



Kidmore End CE Primary School
After School Club

Opening times: 3.15pm to 6.00pm
(Monday-Thursday, term time only)

Telephone: **07902 512113** (session times only)

For bookings: 0118 357 3149

email: asc@kidmore-end.co.uk

Welcome to Kidmore End After School Club. The group has been running successfully for many years, run by Mrs Barbara Pearce, who retired in October 2017, since when the club has been run by Kidmore End CE Primary School. We provide a relaxed and friendly atmosphere with a variety of activities to suit all. We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but, if there is anything you are not sure about, please feel free to ask a member of staff who will be more than happy to help you. The Club is held in the school hall, where the children's belongings are stored and registration takes place. We also use the playground when it is available and the weather allows. Access for parents is through the front door of the school building, by the Office.

After School Club provide a meal, after school childcare and an opportunity for your child to engage in social activities. The club will allow your child to relax and play in a safe environment while you safely make your way back to them at the end of the day.

Once the children have arrived at the club, they will be given tea (often with a cooked option) and a drink, and then they will be able to participate in a varied range of activities chosen by the children themselves.

Typical Session

3.15 – 3.30	Registration.
3.30 – 4.30	Outdoor play/Craft activity
4.30	Tea Time
5.00 – 6.00	Outdoor play/Craft activity
6.00 or earlier	Collection – Parent/Guardian signs book

Drinks are available throughout the session.

Please complete the Registration Form at the back of this pack and return it to the school office, together with a signed copy of the Club Agreement. If you have any questions, you can contact the school at any time; we are happy to help with any queries and we want to ensure that your child enjoys their time at the Club.

We are committed to Equal Opportunities and all children who attend the school are invited to attend the Club.

Staffing

Our experienced staff members meet the criteria necessary for working with children. They attend regular training to update their skills e.g. First Aid and Safeguarding Training

Three or more experienced staff members run each session, according to numbers of children present.

Play workers	Kate Southern
	Sally Butler
	Alison Williams
	Clare Jordan
	Nicky Laverick

Mrs Heffer is responsible for administration including bookings and invoicing. Please direct enquiries to asc@kidmore-end.co.uk rather than the general office email.

Children's Personal Records

At the end of this document is a Registration Form which you should complete and return as soon as possible. Providing this information will help us give the best care for your child. We are required by the Children's Act (1989) Regulations to keep and maintain this information about your child. All information given is confidential and used on a need to know basis. Records are kept securely and you are free to see them at any time.

Fees

A short session (to 4.15pm with no tea) is £5.50 and a full session is £11.00 per day. Payment is required by the end of each half-term, with invoices sent out weekly. Once your child is enrolled in Kidmore End CE Primary School you will be given a login to our PMX system where we ask you to pay online – payments can also be made in cash.

Please Note: We ask for a week's notice to cancel a session e.g. for a playdate or for a child to attend another event. Charges will not be made for children who are absent through illness. A child with an infectious or contagious illness should not attend After School Club. If a child is obviously unwell, the parent/guardian will be contacted and asked to take them home.

Many employers have childcare voucher schemes and we are happy to accept these. If you are having difficulty in paying your fees please contact our School Business Manager, Mrs Hawker, via the school office or email bursar@kidmore-end.co.uk, who will be happy to discuss a payment plan.

Activities

With all our activities we will naturally pay close attention to the children's safety and security at all times; please refer to our Health and Safety Policy / Risk Assessments for further details. School gates are locked at the end of the school day for safeguarding and health and safety requirements.

Emergency

A qualified first-aider is present at all sessions. However, in the event of an emergency, an ambulance would be called and the child taken to hospital, if necessary. Every effort will be made to contact the parent/guardian.

Child Protection/Safeguarding

All carers of children have a responsibility to promote the welfare of the children in their care.

A Safeguarding Policy is in place and all members of staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Head teacher. It is the duty of the Head teacher to make a referral to the Multi-Agency Safeguarding Hub (MASH) if there are any concerns.

Complaints

We work hard to provide an excellent service for your child. Should you be unhappy about any part of our service, please speak to a member of staff and we will try to resolve it as soon as possible. Should this not be the case, we do have a complaints procedure in school, a copy of which can be made available to you and is available on the school website.

Policies

Our policies are available on the school website or from the school office and can be made available on request. These include: Equal Opportunities, Safeguarding, Health and Safety, Confidentiality and Complaints.

Kidmore End After School Club Registration Form and Agreement

Please complete ALL PARTS of the form, sign and date where indicated, and return to the school office.

Name of child	
Date of birth	
Class teacher	
Name of parent/carer (1)	
Relationship to child	
Home telephone	
Mobile telephone	
Work telephone	
Email address	
Name of parent/carer (2)	
Relationship to child	
Home telephone	
Mobile telephone	
Work telephone	
Email address	
Doctor's Name	
Doctor's address	
Doctor's phone number	
Has your child had all their childhood immunisations?	
<i>Please give date of last tetanus immunisation:</i>	
<i>Medical History (including any medical conditions which may affect daily care eg. asthma, allergies.)</i>	
Does your child have any special dietary requirements?	
Please provide any other additional comments that you would like us to know about your child	

I consent to any emergency medical treatment necessary during the running of the club. I authorise the school staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Signed:

Date:

I consent to my child being photographed by After School Club staff for display / school website page.

Yes/ No (delete as appropriate) Signed:

Date:

I/we agree to:

- Give up-to-date information about my child/children, including any change of emergency contact details
- Pay fees promptly - please note a week's notice should be given for planned absence e.g. a party/playdate.
- Ensure that my child is collected before or at 6.00pm every day
- Sign my child/children out every day
- Inform the school if my child/children are to be absent from After School Club

I/We have read, understood and agree with the above(signed)

.....(date)