



**Kidmore End CE Primary School
After School Club**

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

Updated May 2024

Welcome to Kidmore End After School Club. We provide a relaxed and friendly atmosphere with a variety of activities to suit all. The Club is held in the school hall, or sometimes the Learning Zone, where the children's belongings are stored and registration takes place. We also use the playground when the weather allows. Access for parents is through the front door of the school building, by the Office. We can provide regular sessions on the same day(s) each week, or ad-hoc sessions as and when required. We cannot guarantee availability for last-minute ad-hoc bookings.

To book in advance please email asc@kidmore-end.co.uk, not the general office email. Please include in your email your child's full name and year group, the date(s) of the booking and whether you require short or full sessions. Please note bookings for any given week must be made before 3pm the Thursday before.

After School Club provide a light 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.

For children attending a full session, a light tea is provided, which might be a sandwich or a small cooked meal such as macaroni cheese or pizza, at about 4.30pm.

Typical Session

3.15 – 3.30	Registration.
3.30 – 4.30	Outdoor play/Indoor play/Craft activity
4.15	Latest time to collect from a short session.
4.30	Tea Time
5.00 – 6.00	Outdoor play/ Indoor play/Craft activity
6.00 or earlier	Collection

Drinks are available throughout the session.

Please complete the Registration Form/Agreement at the end of this document and return it to the school office before your child's first session. (A paper copy can be provided if required.) If you have any questions, you can contact the school at any time by phone or email to asc@kidmore-end.co.uk; 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.

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

Play workers	Kate Southern
	Sally Butler
	Alison Williams
	Clare Jordan

The School administration team are 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 before your child's first session. 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 £6.00 and a full session is £12.00 per day. Sessions are invoiced in ParentMail PMX a half term in advance and payment is due at the beginning of the half term to which fees relate. Advance payments are of course very welcome. Payment is accepted via ParentMail PMX using credit or debit card, or via Childcare Vouchers or the Government's Tax-Free Childcare Scheme. If you use Childcare Vouchers your account will be credited upon receipt of the provider's payment advice. We do not receive an advice for payments by Tax-Free Childcare, so your account will not be credited until we see the credit to our bank account.

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.

Please note: All bookings are chargeable on confirmation. We ask for a half terms notice to cancel any regular sessions. Please ensure you advise us if your child will not be attending a booked session, although this isn't necessary if your child is absent from school on the day of the session.

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 collect them.

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.

Late Collection

Please note it is your responsibility to make alternative collection arrangements if you are unable to collect your child(ren) on time (i.e. 4.15pm or 6pm latest (as applicable)). All our staff have family commitments and so need to leave promptly. We do keep a record of late collections and will make an additional charge to cover staff costs if your child is collected late.

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 Designated Safeguarding Lead, or 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

We hope that you find this document 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.

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)