



After School Club Phone Number: 07902 261459

Blackhorse 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
- General Information
- Registration Form
- Registration Form – Health Allergy Disclaimer





Blackhorse Primary School After School Club

Terms and Conditions

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. A member of the After School Club team has undergone paediatric first aid training.

Sick Child Policy

Parents must inform the School Office 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 deg F or 38 deg 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 Blackhorse 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. Sessions must be booked through Arbor. This allows you to select the sessions that you require and to pay for these sessions too.

YOUR CHILD MUST BE BOOKED ON TO THE CLUB BEFORE 12 NOON ON THE DAY REQUIRED OR RISK BEING TURNED AWAY IF THE CLUB IS FULL.

Fees & Payment

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. There is no reduction in the cost of a session if a child is collected early, or attends later because they have been attending another club i.e Playrangers.

For example: if your child attends Playrangers until 5pm and you then wish them to attend the After School Club – the full fee of £9.50 will still be due. Playrangers will also need to be paid as usual. This is because we cannot offer a partial place for a child as we still have to pay to have staff in place to cover all sessions, regardless of how much of the session your child attends.

Payment must be **paid in full on booking unless using Childcare Vouchers** via Arbor. (If you wish to use Childcare Vouchers, you must still make your booking through Arbor and we will allocate your vouchers as we receive them.)

If any fees remain outstanding one working week from becoming due you will receive a text/email reminder. If fees remain outstanding one working week from the initial notice, a written reminder will be issued. **If fees still remain outstanding after the written warning your child's place will be cancelled.**

The fees are as follows:

The cost of each session is £9.50

(A session is from the end of the school day until 6pm Monday-Friday, term time only.)

Cancellation

If parents do not wish their child to attend a session they must notify the After School Club Supervisor or 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. Removal will also be considered where a parent/guardian is persistently late collecting. There would 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. All of these policies are available to view on our website www.blackhorseprimary.org.uk

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 Blackhorse Primary School which incorporates both anti-bullying and racial equality.

Severe Weather

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

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the After School Club Supervisor or School Office immediately, following the school's Complaints Policy. A complaints form is available on our website if you would prefer to complete electronically and email to the School Office at office@blackhorsepri.org.uk

Blackhorse Primary School After School Club



General Information

Start Times

The After School Club will run from 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 member of the After School Club will collect the children from their classrooms or club and escort them to the Club, where they will be signed into the after school club register.

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 will be provided by the club at the beginning of the session. Juice and fresh water will be freely available throughout the session.

Arbor

Parents pay for the After School Club via Arbor. Arbor is a simple payment service that enables parents to pay online or through the app by instant transfer from your bank account. If you still require any further assistance regarding using the Arbor, please contact the school office who will be more than happy to offer guidance. Payment with Childcare Vouchers will also be accepted but you will still need to make your bookings through Arbor (please speak to the school office for more information if you wish to pay by voucher so we can ensure we are registered with this provider).

Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions, where places are available up to 12 noon on the day of the booking.

The procedure for ad-hoc sessions remain the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health Forms must be completed before a child attends the After School Club.

Contact Numbers

You can contact the school during school hours on the school telephone number 01454 866570 and the After School Club Team during Club hours on 07902 261459.



Blackhorse Primary School After School Club

REGISTRATION FORM

Child's Name _____ Age: _____ Class: _____

Attendance:

I would like my child to attend After School Club and will book the required sessions through Arbor.

		YES/NO
I would like to pay by Childcare Voucher (please speak to the School Office regarding this in the first instance to ensure Blackhorse is registered with your voucher provider)		
Are there any special access or custody arrangements of which we need to be aware? Please provide details below:		
1st Contact:	2nd Contact:	
Name:	Name:	
Mobile Tel:	Mobile Tel:	
Address:	Address:	

(It is essential that you provide us with two contacts in case of emergency)

Behaviour Contract:

I understand that my child is expected to follow the school's behaviour policies when attending After School Club and that the school reserves the right to withdraw the service to any child behaving inappropriately.

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

PRINT NAME (PARENT/GUARDIAN):	
SIGNATURE OF PARENT/GUARDIAN:	
DATE:	

Completed forms should be returned to the School Office

Blackhorse Primary After School Club



Registration Form

Health – Allergy Disclaimer

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:

Doctors Name/Address/Tel:

Details of any medication/allergies/relevant medical conditions: