



Our Lady of Fatima Catholic School

Before and After School Club



Parent Handbook 2016-17

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‘We welcome everyone into our community to live, love and learn together in the light and example of Jesus Christ’.

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General Information

Our Lady of Fatima Before and After School Club is a facility set-up by the school, to provide childcare for the children outside of school hours. The club is based at the school and has a dedicated room for its main base. The club will also use the school hall and grounds when reasonably possible. The club is open to all children attending the school subject to places being available and ability to meet the individual needs of pupils.

Statement of Purpose

The aim of Our Lady of Fatima Before and After School Club is to provide high quality out of school child care, offering a range of play, study and leisure activities in a welcoming atmosphere.

Club Information

The club can be contacted at:

Our Lady of Fatima Catholic Primary School
Winchfield Drive
Birmingham B17 8TR

- 1) Club mobile number – 07805511796. This is the number parents should use between 7.45am – 9.00am, and 3.00pm – 5.55pm.

- 2) Manager is available Thursday & Friday morning 9.00am – 10am for any queries regarding the club.
- 3) Tel: 0121 429 2900 - this is the main school number & should only be used in emergency.

Opening Times

The Club is open to children between 7.45am – 8.55am & 3.30pm and 5.45pm every school day.

The Management Board of the club is made up of a committee of School Academy Representatives. It is responsible for overseeing the running of the club and employing staff.

There is a minimum of two qualified members of staff and a ratio of one member of staff to eight children under the age of eight years.

Policies

Admissions Policy: The BASC Committee of School Academy Representatives has an Admissions Policy subject to the club being over-subscribed.

Early Birds and Evening Owls Admissions Policy

The Early Birds and Evening Owls (Before and After School Club) will admit any child who attends Our Lady of Fatima School subject to availability of places, and the admissions criteria below.

The Before School Club will accept up to 36 children on any one day. The After School Club will accept up to 46 on any one day. The club operates a minimum staffing of one adult per eight children under the age of 8 years.

The club admissions roll is reset for every academic year, during the summer term for the following September. The registration fee is payable on application, on an annual basis, and is non-refundable.

The admissions policy of the club is based on the following criteria:-

- A. Staff member's child/ren who attend Our Lady of Fatima School.
- B. Date registration/request is received by the club manager.
- C. Length of time on waiting list.
- D. Bookings depending on available places.

If the club is over-subscribed a waiting list will be maintained, and places offered according to the admissions criteria above.

All appeals will be heard by the BASC Committee, and their decision will be final.

The club follows the Policies of the school including Safeguarding, Child Protection, Behaviour, Anti-Bullying and Health & Safety.

All policies are available from the club and school on written request.

Staff protection

We believe that our staff have a right to work in a safe environment free from verbal or physical abuse. We work to create and promote good relationships between staff and children and parents. Verbal aggression or unreasonably demanding behaviour towards staff by parents is not acceptable and is likely to lead to withdrawal of a child's place. Threats of violence will always be reported to the police.

Confidentiality Policy – as school's policy.

Arrival and Collection of Children Policy

Arrival

In the morning, parents drop off their children via the Winchfield Drive playground entrance. Staff take children to their classrooms in the morning. After school, children are collected from their classrooms and brought to the club each day. Parents must inform the club and school, in advance, if their child will not be attending a booked session.

Collection

All children must be collected from the club door (via Winchfield Drive playground gate) by **5.45pm** at the latest. The time will be as measured on the club entrance clock. Late collection will be charged at £1 per minute per child. Regular late collection (defined as three times) will lead to the child's place being withdrawn.

Parents must give the names of all persons authorised to collect their child on the registration form. Only persons named on this form will be able to take the child from the club, unless prior arrangements in exceptional circumstances have been made known to the Club Manager.

It is the responsibility of the parent / guardian to ensure that any changes to the named individuals who can collect their child are communicated to the Club Manager both in writing and verbally.

The person collecting a child must approach a club worker so that club workers know who is being collected, and by whom, and can sign the child out.

In the case of a parent/carer failing to collect the child, the Manager will call the emergency contacts given to come to the Club to take the child home. If the club staff are unable to contact any of the emergency numbers, they will contact MASH- Birmingham Multi-Agency Safeguarding Hub for further advice.

If a parent/carer arrives in an "unfit" state, the club staff will contact the police and/or Children's Services Duty Officer immediately. The safety of the children is always our first priority.

Behaviour and Anti-Bullying

Staff act as role models and encourage considerate attitudes from all children. They praise the children and give positive encouragement wherever possible. Unacceptable behaviour is always responded to, in private, in an appropriate way, taking full account of the child's level of understanding. We do not tolerate bullying, intimidation or rudeness. Children are encouraged to resolve conflicts by discussion. However, they should always tell staff if they are hurt or upset. Parents are informed of serious concerns. Persistent unacceptable behaviour will lead to the child's place being withdrawn.

Health and Safety

The Club promotes the good health of both children and staff by ensuring the highest standards of premises, equipment maintenance and staff awareness in safety matters. There will always be at least one member of staff holding a current First Aid certificate on the premises.

The Club has a first aid box, which is kept out of the reach of children. It is the responsibility of a nominated, qualified first aider within the Club to maintain the contents of the first aid box.

Parents are required to give written consent to Club staff to be able to authorise medical care being given by doctors in an emergency. This will only occur where waiting for parental consent be considered by the doctors to endanger the child's health and safety. This permission is given as a part of the parent's contract signed when a child first registers with the Club.

Staff should be aware of any child's special health conditions. Club staff will administer prescription medicine only to children in accordance with school procedures if written instructions and consent are given by parents. Parents will also be expected to discuss the child's illness and needs with Club staff prior to any medication being administered.

If a child becomes unwell whilst at the club, parents will be contacted to come and collect the child. All incidents and accidents will be recorded in the club log book.

Healthy Eating Policy

It is our aim to foster and encourage an interest in healthy eating amongst the children by involving them in helping to prepare and serve a daily healthy snack. A varied menu will be offered, ensuring high nutritional standards and low sugar and fat content. 'Treats' may be included from time to time. Children are encouraged but not forced to eat. Fresh drinking water and fruit is also readily available to the children. Parents should ensure staff are aware of any special dietary requirements. Staff preparing food have a current Food Hygiene Certificate.

Complaints

Any parent wishing to make a complaint should follow the complaints procedure:

1. Speak to the Club Manager to try to resolve the issue.
2. If unresolved, speak to the Headteacher.
3. If still unresolved, write to the Chair of Academy Representatives Committee, c/o school address.

Contract – see parent agreement attached.

Registration / Fees

An annual registration fee of £15.00 per family is required.

Each child must be registered with the club before they are allowed to attend any session. For more details please see the copy of the registration forms in this handbook. Parents must ensure that the registration form is updated as necessary. Fees must be paid weekly/monthly as arranged. **No child will be allowed to attend if fees remain unpaid.**

The current daily fees for the club are: **NEWLY REVISED FEES AS OF SEPTEMBER 2016**

	Session Times	Per Child
Morning	7.45 – 8.55	£ 5.00
Afternoon 1	3.30 – 4.30	£ 4.75
Afternoon 1 & 2	3.30 – 5.45	£ 7.25
All sessions	a.m. & p.m.	£10.50
Late charge	£ 1 per minute per child	

Fees will be reviewed annually and any changes informed in July for implementation in September.

Terms and Conditions

The decision of the Academy Representatives Committee is final in all circumstances.

Our Lady of Fatima Catholic Primary School

Before and After School Club Agreement

The aim of the club is to provide quality before and after school care provision for children of Our Lady of Fatima Catholic Primary School. This includes social and educational activities in a safe and secure environment on the school site. The costs are available on request from the club manager or school office, and will be reviewed annually.

The Club is open from 7.45 – 8.55 and 3.30 – 5.45 every school day during term time. Children are collected by staff from their classes at the end of the school day. The club accommodation comprises of the BASC room, toilets and either the hall/playground or field. A light breakfast / healthy snack and drink is served from the club kitchen.

Our Lady of Fatima Before and After School Club agrees that:

- We will provide a safe, relaxed and friendly environment for the children.
- We will provide a range of recreational and educational opportunities.
- We will provide a light breakfast / healthy snack and a drink.
- We will ensure equality of opportunity in all activities.
- The Club will be open from 7.45 a.m. – 8.55 a.m. & 3.30p.m. until 5.45 p.m. every school day.
- In the morning, we will deliver KS1 children to their classes each day and ensure that KS2 pupils go into their classes at 8.55 a.m.
- After school, the children will be collected from their classrooms and brought to the club.
- Children will be handed over at the end of each session, only to the adult(s) who have been identified on the record card.
- If a child becomes ill whilst attending a session we will inform the named contact and the child will be looked after in a quiet area until collected.
- Medicines will only be administered according to the school medicines policy.
- We will try and arrange alternative cover in the case of staff absence.

- We will treat all children as individuals and endeavour to meet their specific needs.
- We will take account of each child's special dietary needs
- We will not allow any behaviour that is likely to affect the safety and enjoyment of others.
- Any incidents of poor behaviour will be dealt with in accordance with our behaviour policy.
- Persistent poor behaviour will lead to the place being withdrawn.
- We will make sure that all parents/carers are aware of any changes to the Club's policies and procedures.
- We will act on any complaint as explained in our complaints procedure.

Parents/Carers agree to:-

- Complete and sign your child's record card.
- Book and pay for your child's place one week (or more) in advance for new academic year..
- Ensure your child is collected by a person named on the record card, from the internal club door.
- Collect your child on time.
- Inform us if your child will not be attending a booked session. Club telephone number - 07805511796
- **Pay for all booked session including those where a child cannot attend** e.g. through illness (if we can re-allocate the place we will not charge)
- Regularly update us of any changes to the record card e.g. address, home telephone no, work telephone no, and medical needs etc.
- Keep us informed of any changes that may affect your child's well-being.
- In the morning, drop children via Winchfield Drive Junior Playground entrance.
- Park safely in Winchfield Drive – and not on the zig-zags between the given times.

(For safety, parents and designated adults who collect children from the Before and After School Club must never use the staff car park).

Application

- A child cannot be admitted until the following forms are completed
 - child's record card
 - parent agreement
 - booking form (choose most appropriate form – 1 or 2)
- Application packs are available from the School Office or the Club.

Bookings and Payments

- All payments, bookings or changes to bookings should be made through the Club manager during Club hours. (Tel: 07805511796) or the school office.
- Parents whose requirements will change from week to week should book as far in advance as possible to secure their places.
- **Once sessions have been booked, they are chargeable** and NO CREDIT will be given for absence unless the place can be re-allocated.
- Fees must be paid weekly/monthly as arranged.
Children will not be able to attend if fees have not been received.
- A fee of £1 per minute will be charged for late collection **per child**.
- Two weeks notice must be given for a known period of extended absence e.g. an operation. Half fees will be charged to keep your child's place open.
- Should you no longer require the service of the Before and After School Club, **four weeks written** notice must be given. Fees will continue to be charged until we receive the required notice.
- Charges will be reviewed in June each year to be applied from the following September. Parents of children attending the club will be advised of the outcome of the review in July each year.

Payment can be made by:

- Standing Order/child care vouchers
- Cash
- Cheque: Please make all cheques payable to **Our Lady of Fatima school club**

Parent Agreement

I have read the above information relating to Our Lady of Fatima Before and After School Club and agree to abide by the stated terms and requirements.

Signed _____

Print name _____

Parent /carer of _____ D.O.B. _____ Class _____

Parent /carer of _____ D.O.B. _____ Class _____

Parent /carer of _____ D.O.B. _____ Class _____

Date _____

Received by _____

Print name _____ Date: _____

on behalf of Our Lady of Fatima School

Booking Form 1

To be completed by parents requiring **regular** sessions

School Week commencing Monday _____ (add date)

This booking form can be amended half termly (If places are available).

PLEASE RETURN TO THE CLUB or SCHOOL OFFICE AS SOON AS POSSIBLE

Write the names of the child/ren who you wish to attend the club and tick all the sessions they would regularly attend. You will be charged in advance for these sessions.

Please tick sessions required.

Please complete a new form for every child.

Child's Name	Session	Monday	Tuesday	Wednesday	Thursday	Friday
	7.45 – 8.55					
D.O.B. & Class	3.30 – 4.30					
	4.30 – 5.45					

- I wish to keep this booking until circumstances change and agree to give **4 weeks** written notice to change or cancel this booking.
- I confirm that my child/ren will attend club on the sessions indicated above.
- I will contact the club if my child is unable to attend a booked session.

Signed _____parent/carer

Print name of parent / carer _____

Contact telephone number _____

Monthly Booking Form 2

This form is to be used by parents who require **irregular** sessions.

PLEASE RETURN TO THE CLUB or SCHOOL OFFICE AS SOON AS POSSIBLE.

Write the names of the child/ren who you wish to attend the club and tick all the sessions they would regularly attend. You will be charged in advance for these sessions.

Please tick sessions required. Complete a new form for every child.

Name of Child _____ **D.O.B. and Class** _____

Insert date for Monday	Week beginning:				Week beginning:				Week beginning:		
	AM	PM1	PM2		AM	PM1	PM2		AM	PM1	PM2
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											

Insert date for Monday	Week beginning:				Week beginning:		
	AM	PM1	PM2		AM	PM1	PM2
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

- I wish to keep this booking until circumstances change and agree to give **4 weeks** written notice to change or cancel this booking.
- I confirm that my child/ren will attend club on the sessions indicated above.
- I will contact the club if my child is unable to attend a booked session.

Signed _____parent/carer

Print name of parent / carer _____

Contact telephone number _____