After School Club - Terms and Conditions

After School Club,
Filton Avenue Primary School
Lockleaze Road
Bristol, BS7 9RP

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After School Club Mobile No: 07912 178332

Ofsted registration number is: 138668

This document gives guidance on the After School Club and the Terms and Conditions for membership. Please keep it for reference. If you have any further questions, please contact the School Office or the After School Club Play Leader.

Contents

1. About the club....2
1.1. Venue and opening times....2
1.2. Eligibility....2
1.3. What the club provides....2
1.4. Activities....2
1.5. Staff....3
1.6. Sickness and absence....3
1.7. Behaviour management policy....3
1.8. Complaints....4
2. Booking and Allocation of Spaces....4
2.1. How to book a place....4
2.2. Allocation of places....4
2.3. Absences and cancellations....4
2.4. Fees and payments....4
3. What the Club expects from the parents....5

1. About the club

The After School Club is run to create a stimulating and safe afterschool care for children aged 4 to 11 years of age who attend Filton Avenue Primary school.

1.1. Venue and opening times

The club is held on site at Filton Avenue Primary School. Activities usually take place in the school hall and school grounds.

The club is open from Monday to Friday during the school term, with the exception of the last day of each full term, so at the end of Term 2, Term 4 and Term 6. The club starts at the end of the school day, and finishes at **5:45pm**. The club does not open during half terms or school holidays.

Please note that we **do not open** on inset days.

1.2. Eligibility

The club is open only to children attending Filton Avenue Primary School. All children who wish to attend the club must register before they attend any sessions, please see section 2.1 for more details on registration.

1.3. What the club provides

Each session is planned carefully to provide a safe, enjoyable and friendly environment for everyone attending. A wide range of activities is offered and care is taken to ensure that each individual child's needs are taken into account, along with the needs and requirements of the whole group.

During each session the children receive a healthy snack.

1.4. Activities

We encourage the children to take part in a balance of adult initiated and child initiated play. Care is taken to regularly include activities in these categories:

- Creative
- Physical
- Social
- Circle time

Activities are planned to help further children's development in the following areas:

- Knowledge and understanding of the world
- Problem solving and reasoning
- Personal, emotional and social development
- Communication, language and literacy
- Physical and creative development

Children have the choice of joining in with organised activities or free play with other children. We often use sports equipment, arts and craft materials, music, puzzles and board games. We occasionally offer films, video games and other organised activities such as parties, gardening and cookery. We also offer a quiet area for children to do homework, read or rest.

1.5. Staff

Staff comprises of play leader and play workers from the School Learning Support Team or if necessary from an agency.

All our staff and volunteers have current, up-to-date DBS clearance checks.

1.6. Sickness and absence

We aim to provide a safe and healthy environment for all children. We therefore cannot accept any child who is unwell or who has an infectious disease. We ask parents to keep children at home if they have an infection and to inform the club of the nature of the infection so that the club can make observations of other children and alert other parents as necessary.

The club must be notified of all absences by 2:00pm on the day.

If your child becomes ill while they are at the club, we will contact you immediately and if this is unsuccessful, we will continue to try at regular intervals. In most circumstances, it will be necessary for you to collect your child.

Any child who has suffered from sickness, diarrhoea, or a temperature must not attend the club for at least 48 hours after these symptoms have passed.

We follow the School's policy regarding the administration of medication.

1.7. Behaviour management policy

We believe in encouraging positive behaviour. We encourage the children to be kind and supportive to each other and build self confidence and self discipline. We aim to ensure children always know what is expected of them and create an environment with mutual respect.

The children's rules below were created by the staff and children collaboratively, they are reviewed periodically and are displayed at the club for the children to see:

- Be kind, polite and helpful
- Never fight or tease
- Follow instructions first time
- Take care of your own, and other people's belongings
- Move around safely and quietly
- Do not bring in any toys, money, sweets or crisps
- Sit quietly and sensibly when eating

- Help with tidying

If a child's behaviour is deemed unacceptable then we follow the school's rainbow behaviour policy.

1.8. Complaints

We take all concerns and complaints seriously and deal with them fairly and in a way that respects confidentiality. If you have any such concerns or wish to make a complaint regarding aspects of the care provided by the Club or its general management, it is recommended that you take the measures outlined in our School Complaints Policy. Meanwhile, any issues of concern should be communicated to the play leader or in confidence to the head teacher of the School.

2. Booking and Allocation of Spaces

2.1. How to book a place

Fill out a registration form and return it to the school office.

Once your child is registered for a place, you will be able to book the days that you require using Arbor. Please note that you must book a place at least 24 hours in advance.

2.2. Allocation of places

The After School Club currently has limited number of spaces. When making a booking we operate on a first come first served basis so please ensure that you book the days that you need in advance using Arbor.

2.3. Absences and cancellations

Fees are payable during periods of absence from the After School Club, including sickness and holidays during term time. **Please note that once you have booked a session, it cannot be cancelled**. We are sorry but we cannot give refunds for any absence.

2.4. Fees and payments

- A session costs £10.00 per child if collected before 5pm, or £11.50 if collected by 5.45pm.
- All sessions will need to be pre-booked using Arbor.
- We operate in term time only and are closed on school inset days. Our fees are reviewed annually during Term 6.
- In the event of any fees remaining unpaid or parents breaching any of these terms and conditions we reserve the right to terminate a child's place.

- **Late pick up charge**: if you are going to be late picking up your child you must contact the Play Leader on the After School Club mobile phone as soon as possible. A fine of £1.00 per minute will be charged if parents are late. If you are persistently late your child's place at After School Club will be at risk.
- You can pay online via Arbor, or can use Tax Free Childcare Vouchers. Please speak to someone in the school office if you have any questions about payments.

3. What the Club expects from the parents

Parents can help the smooth running of the club by following the requirements below:

- Collect children on time.
- Parents should notify us by 2.00pm if their child is unable to attend that afternoon‘s session. 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.
- Follow the procedures for registration, booking and payment for places and keeping children at home in the event of illness.
- Parents / Carers must sign their children out of the club when they collect them.
- Provide a change of clothes if you do not want your child to play in their school uniform.
- Hats and sun cream labelled with the child’s name should be provided when attending during the summer.
- Ensure all your child’s belongings are clearly labelled with their name.
- Notify the Club of any changes to contact numbers, address, as well as any information relating to your child’s health or individual requirements.
- Notify the Club in writing of any persons authorised to collect your children. Include their relationship to the parent/s or child and sufficient additional information to ensure that our security systems are not compromised. An alternative person collecting a child must be a responsible adult aged 18 or over. In an emergency, you can telephone the club to let them know who will be collecting your child.
- Treat the Club’s staff with courtesy at all times.