



St Anthony's Catholic Primary School After School Club Policy and Contract



The club is run by St Anthony's Catholic Primary School to provide high quality out-of-school hours childcare.

St Anthony's Care Club will:

- Provide a safe, secure and nurturing environment for your child.
- Provide a range of stimulating and creative activities for your child.
- Provide a small snack and drink for your child.
- Provide the childcare between 3.15pm and 5.45pm during the school term.
- Notify you at the earliest opportunity if we are going to be closed.

Parents/Carers will:

- Provide the club with information relating to your child/children's after school club place.
- Complete a registration form and any relevant documents for each child/children attending the club.
- Notify the club of any medical or educational situations where special arrangements may be needed for your child.
- Provide the club with up to date contact details and immediately inform us of any change to this information.
- Inform the club of any matters that are relevant to your child's safety and security.
- Keep the club informed as to the identity of those persons authorised to collect your child from the club, noting that only registered individuals will be allowed to collect your child.
- Inform the club immediately if your child is unable to be collected at the agreed collection time, noting that late fees apply.
- Inform a member of staff that they are collecting their child.
- Sign your child out and record the time at the end of each session.
- Inform the club if your child is unable to attend for any reason.
- Adhere to the payment procedures as outlined in this policy.

Children will:

- Use socially accepted behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose from a range of play and planned activities which may take place both indoor and outdoors.
- Ask for help if needed.

Care Club Staff will:

- Receive a schedule of bookings from SIMS Agora cashless system, confirming bookings and that payment have been received for the allocated spaces.
- Collect children and escort them to the club for registration in designated area
- Take a register of all contracted children and will liaise with the class teacher and school office to determine any reason why a child is not accounted for.
- Deal with all first aid incidents by a qualified first aider.
- Record all accidents and injuries in the school accident book.
- Report to the parent/carer upon collection any accidents or injuries which may have occurred.
- Contact parent/carer if their child becomes unwell during the club.
- Act as positive role models.
- Praise appropriate behaviour.
- Inform parents about individual achievements.
- Deal with inappropriate behaviour in a calm, firm and positive manner.

- Inform parents of serious incidents of inappropriate behaviour.

Securing and booking a place at St Anthony's Care Club.

- All places are subject to availability.
- Only children attending St Anthony's Catholic Primary School are eligible to attend the club.
- Places are to be booked one week in advance.
- Three days' notice must be given to cancel a session or you will be charged for that session.
- One week's notice must be given to reduce the number of sessions your child attends at the club.
- One week's notice must be given to resign your child's place.

Payment of fees.

- The fees charged for the after school club for the Academic Year 2017 are £7.50 per session
- The fees are to be paid a week in advance online via SIMS Agora cashless system.
- Payment is due for all contracted sessions, even if your child is unable to attend due to unexpected circumstances.
- Parents/carers will receive a schedule of bookings from SIMS Agora cashless system, confirming booking and that payments have been received for the allocated space.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. The office staff will treat all matters confidentially and arrange for discussions in private.
- The fees for places booked last minute or in emergency situations must be paid on the day.
- Please note that payments not received by the due date may result in a child losing their place in the club.

Uncollected children and late collection of children.

- Children must be collected at the agreed time and no later than 5.45pm
- If you are unavoidably late you need to let us know as soon as possible.
- If you are late collecting your child for the first session, you will be charged the fee for the full session.
- If you are late collecting your child after 5.45pm, you will be charged a £10 fee.
- If you are late on three occasions after 5.45pm, your child will lose their place and their place will be automatically offered to the next child on the waiting list.
- If you fail to collect your child you will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. In the event your child remains uncollected, the after school club will contact the relevant authorities and arrange for emergency childcare for your child.

Withdrawal of a place.

- A place at St Anthony's Care Club will be withdrawn for the reasons stated previously.
- A place will be withdrawn if any of the obligations under this agreement are breached.
- If a child continues to display inappropriate behaviour, the club may decide to exclude the child after consultation with parents and the implantation of behaviour management strategies. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- Parent/carer's behave unacceptably as the school will not tolerate any physical or verbal abuse towards the staff or management.
- A copy of this policy is provided to all parents/carers of children attending the after school care club and is also available on the school website.

As a childcare provider, we are under an obligation to report any instances where we consider a child may have been neglected or abused to the relevant authorities, and may do so without informing you.

**St Anthony's Catholic Primary
School Club Agreement**

I Parent/Carer of Class.....have read and accept a copy of the St Anthony's Catholic Club Policy and agree to abide by the terms.

I accept that I am the 'contracting parent' for the above child and agree to make payments to the After School Club.

The sessions in this contract are(e.g. Mondays)

Parent Signature

Print Name

Date

Signed on behalf St Anthony's After School Club

Print Name Date.....

St Anthony's Catholic Primary School After School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME:	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

1ST CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club Time	<u>1.</u>			
	Mobile	<u>2.</u>			
	Home	<u>3.</u>			
RELATIONSHIP TO CHILD					

2ND CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club Time	<u>1.</u>			
	Mobile	<u>2.</u>			
	Home	<u>3.</u>			
RELATIONSHIP TO CHILD					

OTHER CONTACT INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club Time	<u>1.</u>			
	Mobile	<u>2.</u>			
	Home	<u>3.</u>			
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE:	Club Time	<u>1.</u>			
	Mobile	<u>2.</u>			
	Home	<u>3.</u>			
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:	
MEDICAL CONDITIONS:	

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 After School Club, including parents and carers.

		Relationship to the child
1		
2		
3		
4		