

**BILSTON COF E PRIMARY SCHOOL**  
**CHILDCARE PROVISION – POLICY & PROCEDURES**

The Breakfast Club runs from 7.30am-9am

The After-School Club runs from 3.30pm-6.00pm Monday to Friday term time only.

There are three members of staff employed to manage the provisions, a Childcare Manager & two Childcare supervisors.

When demands allows, Childcare provision takes place in the school holidays. Our Childcare children are called **SUPERDUDES**.

**What do your children at Breakfast Club?**

Children are marked present in the register when parents bring them into Breakfast club. We try to create a fun but relaxed atmosphere for the children. Children are encouraged to eat breakfast and have a drink. We have a range of fun activities for the children to play with while the other children are eating. Children are then escorted onto the playground where members of staff will supervise them until the start of the school day.

Children are supervised at all times.

**What do your children do in Afterschool Club?**

The children are collected from their classrooms at 3.25pm and are escorted to the school dining hall. Children are registered on entering the hall and then are encouraged to have a small snack and a drink, fresh fruit is always available. We try to create a fun and relaxed atmosphere for the children. We have many different activities for children to choose from which the children really enjoy. The children also have access to school computers and outdoors. Children are supervised at all times.

**AFTERSCHOOL CLUB**

Children can be collected by parents/carers at any time between 3.30pm and 6.00pm.

**Collecting your child**

If for any reason you cannot collect your child from Afterschool Club, you need to inform the school office as soon as possible, informing them of who will be collecting your child. If an adult we do not recognise arrives to pick up a child and we have not been informed we will under no circumstances let the child go with that adult. Children's safety is our major priority.

**If children are collected late from Afterschool Club (after 6pm) for any reason, parents/carers will be asked for an additional £5.00 charge.**

**FEES**

Breakfast Club costs £3.00 per child per session. Afterschool Club – If your child is collected before 4.30pm with no food the cost is £3.00 per child per session. If they have food or are collected after 4.30pm the cost is £6.00 per child per session regardless of time collected.

Fees should be paid a week in advance to secure a place on the day required. Each Monday morning fees can be handed into the school office or given to members of staff on duty in the club.

**No more than two weeks arrears will be allowed. You will receive a letter and a text informing you of these arrears, if they are still not settled your contract for the club will be terminated until arrears are cleared.**

If you have any further questions please contact the school office on 01902 558690

All our staff are appropriately trained for the childcare provision including NVQ'S Paediatric First Aid, Health & Safety, Food and Hygiene, Safeguarding and Team Teach.

#### **Rules for the Super Dudes Childcare Club**

1. Always treat our friends how we want to be treated.
2. Always share and take turns with toys/games.
3. Look after our toys/games.
4. Try to tidy up as we go along.
5. Always listen carefully.
6. Try not to be too rough with other children.
7. Always save running for outside.

#### **Admission Policy**

Our childcare admissions policy wishes to state that parents or carers must first complete a registration form with written agreements signed by the same. This is to ensure that we are looking after the child in accordance with parents/carers. Also to have available written agreements and consent forms in of an accident or emergency.

The clubs offers an open door policy, where staff welcomes parents at any time. Our staff work in partnership with parents to meet the needs of the children, both individually and as a group. We also ensure confidentiality is maintained at all times.

#### **Policy for Arrivals to After School Club**

A member of staff will collect all children from their class rooms at the end of the school day. When all children arrive at the Afterschool Club they are signed in. If a child is not present at register time, a member of staff goes to the class teacher to discuss who the child left with and if any messages were left. A member of staff then phones the contact number to check to see if the child is at home. Parents are reminded to let the Afterschool Club know if their child will not be attending Afterschool Club.

#### **Policy for Departures**

All parents are to fill in contact numbers on the registration form.

Parents are told that only named persons on the registration form can pick up their child from the Afterschool Club.

Children are not able to open the door anyone, only the staff. If anyone arrives to collect a child and are not recognised the contact details are checked. If the person is not named on the contact form the Childcare Manager will ring the parent or carer of the child and will explain that they will not allow the child to go with the adult as they are not on the contact form and the parent or carer will have to collect the child themselves. They can fill in the adult's name on the contact form for future.

All children must be signed out on the signing in/out sheets and state the time collected.

Children not collected after 6pm will be looked after by the Childcare Manager. If attempts to contact parents/carers fail, then Duty & Assessment will be contacted.

### **Child Safety Policy – in Breakfast/Afterschool Club**

**All children attending Breakfast club and being collected from Afterschool Club must do so via the Community Entrance.**

All children must be brought into Afterschool Club by a member of staff signed into Club on the signing sheet. The register must be completed by the Childcare Manager and once it has been added up all the children should be accounted for.

When going on to play in the playground, a member of staff must accompany the children on to the playground.

- All exits and steps must be supervised by an adult.
- No child at any time should open the door.
- Children must not run in the dining room.
- Children must be supervised by 2/3 members of staff at all time.
- A daily Risk Assessment must be completed.

### **Fire Procedures**

If the fire bell should sound whilst Breakfast Club or Afterschool Club are in operation, children are to line up in an orderly