

# Before and After School Club Policy



## February 2024

Implementation date: February 2024

Review date: September 2025

Our Before and After School Club (BASC) exists to provide high quality out-of-school hours childcare for our parents. It provides a range of engaging and interesting activities in a safe environment, within our ethos of CARE. Children must be a pupil at Bunwell Primary School in order to attend.

The club is run by staff from the school, with the After School Club led by Mrs Stoneman.

### **Charges and Timing**

Bookings can be made directly using our Wisepay system, selecting either the Before/After School Club or Vouchers for Before/After School Club option. If you wish to pay using Childcare Vouchers, please let us know and we will grant you access to that part of Wisepay.

**Before School Club** - 7:45-8:40am - £5 per child

**After School Club** - 3:15-5:30pm - £9 per child

From February 2024, all BASC places should be booked by 10pm on Sunday evening in preparation for the week ahead. If a place is not booked, we cannot guarantee that a space will be available during the week. In the event of an emergency, childcare can be provided if the school office is contacted by 2pm on that day and there is availability on that occasion.

Booking a place at BASC is a commitment to your child attending; unless your child is off sick, refunds or moving sessions will not be possible given the demand for places.

### **Daily Routine**

This gives a rough outline of the structure in BASC.

#### **Before School Club**

- Parents/carers bring their children to the main school entrance from 7:45am.
- 8.00am - children wishing to have breakfast wash their hands ready to enjoy their meal.
- 8.30am - tidy up time, encouraging the children to take responsibility for the environment.
- 8.40am - children collect their coats and bags and make their way to the playground. (EYFS children go straight to class.)

#### **After School Club**

- 3:10pm - Children in Ladybirds and Hedgehogs are collected from their classroom.
- 3:15pm - All other children make their way to After School Club.
- 3.15pm – 4.45pm - Children can then choose from a range of play and planned activities, both indoors and outdoors (weather permitting).
- c.4:45pm - children will have their tea.
- 5:00pm - 5:30pm - tidy up time encouraging the children to take responsibility for the environment.

Parents/carers can pick up their children from the main school entrance any time during the After School club session.

Please try to avoid collecting your child between 4.45-5pm as they will be having their tea. If a child is not needing tea, please advise the school on the morning of that day.

### **Food and Drink**

Children are provided with food and drink, prepared on the premises by staff. At least one member of staff holds a Basic Food Hygiene certificate.

Examples:

**Breakfast:** toast with jam/marmite, cereal, fruit, yoghurt. Breakfast is served until 8:20am.

**Tea:** toasties, soup, pasta, beans on toast followed by fruit, yoghurt

Fresh drinking water is available to children at all times.

Children are involved in the preparation and organisation of meal times as much as possible. They eat their meals around the table and we encourage a 'family' style atmosphere.

It is the responsibility of parents and carers to keep the school updated regarding allergies or intolerances.

### **Late Collection**

We ask that you pick your child up promptly by 5:30pm.

A late collection fee of £5 per child for every fifteen minutes or part of that you are late collecting your child/ren will be charged.

### **Behaviour**

Whilst attending BASC children are expected to follow the school ethos and rules. The school behaviour policy applies at all times. Where children have a behaviour plan in place, this will be shared with ASC staff to ensure consistency.

In the case of unacceptable behaviour we will discuss with parents to resolve issues/concerns together. If despite our best efforts together there is no improvement in the child's behaviour, we reserve the right to exclude them from BASC temporarily or permanently.

### **Supporting Children with SEND**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the BASC provision. Staffing arrangements are considered to meet the individual needs of children who have special needs, but unfortunately we cannot offer 1:1 support for any child.

### **Related Policies**

The Before and After School Club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection Policy.
- Behaviour Policy
- Health and Safety Policy
- First Aid and Administration of Medicines
- Online Safety Policy