



## After School Club Policy

To enable our After School Club to run as safely and enjoyably as possible for all concerned, guidelines have been introduced and the policy set out below has been drawn up.

Children wishing to join the club must have permission requested by parents at the School Office to enable them to join. The After School Club has limited spaces. If the number of children wanting to join exceeds the limit then a waiting list will be set up. Minimum numbers will apply for the Club to continue to operate.

### POLICY

This document sets out the responsibilities of all those concerned with organising and taking part in our After School Club at St. Joseph's Catholic Lower School.

The Club's responsibilities are to:

- Ensure that the children are appropriately supervised throughout the period of their attendance
- Promote acceptable behaviour by children by their own example
- Ensure the health and safety of children attending

The Parent's responsibilities are to:

- Enrol their child/ren by giving correct information to the School Office
- Ensure that their child/ren are collected promptly at the end of the Club and inform the Club leader when their leave with their child

The Children's responsibilities are to:

- Tell the Club leader if they need to leave the After School Club for any reason
- Behave in the same way that would be expected of them during normal school hours

The School's responsibilities are to:

- Ensure that a full risk assessment is carried out for all activities
- Ensure that there is a member of staff present on the school premises during all Club activities
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised during After School Club
- Ensure all children's needs are met (where needs cannot be met without significant additional resources children may not be able to attend)
- Ensure that if children are judged to be a danger to themselves and/or others they will not be able to attend

**Opening Hours**

The After School Club is open from 3.15pm to 6.00pm for after school care, Monday to Friday during term time only.

**Ages of children**

The club accepts children of school age (4 years and in our Reception Class) up to 13 years.

**Fees**

Fees are charged at £3.00 per hour or part hour for the eldest child. For any subsequent children of the same family the fees are £2.25 per hour or part hour per child.

Invoices are sent out weekly in arrears and fees must be paid promptly.

**Collection of children**

All children must be collected before the advertised closing time. Parents will be charged for any staff costs incurred by a late collection. If we are unable to contact yourself or an emergency contact before 6.30pm we will contact the police and social services.

Children will only be released to an adult known by the Club leader. If you wish someone else (other than named parent) to collect your child, please telephone the school office before 4.30pm or send a written note with your child stating the name of the person and the date the arrangement is for.

**Snacks**

We will provide a light healthy snack after school.

**Medication**

If your child normally requires medication, please make sure the Club leader is aware of this. If your child has been prescribed short term medication we must receive a completed medicine form, without which we will not be able to administer any medicine.

Any medication should be given to the Club leader who will place it with the First Aid box for supervised use as necessary.

**Child Protection**

We have a duty to protect children in our care and follow the school's Child Protection Policy at all times.

**Personnel**

Club Leaders: Elaine Devine, Maria Vegneris, Karen Gandy