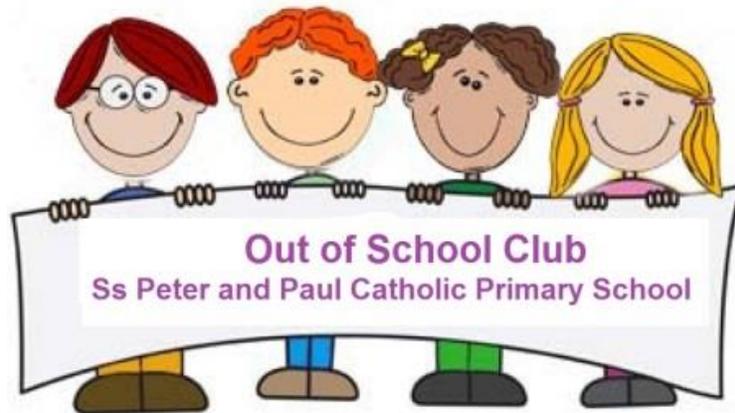


**Ss. Peter & Paul Catholic Primary  
School  
Out Of School Club Booklet  
2020**



## Welcome to Out Of School Club

At Out Of School Club, we are committed to providing a quality service for both children and Parents/Carers alike. We aim to deliver a safe and secure environment with a pleasant, fun and friendly atmosphere.

Out Of School Club provide care for children aged 2 to 11 years before school and after school.

Play is freely chosen at Out Of School Club with crafts and games available on a daily basis within school and outdoor.

### Breakfast Club

7.45am – 8.55am (8:45am for Little Acorns) Term time only

£4.00 per child per day

Children attending breakfast club have a choice of a hot or cold breakfast. Assorted cereals, cereal bars, yogurt and fresh fruit are available every day or children wishing to have a hotter breakfast can choose from toast, pancakes and crumpets.

They can enjoy fresh milk or water to accompany their breakfast.

Breakfast is available until 8.30am after this time children will only be offered fruit or a cereal bar due to time restrictions.

### Out of School Club

3.30pm – 6pm Term time only

£7.50 per child per day

Younger children are met by staff and are escorted to the Out Of School Club room, older children make their own way directly to the room where, after registration, they can freely choose to enjoy a craft activity, relax in the quiet area, read a book, play a game, or weather permitting play outdoors. At around 4.30pm each afternoon we offer the children a tasty snack and refreshing drink, however this is not intended to substitute an evening meal received at home.

We recognise the importance of healthy nutrition for children and we ensure fresh fruit is always offered as an alternative to that day's snack. Each week's snack menu is on display for both children and parents to see.

Any specific dietary requirements must be stated on the administration form. Out Of School Club will, where possible, try to cater for specific dietary requirements. Where this is not possible parents are welcome to provide an alternative snack for their child.

## What Out Of School Club has to offer your Child

Through themed topics we aim to provide a wide range of both indoor and outdoor activities such as:

- Cookery
- Craft
- Board Games
- Reading Area
- Construction Area
- Quiet Area
- Outdoor Sports
- Team Games

### Important Information

You can contact staff directly on the following mobile number: **07928448599**

Phones are switched on from 7.45am to 8.50am and 3.30pm to 6pm, Mon to Fri. At all other times please either leave a voice or text message and staff will get back to you or call the school office on 0151 639 2991 if it is an emergency.

### Out Of School Club Terms and Conditions

We cannot accept any child unless we have:

- A fully completed and signed registration form
- Emergency consent form
- Payments must be paid **in advance** for childcare, paid online through BACS. Payment in cash can only be accepted for additional sessions. Cash must be handed by the parent to a member of staff. A receipt will be issued for any cash payments at the time of payment. This should be retained as proof of payment.
- Parents and Carers can access OOSC via the outer hall door. A member of staff will bring your child/children to you in the parent waiting area.
- Written notice must be given if a child is to be collected by anyone other than the usual carer. The person collecting must be over 16 and known to staff and the child.
- Two weeks' notice must be given for long term changes of days
- If you are held up and will be late collecting your child you must contact staff and let them know when you hope to arrive

As stated in our behaviour policy, Out Of School Club has the right to exclude children who demonstrate unacceptable behaviour from various sessions and trips. This is for the child's own safety and that of others.

Please remember these terms and conditions have been set in place for everyone's benefit.

Late collections after 6pm will be charged £7 for the first 15 minutes.

### **Uncollected Children Policy**

Ss. Peter & Paul Out of School Club endeavours to ensure that all children are collected by their parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late

If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by at least two members of staff.

When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged.

Over 30 minutes late

If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.

The child will remain in the care of two of the Club's staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

### **Managing persistent lateness**

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they will lose their place at the Club.

## Policies and Procedures

### **OUT OF SCHOOL CLUB ADMISSIONS AND CHARGING POLICY**

Out of School Club is open to every family in the school.

#### **Booking/Charging Procedures:**

A form **MUST** be completed to register your child **BEFORE** a booking can be made. These are available from the staff.

Places are subject to availability and are allocated in accordance with our admissions policy.

Places are limited to 50 children.

Places must be booked in advance.

When all the places are filled, a waiting list will be established with the following priority order:

1. Children of staff appointed at the school.
2. Looked after children.
3. Siblings of children already attending out of school club.
4. Existing users who require the greatest number of sessions each week during term time.
5. All other children.

This list will be operated on a first come, first served basis.

Emergency admissions will be at the discretion of the Manager/Senior member of staff on duty and dependent on availability of spaces.

Booking Invoices will be issued monthly in advance. Your balance is required to be paid in advance, by the date stated on the invoice.

Late payments may result in your child's place being withdrawn. Out Of School Club is a service and has the right to refuse places if payment is not up to date. You will be given one week's notice to make payment when you are in arrears and if no payment is made, your allocation may be suspended.

If your child is not attending After School or Breakfast Club, you must inform a member of staff. You will be charged for the sessions you have booked.

**Casual Bookings:**

Casual sessions must be paid for in advance, before or at the start of the session.

If, for any reason you have problems or queries with your bill, please do not hesitate to inform the Club Supervisor and the matter will be dealt with confidentially.

**Fees**

After School Club - £7.50 per session/child including a light snack:

Breakfast Club £4 per session per child including a light snack

These prices will be reviewed at the start of each academic year.

Only whole sessions can be booked.

Cancellation of your place will incur the following fees:

More than 10 school days' notice - no charge.

Between 2 and 10 days' notice - half sessional fees will be charged.

Less than 48 hours' notice - full sessional fees will be charged.

- Accident and First Aid Policy

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. There is always at least one member of staff with a first aid qualification present and a first aid kit is kept on the premises and carried on outings. We operate an accident procedure and fire drills and risk assessments are carried out regularly.

- Illness Policy

We are unable to care for children who are unwell and therefore Parents/Carers will be contacted immediately.

- Behaviour Policy

Out Of School Club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. The aim of our behaviour management policy is to help children to:

- Develop a sense of caring and respect for one another
- Build caring and cooperative relationships with other children and adults
- Develop a range of social skills and help them learn what constitutes acceptable behaviour
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement

Out Of School Club will manage behaviour around the following principles:

- Staff and children will work together to establish a clear set of ground rules
- Ground rules will apply equally to all children, staff and visitors
- Positive behaviour will be reinforced with praise and encouragement.
- Negative behaviour will be challenged in a calm assertive manner; staff will be open in stating and explaining non-negotiable issues in a clear calm and positive manner.
- Staff will make every effort to set a positive example by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another
- Staff will facilitate regular and open discussions with children about their behaviour, helping them to understand the negative aspects of their behaviour and enabling them to have their say and be helped to think through the causes of their actions
- Staff will work as a team by discussing incidents and resolving to act collectively and consistently
- Staff will try to discuss concerns with Parents/Carers as soon as possible in an attempt to identify the causes of negative behaviour and share strategies

- Not following instructions, poor behaviour, physical violence or bullying will lead to the child being excluded from the club as every child has the right to play in a safe environment.

### Bullying Policy

Out Of School Club is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our club whether the offender is a child or adult.

Out Of School Club defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse.

Staff will make every effort to create a tolerant and caring environment in Out Of School Club, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

- Specific Needs Policy

Out Of School Club is aware that some children have specific needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare.

- Equal Opportunities

Out Of School Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment free from discrimination for everyone in our community.

Out Of School Club aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. Out Of School Club will challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, Nationality, class, religion, culture, gender, language, sexual orientation and disability.