



## CLPT Primary Hub Before & After School Club Policy

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### Introduction

The Club is run by CLPT Primary Hub and exists to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8:00am – 8.40am and from 3.10pm – 4.30pm term time, and current costs for each session are as follows:

- Before School Club £1.50 per day (children will provided with a choice of toast / cereal and juice / milk)
- After School Club £3.50 per day

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

### Admissions

- Only children attending Woden Primary School are eligible to attend Club.
- All places are subject to availability and booked and paid for via Pay360.
- Places can be booked for individual or multiple days, subject to availability, but all sessions must be paid for in advance at the point of booking.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### Arrival and Departure

Before School Club:

- Parents/Carers are required to bring their child directly to the Hub and sign them in. A member of staff will be there to collect your child.
- All club children will be taken into the Hub and then escorted to their appropriate classroom at the start of school.

After School Club:

- Collection of Infant & Junior Children will be by a member of the club staff from Hub or escorted to meet the club staff by a member of school staff.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.



#### Departure:

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club.

#### Daily Routine

##### Before School session:

- 8.00am children arrive at club and registration
- Children participate in a range of activities.
- 8.30am tidy up time encouraging the children to take responsibility for the Club environment.
- 8.40am children collect their coats and bags and are escorted to classrooms

##### Afternoon School session:

- 3.10pm – children go to club and registration
- 3.10pm – 4.20pm Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4:20 tidy up time encouraging the children to take responsibility for the Club environment.
- 4:30pm parents/carer/appointed pick up person will collect child from the Hub.
- Please ring school on: 01902 558880 and select appropriate extension number for Hub to inform staff of any issues.

#### Behaviour

##### Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.

##### Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

##### Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide not to allow the child to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.



#### First Aid

- All accidents will be recorded using the school recording system, accurately reported to the parents/carer upon collection and signed by a member of staff.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

#### Missing or Uncollected children

##### Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

##### Uncollected children

If a child has not been collected by 4:30pm 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 Services will be informed.

A charge will be levied for late collection. **A fee will be applied for late collection from 4:30pm onwards at £1 per minute per child.** This charge will be added to the following month's invoice.

#### Payment of Fees

It is a requirement of the club that parents pay their fees promptly in advance or on the day to secure the place since these are limited for health and safety purposes.

The parent signing the clubs' registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Fees should be paid upfront using Pay360.

Procedures for payment of fees:

- Please ensure you check Pay360 and notify school as soon as possible should you have any queries.
- If payment is not received, this may result in a parent losing their childcare place or a child being unable to attend.

Related Whole School Policies:

- Child Protection policy
- Equal Opportunities policy
- Health and Safety policy



CLPT Primary Hub Before & After School Club Agreement

I .....parent/carer of .....class.....  
have read and accept a copy of the club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to the  
Before and After School Club each Term when invoiced.

The sessions in this contract are for the following sessions:

- Before School Club 8:00am – 8.40am
- After School Club 3.10pm – 4.30pm

Parent Signature .....Date .....  
Print name .....

Signed on behalf of the Before/After school club.....Date .....  
Print Name .....



CLPT Primary Hub Before & After School Club Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

MOTHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				

FATHER/CARER INFORMATION

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				

OTHER CONTACT INFORMATION – Please provide at least two

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
PHONE: Club time	1.				
Mobile	2.				
Home	3.				
Work	4.				
RELATIONSHIP TO CHILD					



PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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Is there a current Health Care Plan in school?                      Yes/No

DIETARY INFORMATION

Allergies

Veg

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		