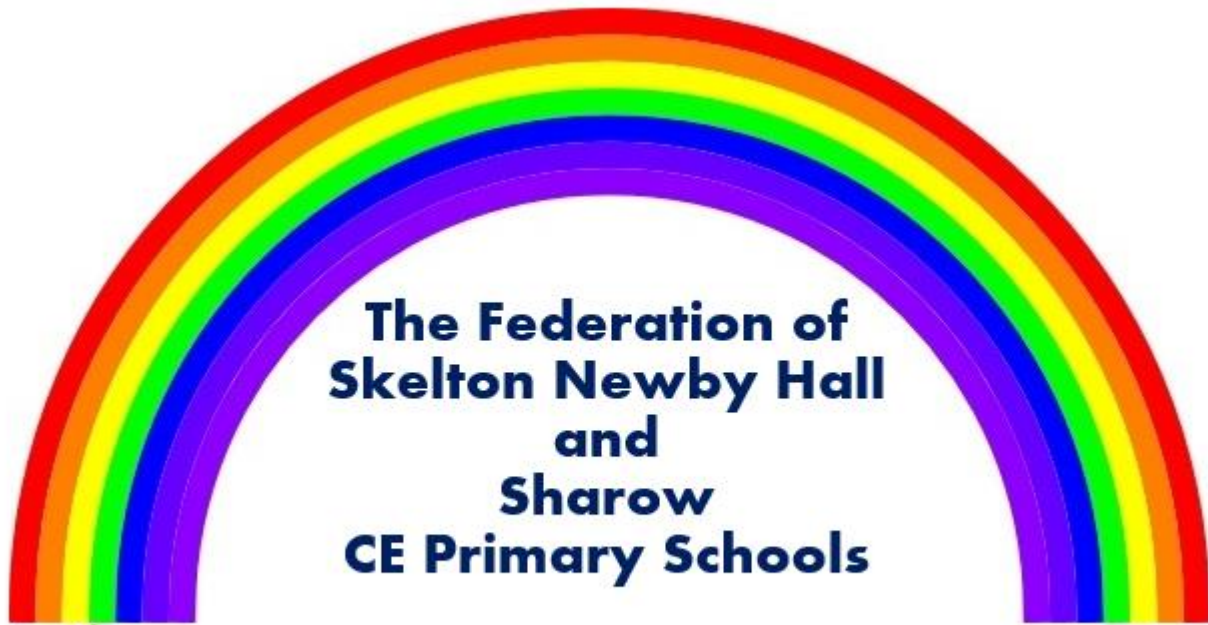


3.15 Club Policy



We promise to flourish together



Approved by:	Resources Committee	Date:
Chair of committee		
Last reviewed on:	30.11.22	
Next review due by:	Autumn 2023	

3.15 Club provides high quality after school child care for the children of Sharow CE Primary School. It provides a range of stimulating and creative activities in a safe environment. Our aim is to establish an Out of School Club where everyone is made welcome and valued. We are fully committed to working in partnership with parents and carers to provide high quality, safe and stimulating care, learning and play opportunities for children.

Opening Times

Our opening times are:

3.15pm till 5.15pm Monday to Thursday only

Booking form

To secure your child's place in 3.15 Club, a booking form should be submitted prior to the 25th of the proceeding month. Where this is not possible, late bookings can be made incurring an additional charge.

Places

Places are subject to availability. Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

Fees

Fees per session are £7 if booked prior to 25th of the proceeding month. Any bookings after 25th of the proceeding month will be charged at £9 per session

Payments are made via the school's online payment system – ParentPay. We ask that accounts are settled by the 10th day of each month.

Any queries regarding fees should be directed in the first instance to the school administrator.

If the parents or carers are having difficulty making the payments we recommend that they arrange a meeting with the Headteacher as soon as possible.

Where there is no explanation for repeated lack of payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

Snacks

Children are welcome to bring snacks with them and will be provided with plenty of time at the start of the session to eat them. Snacks should follow the school food policy and not be crisps, sweets, cakes or chocolate.

Absences

Please inform us if your child is going to be absent from the club, by contacting school on 01765 604362, by e-mail to admin@sharow.n-yorks.sch.uk. Charges will still be accrued if we do not have twenty-four hours notice, or your child is not in school due to illness.

Special Needs

Every child is cared for as an individual and will have equal access to choose from the equipment and activities available. All children are respected, their potential recognized, and nurtured. We encourage each child's identity to emerge and value and enjoy all that they bring to the setting in order to meet the needs of all children. We have access to and work with other professionals from outside agencies when required.

Behaviour

We provide clear and consistent boundaries of acceptable conduct, reinforcing all positive behaviour no matter how small. If your child repeatedly refuses to behave well, their place will be withdrawn and you will be asked to remove them. We follow the school Behaviour Policy.

Bullying

We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem. Children and parents are asked to inform staff of any incident which may make them feel uncomfortable or intimidated as soon as it happens.

Child Protection - Confidentiality is maintained at all times

The member of staff with designated responsibility for child protection is Mrs Palmer.

Gates will remain locked during outside club session times and access to the school is through the main entrance only. A doorbell is in place when sessions are inside and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

Illness and Medicine

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under quiet observation. If their symptoms are more serious or become worse we will contact you immediately.

Activities

We provide a wide range of activities for the children to encourage all types of play. We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year.

Arrivals and departures

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the club, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

Collecting from the Club

Children can either be collected from the playground when they are outside, or the main office door when club is being held in the hall.

When you collect your children from the club, you must sign them out in the register and enter the time you have collected them.

All parents and carers are requested to make sure their child/children are collected by 5.15pm. If you are unavoidably delayed, please firstly contact the school office – leaving a message if necessary.

The Club closes at 5.15pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent or carer is continuously late to collect their child/children a charge of £10.00 per child will be imposed. This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 5.15pm and should not be seen as a charge permitting late collection. When collection after 5.15pm occurs regularly we reserve the right to withdraw access to the club.

If a child has not been collected by 5.30pm parents will be contacted. The additional contacts that parents have also given will then be used. If no contact has been made by 5.45pm, the Designated Safeguarding Lead will contact Children's Social Care.