



Information for your Child attending Chilton Club Childcare

Earlybirds and After School Clubs.

Purpose of the policy

To describe how the school delivers an affordable, sustainable and high quality Early birds and an After School Club which children enjoy attending and supports both working and non-working parents.

Through our Club we intend to:

Encourage children to develop friendships between age groups and work together cooperatively.

Encourage children to have fun and be stimulated by different activities whilst also allowing them time to relax when they wish to.

The following approach is necessary to ensure that all parents and children attending the club are treated fairly and consistently.

Chilton Club Hours

Early birds runs during term time Monday through to Friday 7.50am-8.50am.

After School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 6.00pm.

Children can be dropped off/collected at any time during the hours the club runs.

Booking a place

Registration forms, available from the school office and on the school's website, must be completed prior to a child starting at the club or the child cannot be accepted into the club.

Emergency contacts and password must be given before a child can attend the club.

Parents can choose to book on an annual, monthly or ad hoc basis. More than one booking system may be used at any one time.

Places are allocated on a first come first served basis and are subject to availability; annual bookings have priority for places, followed by monthly bookings and lastly ad hoc bookings. Different payment and cancellation terms apply for each of the booking systems – see below. In the event that sessions are oversubscribed, a waiting list for annual places will apply.

We only have a limited number of places because of the staffing ratios required.

Annual bookings must be requested using the annual booking form. Requests may be made at any time during the academic year, but by the 15th of the month before the place is required.

Annual booking forms will be issued to existing users in Term 6 of each academic year for request of a place the following September. These forms must be returned before the end of Term 6 to be considered for a place.

Monthly booking requests may be submitted by e-mail to chiltonclubchildcare@gmail.com at any time but by the 15th of the preceding month at the latest. Places will not be confirmed until the last week of the preceding month e.g. booking requests for February must be submitted by 15th January and will be confirmed in the last week of January (this is to ensure that booking priorities are followed).

Ad hoc bookings (within 2 weeks of the space being needed) may be requested by e-mail to chiltonclubchildcare@gmail.com, or by telephone to the school office in case of an emergency (for ad hoc after school club sessions only).

Payments and cancellations

Annual bookings - Payments for all sessions booked within a term are due by the end of that term (there are 6 terms in a year). Payments may be split monthly within the term but the balance must be paid by the last day of term.

One term's notice is required for a permanent reduction in sessions or payment will be due (e.g. notice is required by the end of the first week of term 3 to take effect in term 4). In the event that another child is on the annual waiting list for a session, that child will be offered the session and the place will be forfeited. Any subsequent request for re-instatement of sessions will be subject to availability.

If your child has been booked into Chilton Club Childcare in advance and they are absent from school, the fees are still payable.

Six cancellations are permitted per year (or pro rata if applicable) for each of Earlybirds and Afterschool clubs provided that two weeks' notice is given; if payment has already been made then credit will be rolled forward to the following term. Any cancellations over and above six sessions per club per year will be payable at the full rate, unless in exceptional circumstances and agreed in advance by the club coordinator and finance officer.

Monthly bookings - Payments for all sessions booked within a term are due by the end of that term (there are 6 terms in a year). Payments may be split monthly within the term but the balance must be paid by the last day of term.

If your child has been booked into Chilton Club Childcare in advance and they are absent from school, the fees are still payable.

Cancellations are not permitted unless in exceptional circumstances and agreed in advance by the club coordinator and finance officer.

Ad hoc bookings - (within 2 weeks of the space being needed) payment will be expected on the day either through cash or BACS or at the very latest within 24 hours

of your child attending the session. Cancellations are not permitted for ad hoc bookings.

All - If the school is shut e.g. for electrical or water failure or lack of access due to weather such as snow then parents will be notified by the school and the club will be unable to run. In this instance the payment will be carried forward to a future booking.

If a parent is experiencing difficulty with payment of their fees, they should contact the club finance office as soon as possible at Chiltonclubfinance@gmail.com

In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. This should be paid within 2 weeks of the end of term. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

Register and Collecting

A register of children who attend After School Club is taken at the start of each session. This register is filed in the After School Club folder which is kept in the club.

Parents are required to sign the register when collecting their child. They must also inform a member of staff before leaving with their child. (Staff will undertake this procedure during Covid restrictions)

If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.

If someone else will be collecting a child, the ASC or school office staff must be informed by telephone.

Each family must agree a password with ASC, to be used by other adults collecting their child.

Late collection

If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.

Snacks/tea

For Early Birds session children are able to enjoy fresh fruit and a yoghurt as well as fresh drinking water.

There will be time for children to eat a healthy snack, at the beginning of the session.

Fresh drinking water is available to the children at all times.

Tea is served at 4.45-5.00 and a good variety of food is available. Tea menus for the week are available for parents to view in the porch along with a list of possible allergens within foods used at the club.

Any allergies, other dietary requirements and health needs must be told to staff and highlighted on the registration form when registering your child.

Activities/ Provision

A range of activities are planned each session for the children in After School Club. These may include role-play, creative play, reading, cooking, computers/iPads, learning & discovery, outdoor activities.

The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

Children, parents and staff are expected to follow the School's Core Values and British Values policies whilst attending the After School Club in addition to the School Rules.

Health & Safety

Staff will follow the school's Health and Safety, Safeguarding Policies and related documents to ensure the safety of all children.

The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for Early birds and After School Club.

All staff make themselves familiar with the above documents.

In case of emergency (such as medical or missing child) a member of the School Senior Leadership Team will be informed immediately and procedures followed.

GDPR

Please refer to our General Data Protection Regulation policy and privacy notice.

First Aid

There will be a qualified First Aider on site during sessions.

All accidents will be recorded in the Early birds/ After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.

Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

All staff are made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

All staff will adhere to the Code of Conduct and all school policies.

The maximum number of children will not exceed a ratio of 1 adult to 10 children (1:10) for After School Club unless emergency staffing requirements deem it essential to increase this to accommodate staff children.

All After School club staff are DBS checked and have continued professional development training. All staff are familiar with the Safeguarding Policy and related documents and are clear about how to deal with safeguarding concerns.

Staffing arrangements are considered to meet the needs of children who have special needs.

Each club session is led by a Play leader. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of school staff will remain present on the school site.

Enquiries regarding bookings: chiltonclubchildcare@gmail.com

Enquiries regarding payments: chiltonclubfinance@gmail.com

In most circumstances we hope to reply within 24 hours during term time.

Emergency Enquiries/Contact during the session: 07514 600151