



*Brilliance, through Bowsland Best*

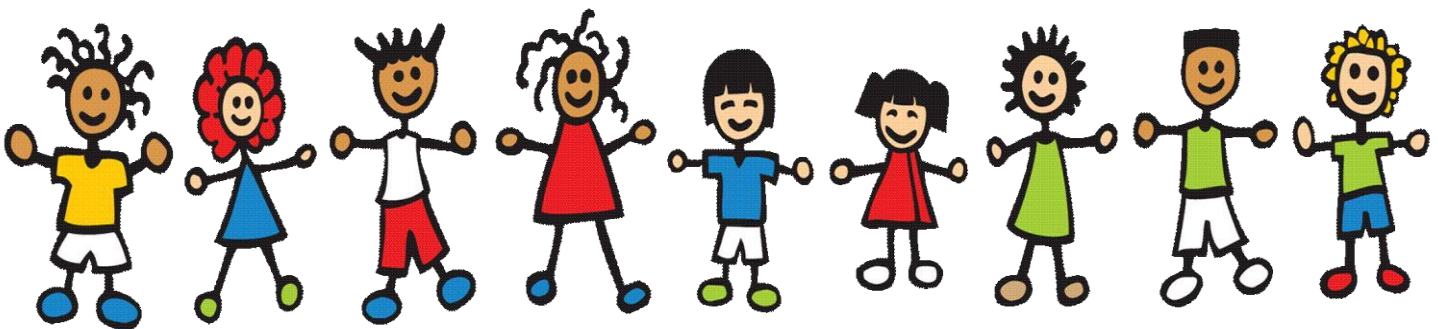
## **Bowsland Green Primary School After School Club**

### **Information Booklet**

This information booklet is designed to tell parents all they need to know about the After School Club and how to register their child in the club.

It includes:

- Aims & Objectives of the After School Club
- Terms and Conditions (School copy to be signed, dated and returned to school, Parent copy to keep)
- General Information
- Registration Form – Health Allergy Disclaimer
- Registration Form
- Emergency Contact Form



# **Bowsland Green Primary School After School Club**

## **Terms and Conditions**

### **(PARENT COPY)**

#### **Aims & Objectives**

We aim to provide a high quality After School Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

**At the After School Club we believe all children have the right to play.** Play is the basis to providing healthy development and the well being of individuals. The club will provide a balanced structure of activities and play experiences.

#### **Accident and Emergency Procedures**

If your child has an accident at the After School Club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

#### **Sick Child Policy**

Parents must inform the After School Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the After School Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

#### **Infectious & Communicable Diseases**

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, vomiting and fevers of 101 °F or 38 °C or over.

#### **Parents Authority**

Parents authorise the After School Club to take all necessary action to safeguard and promote the welfare of the child.

### Parental Support

Parents are expected to give their support and encouragement to the aims of the After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

### Loss of Property

The After School Club will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

### **Entry to Bowsland Green Primary School After School Club**

#### Registration

Once a registration form has been completed and returned to us your child will be registered to attend the After School Club. To book sessions you will need to log into the online system, ParentPay. Please contact the school office if you have not received your login details.

**The Parent/Carer that is picking the child up from ASC must sign the register to confirm that they have collected that child.**

#### Fees & Payment

Payment must be made in advance via ParentPay, Childcare Vouchers or the Government's Tax Free Childcare Scheme. **Booking and payment is to be a minimum of 4 weeks in advance.** Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher.

The fees are as follows:

The cost of each session is £7.50.

#### Late Collection Fees

The After School Club closes promptly at 6.00pm. The school will be locked at this time. Late collections (after 6.00pm) will incur a charge of £7.00 to cover the expenses of the staff who remain in school until the site is secure. Repeated late collections will result in your child being removed from the club.

#### Cancellation

If parents do not wish their child to attend a session they are able to cancel this via ParentPay as long as it is not within 4 weeks of the date of attendance. If it is within 4 weeks they must notify the School office as soon as possible.

**Please note that fees will not be waived through absence i.e. holiday.**

#### Removal from the After School Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the After School Club Supervisor considers that the continued presence of the child is incompatible with the interests of the After School Club. There will be no refund of fees in these circumstances.

#### Disclosures/Child Protection

The School office must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

#### Confidentiality

Parents agree to inform the School office of any information necessary to safeguard or promote their child's welfare. After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

#### Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The After School Club will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

#### Discipline

Parents hereby confirm that they accept the authority of the After School Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the After School Club community. The After School Club will follow the Behaviour Policy of Bowsland Green Primary School which incorporates both anti-bullying and racial equality.

#### Photographs/video

Parents, who do not wish their children to be photographed or videoed in the After School Club setting, must write to the School office stating this. Photographs/videos may be used in After School Club promotional material such as press releases and the school website.

#### Severe Weather

In the event of the After School Club's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

#### Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the School office immediately, following the school's Complaints Policy.

***I have read, understood and agree to comply with the Terms and Conditions of the Bowsland Green Primary School After School Club.***

Name of child .....

.....

.....

Parent signature .....

Name in full .....

Relationship to child .....

Date .....

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Name of child .....

.....

.....

Parent signature .....

Name in full .....

Relationship to child .....

Date .....

## **General Information**

### Start Times

The After School Club will run from 3.30pm at the end of the school day until 6.00pm Monday to Friday during term time. The club will not operate during School Inset days when the school is closed to pupils.

A register will be taken at the beginning of the session.

Please arrive promptly to pick up your child as the school is locked at 6pm. You will be asked to sign your child out of the register at the close of the session. **It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.**

### Light Snack

A light snack of toast and butter and fruit will be provided by the club at the beginning of the session. Juice and fresh water will be freely available throughout the session.

### ParentPay

Parents book and pay for After School Club via ParentPay.

If you require any assistance regarding using the ParentPay system, please contact the School office who will be more than happy to offer guidance. Payment with Childcare Vouchers and via the Government's Tax Free Childcare Scheme will also be accepted.

### Contact Numbers

You can contact the school during school hours on the school telephone number 01454 866766.

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**Registration Form**

Please complete and return this form to Bowsland Green Primary School office.

Child's full name	1.
	2.
	3.
Date of Birth	1.
	2.
	3.
Contacts	
Parent/Guardian	
Address	
Postcode	
Tel. No. Home	
Tel. No. Work	
Tel. No. Mobile	

Are there any special access or custody arrangements of which we need to be aware? Yes/No

**Bowsland Green Primary School After School Club**

**Registration Form**

**Health – Medical Condition and Allergy Disclaimer**

Does your child have any condition or illness that we need to be aware of? YES/NO

Please give details of type of condition or illness: –

Is your child currently receiving any medication and if so please give details: –

Is your child allergic to anything? YES/NO

Please delete as appropriate: –

- Nuts
- Milk
- Chocolate
- Other dairy i.e. eggs
- Wheat
- Plasters

If your child has any other allergy apart from those listed above, please advise below:

Additional information: -

Child's Name .....

Class .....

Signed .....

Please complete the emergency contact information form.

Child's name .....

Please give us details of three other people to contact in the case of an emergency.

Parent/Guardian	
Address	
Postcode	
Tel. No. Home	
Tel. No. Work	
Tel. No. Mobile	

Parent/Guardian	
Address	
Postcode	
Tel. No. Home	
Tel. No. Work	
Tel. No. Mobile	

Parent/Guardian	
Address	
Postcode	
Tel. No. Home	
Tel. No. Work	
Tel. No. Mobile	

