Afterschool club policy

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| Agreed by (committee/FGB): | Resources committee |
| Review date:  | September 2024 |
| Review period:  | Every year  |
| New review date: | September 2025 |

**Introduction**

At Gorran Preschool we are very proud to be able to offer an ‘Afterschool Club’ facility to our children and parents. The Afterschool Club service is available to all children. All children under full adult supervision at all times, with a guideline ratio of **1 adult : 5 two year olds**, **1 adult : 8 three and four year olds** and **1 adult : 13 five years and up**.

**Aims**

* To provide a welcoming, safe, secure environment for pupils between 3:30pm and 6pm.
* To provide an affordable service to parents/carers.
* To enable pupils to have an after-school snack in a pleasant, relaxed environment.
* To provide a calm play environment for children.
* To encourage physical activities to promote healthy living.

The Afterschool Club attendance fees are designed to cover all costs. This includes:

* Staffing
* Food
* Equipment
* Day to day running costs

It may be necessary to change fees from time to time; however, parents/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

**Staffing**

All staff that work at the Afterschool Club are employed following recruitment process. All members of staff hold current DBS check and have had up to date safeguarding training. There is always a member of staff on duty who is paediatric first aid trained.

**Organisation**

During term time we offer Afterschool Club from 3:30pm until 6pm. When school finishes at 3:30pm the children are collected by a member of the Afterschool Club team from their classrooms.

Parents/carers need to ensure that they make the child’s class teacher aware of Afterschool Clubs’ attendance to ensure the smooth transition of all children.

**Times and pricing**

Afterschool Club is charged at £6.50 per hour for all ages.

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| **From**  | **Until** | **Price** |
| 3:30pm | 4:30pm | £6.50 |
| 3:30pm | 5:30pm | £13 |
| 3:30pm  | 6pm | £16.25 |
| 4:30pm | 5:30pm | £6.50 |
| 4:30pm | 6pm  | £9.75 |

**Booking**

Children should be booked into the Afterschool Club in advance and paid for in advance. This will ensure staff to children rations are correct and sufficient food can be provided. All parents/carers need to book for Afterschool Club by emailing the preschool manager on; **gorranpreschool@yahoo.co.uk**.

We accept Childcare Vouchers for Afterschool Club sessions. If you wish to pay via Childcare Vouchers, please speak to **Gorran Preschool’s Treasurer**.

Sessions that are not cancelled within 24 hours’ notice will still be charged.

Understandably, there may be times where Afterschool Club needs to be used for emergency childcare and a booking hasn’t been made. The team will do our best for your child in this instance, subject to appropriate staffing levels being available. If you need emergency care, please contact Gorran Preschool.

**Collection**

Parents/carers should collect their children from the Afterschool Club facility or name an alternative person to collect their child, this person being aged 16 years and over. If there is any change to this arrangement, the Afterschool Club staff must be notified beforehand. You can contact the Afterschool Club on **01726 842161**.

If in the event a child is not collected by 6pm and no call has been made by parents/carers to inform they are going to be late, the procedure below will be followed.

The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all the numbers given to us can be contacted, we will then contact the police (after 30 minutes of the Afterschool Club closing, 6pm) to find out if there have been any accidents involving any of these people. The situation will be explained, and advice will be sought.

There is a £10 per 5 minutes late fee.

Invoices not paid after 28 days of invoice will incur a late fee charge of £30 a month

**Homework**

Space is provided for children wishing to complete homework in the Afterschool Club facility. The Afterschool Club staff will encourage children to complete their homework, but it is not a mandatory requirement that is completed at Afterschool Club.

**Fire procedures**

All children will be escorted to the field following the same procedure and expectations that are followed during the standard day. Children will then be registered and remain on the field until further instructions are given.

**Health and hygiene**

It is the responsibility of the Afterschool Club staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The schools cleaning team mop and vacuum thoroughly at the end of each day and clean the toilet facilities. The facility is given a deep clean once a week by the school’s cleaner.

**Outdoor area**

Children have access to outdoor space during Afterschool Club. If children are outside, there is an Afterschool Club staff member supervising them. If some children are inside and some are outside, the door will be kept open with supervising adults being aware of the whereabouts of the children.

**Equipment**

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

**Behaviour**

Afterschool Club follow the same behaviour policy as the school and preschool are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

**First aid**

There is always a qualified paediatric first aider available. An incident will be recorded in the Afterschool Club Accident Book.

**Illness**

If you suspect that your child may be unwell, please ensure that you inform a member of the Afterschool Club team. Should they become unwell during a session, it may be necessary for you to collect them before the end of the session.

**Related policies**

* Medicines Policy
* Behaviour Policy
* Safeguarding Policy
* Anti-Bullying Policy
* First Aid
* Fire Drill
* Racial/Anti-Discrimination
* Charging and Remissions

The Afterschool Club is also covered by Gorran Preschools risk assessments.