Before and After School Childcare adheres to an Equal Opportunities Policy to make places fully available, wherever possible, to all children.
3. Before and After School Childcare is managed by the Governing Body. There is an Extended Services Manager and an Out of School Club Supervisor.
4. The Extended Services Manager is also the schools' Intervention Manager. She has many years of experience working with pupils from Nursery to Year 6 and has a level 3 qualification. The Out of School Club Supervisor has several years' experience of working in a Nursery and in School is also employed at Primrose Hill to support enrichment afternoons and lunchtime care.

5. The Before and After School Childcare operates before and after the school day:

Monday to Thursday: 7.30am -8.40am and Monday to Thursday 3.10pm to 6:00pm

Friday: 3:10pm to 5:30pm

6. Attendance fees are charged in advance (see payment policy). The current charges are :

Before school childcare - £3.25

After School childcare Up to 5:30pm - £7.25 Up to 6:00pm - £8.25

The club is non-profit making. Fees charged are used to cover staffing costs and operation costs only. Fees will only be increased when it is necessary due to inflationary rises, costs of salaries, food and utility bills.

There are no refunds for early collection.

7. Parents/Carers are required to sign out their child/children also adding the time their child was collected on the register provided.
8. Late collections will be reviewed by the Extended Services Manager. Parents/Carers are advised to have a 'back up' plan when possible and to contact After School childcare to let them know changes to pick up arrangements. This is to ensure the safety of the children.

Repeated late collections will result in the child care place being removed.

9. We offer quality care with the first priority to make a warm, welcoming, exciting and interesting place that encourages children to work and play together and enjoy their time at 'Before and After School Care'. We aim to offer a range of activities suitable to the age and interests of the children using the facility.
10. We provide a place for your child to have his/her space where they are free to play with friends, relax, learn new skills or even make a start on their home learning.
11. We like children to involve themselves in as many activities as they would like. We offer a variety of activities including;
 - Art, craft, drawing and painting
 - Model making and construction
 - Games, jigsaws and puzzles
 - Reading and opportunity to complete learning logs.
 - Role play
 - Outdoor play and physical activities

We have a wide choice of equipment, toys and books to cater for the whole range within the group. We constantly try to find new resources and review the activities during each session, through discussion with the children to find out what they would like and enjoy. We are always open to new possibilities and ideas.

12. The role of the carers at Before and After School Childcare are to engage the children in meaningful play and keep them safe.
13. If a child becomes ill whilst in our care, every attempt will be made to contact the parent/carer or an emergency contact. The child will be cared for until they are collected. In case of minor accidents, the qualified first aider will administer basic first aid. All accidents /emergencies are recorded in an incident book.
14. A free snack / breakfast is provided at each session. The after school snack is a snack and is not meant to substitute a meal.
15. An emergency evacuation procedure is held each month.
16. Staff will evaluate the Before and After School Childcare service by discussion and questionnaires with parents where appropriate.
17. Before and After School Childcare is an extension of school and therefore shares policies with the school. Additional policies and procedures specific to Before and After School Childcare are included in this pack. It is essential that all staff, children and parents support and adhere to these policies.

Before and After School Childcare @

Pudsey Primrose Hill Primary School

Admissions Policy

1. The aim of Before and After School Childcare is wherever possible, to offer places to all children who need them.
2. A waiting list will be maintained and wherever possible, places will be offered to those who have been on the waiting list for the longest period of time. However, the Extended Services Manager can exercise discretion in this area e.g. where sibling groups require places. Parents who wish to be added to the waiting list must email the extended services manager with this request. They will then receive confirmation that their child has been added to the waiting list.
3. Before and After School Childcare aims to ensure that all parents are aware of the admission policy and offer any assistance where required.
4. Priority is given to full time places as Before and After School Childcare needs to maximise its capacity as far as possible.
5. Where possible we will try to accommodate 'shift patterns' and an average payment will be made after being agreed by both parties.
6. If a change to days booked is required we require a request form to be completed and this will take up to 14 days to process.
7. If your circumstances change and you no longer require a place for your child we will require 2 weeks notice in writing.

Before and After School Childcare Behaviour Policy

1. At Before and After School Childcare, we believe that a child is a person in their own right and we aim to respect all the children placed in our care.
2. We encourage the children to be responsible for their own behaviour to ensure that the care is a safe, happy and fun place to be. This is a continuation of the approach adopted within the main school.
3. Positive behaviour will be encouraged in every area of the provision and children will be helped to recognise examples of good behaviour at all times. Staff will point out and praise examples of positive behaviour and encourage the children at every opportunity.
4. There may be times when children at Before and After School Childcare do not behave as well as we expect. Children who demonstrate difficult or unacceptable behaviour are discouraged from this in any of the following ways; look of disapproval, verbal reprimand, exclusion from an activity or time out. Incidents of unacceptable behaviour will be recorded electronically on 'Safeguard'.
5. Where the child continues to cause difficulties in the group, contact will be made with the parents to agree a strategy for dealing with the child concerned. It is important to Before and After School Childcare that we have parents' support in implementing our behaviour policy.
6. We will encourage parents to discuss behaviour with their children.
7. Before and After School Childcare reserves the right to withdraw a place from a child with immediate effect where disruptive behaviour continues to occur.

Before and After School Childcare **Complaints Procedure**

We aim to provide the highest quality of care for all the children. We believe that all the children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work with parents and we welcome suggestions on how to improve the Before and After School Childcare at any time.

We believe that concerns can be made constructively and will be sorted out at an early stage. We also believe that it is in the best interests of the children and parents that complaints should be taken seriously and dealt with fairly and in a way, which respects confidentiality. A parent who has any concerns about any aspect of the Before and After School Childcare, should take the following steps:

1. The parent should in the first instance discuss any worries informally with the Out Of School Club Supervisor. If this is unsatisfactory they should discuss their worries with the Extended Services Manager.
2. If this does not have a satisfactory outcome, the matter should be referred, in writing, to the schools Headteacher who will take appropriate action.
3. A meeting may be convened to discuss the complaint where a written record will be taken. This may be given to the Chair of Governors who will follow the school's Complaints Procedure to decide an outcome.

Before and After School Childcare

Parental Agreement Between Before and After School Childcare, Family and Child.

Before and After School Childcare will:

Provide a safe, caring and happy environment for the children showing patience, tolerance and warmth to everyone in the group.

Encourage children to take care of their surroundings and others around them.

Demonstrate a welcoming, understanding approach to parents.

Let parents know about any concerns or problems that affect their child's behaviour.

Contact the parents if there is a problem with any issues around payment, attendance or punctuality of collections.

Provide a wide range of stimulating activities which encourage learning through play and co-operation appropriate to the ages and needs of the children in the group.

Involve children as far as possible in planning activities.

Treat all information relating to families as confidential.

Observe safety measures including: emergency evacuation procedures, incident and accident procedures, COVID safe procedures and food hygiene.

Observe all policies and procedures relating to: health and safety, equal opportunities, child protection, special needs, parental partnerships, admissions, payments and behaviour.

Ensure that all policies and procedures are up to date and revised appropriately to comply with any registration requirements.

The Family will:

Make sure that their child attends on the agreed days.

Ensure their child is confident using the toilet - for reception and year one children the toilets are located very close to the HUB room.

Make sure that the Before and After School Childcare is informed if their child will not be attending.

Make sure that their child is collected at the agreed time.

If unable to collect their child, contact the school office to advise them who will be collecting.

Make sure that the Before and After School Childcare's policy on behaviour is observed and supported.

Make sure that any concerns that they have about their child's care or behaviour at Before and After School Childcare are raised with the staff and/or representative of the management committee. A copy of the Complaints policy is attached.

Make sure that the attendance fees are paid at the appropriate time in adherence with the Payment Policy (copy attached).

Make sure that all Before and After School Childcare policies are observed and supported.

The Child will:

Keep to Before and After School Childcare Behaviour Policy contributing towards a safe, happy and caring environment.

Respect all staff and children at Before and After School Childcare

Respect all property and equipment at Before and After School Childcare.

Before and After School Childcare
Parental Partnership Policy

1. Before and After School Childcare is committed to working with parents to ensure that their children are cared for in a loving and safe environment.
2. Before and After School Childcare welcomes contributions and suggestions from parents regarding any improvements to the service and/or activities of the club.
3. Parents will be asked to sign a partnership agreement relating to adherence to Before and After School Childcare policies and procedures.
4. Parents will be notified in writing of any changes to policies or increase in fees.
5. Before and After School Childcare staff will informally discuss with parents any issues relating to their child's attendance.
6. Parents are made aware of the complaints/compliments procedure.

Before and After School Childcare
Payment Policy

1. Fees may be paid on a weekly, monthly, half termly or termly basis to Before and After School Childcare online through school money (Eduspot). You will be issued with a log-in and password for your child. All payments must be up to date. We accept childcare vouchers as payment.
2. If your child does not attend through sickness or notice is not received of any planned absence, then the full fee is payable.
3. Arrears cannot be agreed for any fees outstanding after 5 days. Payments are expected within 5 days prompt.
4. Where payment is not received a child's place will be reviewed as places are limited and there is a waiting list. The Governing body reserves the right to withdraw a place in these circumstances and take appropriate action to recover any outstanding debts.
5. When parents work 'shift patterns' an agreement will be made between both parties e.g. A shift pattern of - 2 days one week then 3 days the following week would incur payments for 3 days every week.

Before and After School Childcare

Sun Protection Policy

All suntan lotion/cream to be provided by parent/guardian with their child's name marked clearly on the bottle. It is recommended that this be factor 50. This will not be applied by staff, but they will supervise the application of it.

Protective clothing to be provided by the parent/guardian. This would need to be a cotton long sleeved shirt/blouse that will cover the child's arms and neck, two of the worst affected areas of sunburn. Hat with peak to stop the risk of sunstroke. Sunglasses if necessary for outdoor use only.

The Before and After School Childcare staff will check on the temperature, when it is too hot the children will be kept out of the sun – using shaded areas, playground shelters etc or if the temperature is exceptionally hot the children may be kept inside to ensure they are safe.

Water is available freely during each session.

We need to know of any medical condition your child has that could be aggravated by the sun.

Parental Agreement Between

**Before and After School Childcare Family and Child
Acceptance Form**

Name of Child _____

We have read and understood the terms outlined in the agreement and confirm that we are willing to accept and observe those terms and conditions.

Signed:

Child (age 7+) _____ Date _____

Parent/Carer _____ Date _____

After School Club _____ Date _____

Date of acceptance of agreement _____

Please return this form to Before and After School Childcare signed as acceptance of the agreement between Before and After School Childcare, Parent/Carer and Child.

Thank you

The Before and After School Childcare Team