



## **Athelstan Community Primary School** **Before and After School for Early years** **Policies and Procedures**



## **Contents**

Contact names and Contact numbers of staff

Before and after school Vision and Aims

Admission Procedures

Working in partnership with Parents

Attendance/Collection

Fee Information

EYFS Policy

Session procedures

Food and Hygiene Policy

Healthy Eating

Emergency Procedures and Contacts

Illness /Accident

Dress Policy

Confidentiality/behaviour

Resources

Security

Uncollected Child Procedure

Complaints

Policies

## **Before and After Club Staffing**

### **Management**

The club is part of the main school structure at Athelstan so, as such, is under the re-mit of the normal school leadership team and governance. Direct day to day management of the provision is undertaken by Mrs Hutton, Deputy Head teacher and Early Years Manager

### **Play Leader**

Miss Alison Leggott

### **Play Worker**

Mrs Pam Lingard  
Mrs Kelly Wood  
Miss Andrea Farrar

### **MAIN CONTACT ADDRESS/TELEPHONE NUMBER**

Athelstan CP School  
Rose Ave  
Sherburn in Elmet  
LS25 6AY

01977 684037 select option 2 during school hours 8.15am - 4pm

Mobile contact out of school hours **07759 971665**

## **Athelstan CP School**

### **Vision**

**To excel in the provision of first class child care, in a safe, fun and happy environment**

### **Before and After School Club Aims**

Together with parents we aim to:

- Provide a secure and caring environment within which our children can play.
- Develop confident children with lively and enquiring minds.
- Promote morals, values, independence, motivation, and co-operation, which will encourage our children to do their best for themselves and each other at all, times.
- Develop an awareness and appreciation of our community and the wider world.
- Offer an inclusive service, accessible to all children in the community
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment
- Encourage children to take responsibility for themselves and their actions
- Provide a range of resources and equipment which can be used under safe and supervised conditions
- Work in partnership with parents to provide high quality play and care
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the Club and to listen and respond to their views and concerns

## **Admission**

It is our intention to make our club genuinely accessible to children and families from all sections of the local community. In order to do this we will:

- Ensure that the existence of the club is widely known
- Work on first come first served basis
- Monitor the gender and ethnic background of children joining the club to ensure that no accidental discrimination is taking place
- Make our equal opportunities policy widely known
- Where appropriate, allow for short-term additional placements beyond 'capacity' to cater for emergency childcare situations

We welcome children into the provision from the age of 2 -5. The provision is open from 7.40am until 8.40am in the morning and 3.00pm until 6.00pm in the evening term time only.

The maximum number of children we ordinarily take on roll in any one afternoon session is 20 and 20 in a morning. This will be reviewed termly to meet any increased demand however restrictions will apply based on the pupil to adult ratios.

In the event of over-subscription, we will prioritise admission in the following order:

- Pupils already having a part offer in the setting
- Siblings of pupils already in the setting
- Any other spaces will be offered on a first come first served basis using our waiting lists

We cannot guarantee sessional availability until booking deadlines and all sessional need has been calculated. Typically for the main September intake, we can complete this process and notify parents of spaces offered by mid-late May.

Because we are popular and operate a waiting list, parents must inform the Early Years Manager/school office of needs as soon as possible. Details of waiting lists will always be made available.

Children with special needs are welcome in the provision. The child's individual needs will be assessed with parents and the Early Years Manager and the care needed will be agreed.

Once a parent replies back with the signed copy of the contract, they are committed to those sessions as per the payment policy below. Sessions cannot be kept open without payment, sessions may be booked to accommodate shift patterns at the discretion of the a school if places are available.

### **Working in partnership with parents**

At Athelstan School out of School Club we recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care.

We therefore aim to keep parents and carers fully informed of policies, events and activities at the Club, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the Club.

We do our best to keep parents informed about the Club by:

- Inviting parents to visit the Club before their children start.
- Giving all parents a copy of our **Club Handbook** which outlines how the club operates and includes contact details. We also give parents a copy of our **Behaviour Management** policy.
- Notifying the parents of staff who will be working with their children when they start at the Club.
- Making all of our policies available at the Club for parents to consult whenever they like.
- Parents will be notified by the Play Leader of any incidents during the day. Blue medical slips are issued in line with school procedures.

We actively welcome parents and invite their input into the Club in the following ways:

- We collect information from parents which will help their child to settle at the club (via the **Registration** and **Medical** forms and, for EYFS children, their learning journey).
- We involve parents in settling their children in at the Club (in accordance with our **Child Induction** policy).
- We consult fully with parents to establish the care requirements for children with additional needs.
- We greet all parents when they arrive to collect their children, and exchange any relevant information (eg any accidents, participation in today's activities, etc).
- We can be contacted at all times, even out of Club hours, via telephone and email (see our **Club Handbook** for contact information).
- We conduct an annual satisfaction survey of parents and children at the Club to gain regular feedback.
- We always seek and obtain parental permission for, photographs, applying sun cream, etc.
- We can arrange for parental discussions with staff outside of Club hours if necessary.
- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our **Complaints** policy

### **Induction for new children**

The new child will be introduced to all members of staff and informed about any other regular visitors to the club. The Club's activities, rules and routines, such as snacks, registration, will be explained. The child will be shown around the Club and told where they can and cannot go. The fire evacuation procedure and the locations of all fire exits will be explained. The child will be introduced to the other children at the Club

Staff will keep a close eye on the new child and will ensure that they are happy, engaged and feel secure in the Club environment. If a child seems to be taking an unusually long time to settle in, this will be discussed with their parents or carers to see what can be done to make the transition easier. Children should not bring unnecessary money to the club. If this is unavoidable please inform the Play Leader. If your child has pierced ears, only studs or sleepers should be worn. If a child brings toys or personal items to the club, they must take responsibility for them.

### **Early Years Foundation Stage Policy**

Athelstan Out of School Club is committed to delivering the Early Years Foundation Stage (EYFS) as set out in the *Statutory Framework for the Early Years Foundation Stage 2012*. EYFS applies to all children from birth through to the end of their reception year. More information about EYFS is available from the Department for Education's website.

The designated EYFS coordinator is Mrs Hutton. She will ensure that staff receive relevant EYFS training and work in partnership with the setting teachers. Mrs Hutton will meet regularly with the out of school club staff to agree next steps for the development the children.

The Club provides a mix of adult-led and child-initiated activities. The Club always follows play principles We recognise the four overarching principles of EYFS:

**A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.

**Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.

**Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.

**Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

### **Attendance**

An attendance register will be kept for all children attending the club. Please inform the club Play Leader in the event of your child's absence (either through illness or holidays) as soon as possible.

If parents require extra sessions over and above their agreed days, please inform the school office and we will try to accommodate these requests. 24 hours' notice is required unless an emergency situation.

### **Collection**

All children must be collected by a parent/guardian named on the registration form by the agreed time. If you wish your child to be collected by someone else, please inform the Early Years Manager in person or leave a message with the school office. Should the Play Leader have any doubts regarding this information then a parent would be telephoned. Consistently late pick-ups will incur extra costs in the running of the club and we would appreciate prompt pick - ups by 6pm. Failure to collect on time will result in billing at 'full cost recovery' chargeable at £5 for every ½ hour late or part thereof. Consistent failure to collect on time will result in the reallocation of places.

### **Fees**

All fees will be required at the beginning of each HALF-TERM; fees are due in advance. We ask for a commitment to sessions over the coming term. There are no reductions for holiday/sickness/cancellations without due notice (1 month in writing). Payment is requested online via ParentPay. Invoices are generated for a half term in advance. If any arrears remain at the end of a full-term, a place will unfortunately no longer be available for the following term.

Payment can be made through the child care vouchers linked to salary sacrifice schemes. Please discuss this with The Early Years Admin Officer or School Business Manager.

We may also ask you to take your child out of the provision, should you not make payment in accordance with our terms. We may also take appropriate legal action through NYCC to recover unpaid fees.

### **Sessional Fees – April 2017**

#### Breakfast Club:

7.45am – 8.40am                      fees payable £4.00

#### After School Club:

3.00pm – 6.00pm                      fees payable £10.00

These rates are reviewed annually by the Governing Body and all parents will have written notification of fee changes, during the Summer Term, ready for implementation the following September. Parents who use funded hours to attend the before and after school club will be charged for additional services, food and snack. See costs

	Breakfast	Tea
Funded place charge	£1.00 daily	£2.00 daily

### **Termination of agreement**

We require one month's written notice to terminate any agreements. Amendments to existing agreements will be looked at sympathetically to fit in with any change of work patterns, but cannot be guaranteed. Unfortunately our setting can only take 'ongoing' bookings for the same sessions every week and are not able to make additional provision for flexible/shift work patterns unless approved with the Early Years manager Mrs Hutton.

### **Breakfast Club**

Children will arrive in the setting at various stages throughout the morning from 7.45am onwards. A variety of breakfast choices will be available each morning for the children to choose from. Last breakfast service is at 8.15am to allow time for tidying up and preparing for morning school. If you are running late and your child has not had breakfast, please telephone ahead and the staff will try and accommodate late service. The children can choose activities to participate in before they are collected and taken across to their classes at 8.40am

### **After School Club**

3.00/3.10pm - Children in Early Years classes are brought to the setting from their classrooms by staff. Children are initially provided with a drink and a snack. Once snack is over the children have free choice within the setting: children are also provided with a light tea which is served at 4.30pm. A two week rolling menu is offered. Please see setting staff for the terms menu choices. All of our menus have been designed to ensure best possible nutritional balance.

### **Food and Hygiene Policy**

Those responsible for the preparation of food should be fully aware of hygiene and storage regulations.

- All should hold a level 2 food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use.
- Children should be encouraged to wash their hands and before and after eating food. Children should not be allowed in food preparation areas.
- The kitchen area school should be free of contamination, dust, flies, rodents etc and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly..
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children and will be drunk in a designated kitchen area which is locked to children.
- Staff preparing food will adhere to personal hygiene recommendations at all times.

## **Healthy Eating Objectives: What we want to achieve.**

- Ensure that all meals available in school are healthy
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable
- Promote food that reflects the healthy eating messages taught in the classroom
- Encourage healthy eating

### **Session activities**

Outdoor play (weather permitting)

Creative play /messy play etc

Group and Table Top activities – such as baking, model making, games etc

Computer activities including use of ipads

TV and interactive games

Music and movement

### **Medical Procedures**

If it is important that your child needs to take medicine whilst in the setting i.e. antibiotics, please discuss this with the Play Leader who will ensure the correct administration of the medicine and storage. The setting will follow the schools

**Medication Policy** .Written consent must be provided by the parent/guardian in all cases. Forms are available either via the Play Leader or from the main Early Years School Office.

### **Inhalers**

Parents should ensure that if children require inhalers they should ensure that they are accessible in the setting.

### **Emergency contacts**

Parents are requested to complete a registration form, listing contact numbers in case of an emergency. PLEASE remember to keep this information up to date informing the club of any changes immediately Registration forms are issued with this booklet.

### **Illness/Accident**

If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection. If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected

If necessary the Play Leader will act to get medical treatment for your child if we are unable to contact you. An accident and incident record book is available at each session recording the time, date and action taken. Parents are told promptly of any accident involving their child .If your child is sick or has diarrhoea then they will not be able to attend the setting for 48 hours as per school policy on sickness. Please refer to the infection control chart on the school website (under useful information ) for details of all other illness exclusions.

### **Dress Policy**

No change of clothes is required - school uniform as normal. For Raindrops children the normal policy for school clothing should be followed.

### **Confidentiality**

The setting will follow the schools own policy on Confidentiality. We will always ensure that all those using and working in the before and after school club do so in confidence. We will always respect confidentiality. If sensitive information comes to light which causes concern with regard to child wellbeing or of a child protection nature, this will be passed immediately to the Head teacher as designated lead for Child Protection and Safeguarding in line with the school policy on safeguarding.

### **Behaviour**

The setting will follow the school behaviour policy with the following additions

- We will always give praise and encouragement.
- We will provide a safe and stimulating environment.
- We will give the children a choice.
- We will ensure children enjoy and express themselves.
- We as adults will be consistent.
- We will ensure children take turns, look after one another and care for the environment.
- We will ensure they are distracted from dispute and avoid confrontation.
- We will take into account the needs of any child with special needs.

### **Resources**

The toys and equipment in the setting provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- Is appropriate for the ages and development stages of the children.
- Will offer challenges to developing physical, social, personal and intellectual skills.
- Will feature positive images of people, both female and male, from a range of ethnic and cultural groups, with and without disabilities.

- Will encourage a range of raw materials that can be used in a variety of ways and encourage an open ended approach to creativity and problem solving.
- Will conform to all relevant safety standards and are well made and represent value for money.

### **Setting Security**

At Athelstan School before and after School club the security of the children is our first priority. The external doors are all kept securely locked and access to the building is via door bell and fob access only. The school **security policy** applies in all situations.

Visitors to the school must sign in and out of the school at all times and staff are asked to challenge any persons on the premises who do not follow these procedures.

When children first join the Out Of School Club they will be allowed to settle in at their own pace. We encourage parents or carers to visit the premises with their children shortly before they are due to start. This gives the children the opportunity to look around the Club and ask any questions.

### **Uncollected Child Procedure**

In the event that a child is uncollected after 6pm, the following procedure would be put into practice: This policy is in line with the school policy for an uncollected child.

1. Two members of staff will remain with the child.
2. We will wait until 6.10pm after the session ending at 6pm, to see if the child is collected. (If the child is still not collected at this time we will ring the child's emergency contact numbers.
3. Contact will then be made with a senior member of staff to take advice.
4. If we have no response to any messages, which have been left by 7pm then we would inform the Police and Safe Guarding Children services in line with school policy.
5. We would then act on any advice given by these two services.

At all times we will endeavour to ensure that the child does not become anxious by keeping them occupied. As always the care of the child is of paramount importance.

Local Police Number: 101

Children and Young Peoples service

## **Emergency Evacuation/Closure Procedure**

Athelstan School Out of School Club will make every effort to keep the provision open, but in exceptional circumstances, we may need to close at short notice. The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken: If appropriate the Play Leader will contact the emergency services.

In line with the school emergency procedures children will be escorted from the building to the assembly point using the nearest safe exit.

No attempt will be made to collect personal belongings, or to re-enter the building after evacuation. A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk. The register will be taken and all children and staff accounted for.

If any person is missing from the register, the emergency services will be informed immediately. The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (Emergency response guide, teachers2 parents). All children will be supervised until they are safely collected.

If after every attempt, a child's parent or carers cannot be contacted, the Club will follow its **Uncollected Child** procedure.

## **Complaints Procedure**

Athelstan School aims to provide a high quality, efficient and accessible service to parents and children.

The way that we work is reviewed regularly. However, from time to time a parent or child may feel that they have a complaint against some aspect of our before and after School provision. Usually it should be possible to resolve any problems as soon as they occur. Any parent who has a complaint should discuss this initially with a member of the club staff or the Play Leader. The Play Leader will liaise with the people involved in the complaint and rectify where possible the problem within 7

days. If the complaint is not satisfactorily resolved, then you can contact the head teacher via the School Office. Please see the Complaints Policy and procedure on the school website.

If the complaint is on a more serious level e.g. Safeguarding Children, then the headteacher should be immediately involved. The headteacher can be contacted via the School Office.

### **Before and After School Policies Policies**

As the setting is an integral part of our school provision, it operates within our usual school policies with regard:

- Behaviour
- Safeguarding and Child Protection
- Complaints
- Late Collection
- Manual Handling
- Intimate Care (including changing nappies etc)
- Staffing Policies
- Equal opportunities
- Health and Safety
- Special Needs
- Educational visits
- Medications
- Whistleblowing Policy

Copies of the above are placed on our school website: [www.athelstan.n-yorks.sch.uk](http://www.athelstan.n-yorks.sch.uk)

### **Exceptions to normal school policies:**

Admissions – as noted in this prospectus, admission to the before and after school club is on a first-come-first-served basis.

Behaviour – Athelstan School reserves the right to terminate, without notice, provision for any child whose behaviour is not appropriate and cannot be managed within the normal constraints of our Behaviour Policy. In most circumstances, parents will be aware in advance, with fair warning given.

Health and safety - Staff have undertaken specific early Years Health and safety training