

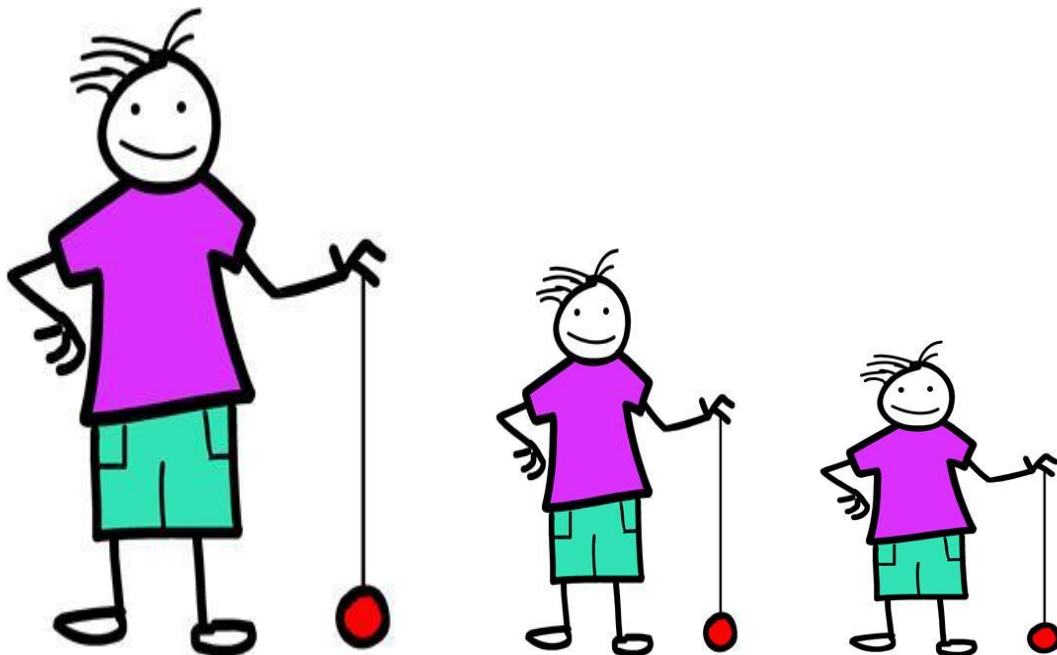
Bromley Heath Junior School After School Club

Information Booklet

This information booklet is designed to tell parents all they need to know about the After School Club and how to register their child in the club.

It includes:

- Aims & Objectives of the After School Club
- Terms and Conditions
- General Information
- Registration Form – Health Allergy Disclaimer/Medical Conditions
- Emergency Contact Form



Bromley Heath Junior School After School Club

Terms and Conditions

Aims & Objectives

We aim to provide a high quality After School Club which meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

At the After School Club we believe all children have the right to play. Play is the basis to providing healthy development and the well being of individuals. The club will provide a balanced structure of activities and play experiences.

Accident and Emergency Procedures

If your child has an accident at the After School Club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

Sick Child Policy

Parents must inform the After School Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the After School Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

Infectious & Communicable Diseases

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, vomiting and fevers of 101 deg F or 38 deg C or over.

Parents Authority

Parents authorise the After School Club to take all necessary action to safeguard and promote the welfare of the child.

Parental Support

Parents are expected to give their support and encouragement to the aims of the After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Loss of Property

The After School Club will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

General Information

Start Times

The After School Club will run from 3.20pm at the end of the school day until 6pm Monday to Thursday during term time. The club will not operate during School Inset days when the school is closed to pupils.

Junior school children will be sent to the hall where a register will be taken. A member of the After School Club will collect Infant children from their classrooms and escort them to the Club, where they will also be signed into the after school club register.

Please arrive promptly to pick up your child as the school is locked at 6pm. A member of the After School club staff will mark your child off the register when they are collected. **It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.**

Light Snack

A variety of snacks, including pasta, hot dogs, fruit and sandwiches will be provided by the club. Juice and fresh water will be freely available throughout the session.

Arbor

You can book your child into a session via Arbor. You will also be able to pay for your sessions on Arbor. If you require any further assistance regarding the use of the Arbor system, please contact the school office who will be more than happy to offer guidance. Payment with Childcare Vouchers will also be accepted.

Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions, where places are available, but the After School Club requires a minimum of 24 hours' notice and payment through Arbor.

The procedure for ad-hoc sessions remain the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health Forms must be completed before a child attends the After School Club.

Infant School children

Infant School children will be escorted by an adult to the Junior School at the end of the school day.

Contact Numbers

You can contact the school during school hours on the school telephone number 01454 867110 or the After School Club mobile number (07738235580) after 4.00pm.

Entry to Bromley Heath Junior School After School Club

Registration

Once a registration form has been completed and returned to us your child will be registered to attend the After School Club. To book sessions please go to your Arbor account and book the sessions you require. **24 hours cancellation notice is required if a space is no longer required otherwise full charges will apply.**

Fees & Payment

The fees are as follows:

The cost of each session is £9

Notice of any changes to fees will be given in writing as soon as possible.

Payment must be paid **in advance per term** either via Arbor or the use of Childcare Vouchers.

If any fees remain outstanding one working week from becoming due, a text reminder will be sent. If fees remain outstanding one working week from the text notice, a written reminder will be issued. **If fees still remain outstanding after the written warning your child's place may be withdrawn.**

Late Collection Fees

The Club closes promptly at **6:00 PM**, Monday to Thursday. The school building will be locked at this time. **Late collections (after 6:00 PM) will incur a charge.**

Persons collecting children must be aware that the premises must be vacated on time. Late collections result in additional operational costs, such as wages for the Site Manager and Club staff, phone calls, and other expenses. We reserve the right to charge **£5 for every 15 minutes** past the 6:00 PM collection time. If a late pick-up is unavoidable, it is essential that the Club is contacted as soon as possible. Failure to make contact may result in Social Services being informed 15 minutes after the Club has closed. Repeated late collections may result in your child being removed from the Club.

Cancellation

If parents do not wish their child to attend a session they must notify the school office so they can remove them from Arbor as soon as possible (or the After School Club mobile number (07738235580) after 4.00pm.)

Sessions will remain chargeable for same day cancellations or for next day sessions if notice is received after 3 pm.

Please note that fees will not be waived through unexplained absence i.e. holiday/sickness.

Removal from the After School Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the After School Club Supervisor considers that the continued presence of the child is incompatible with the interests of the After School Club. There would be no refund of fees in these circumstances.

Disclosures/Child Protection

The After School Club Supervisor must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

Confidentiality

Parents agree to inform the After School Club Supervisor of any information necessary to safeguard or promote their child's welfare. After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The After School Club will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

Discipline

Parents hereby confirm that they accept the authority of the After School Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the After School Club community. The After School Club will follow the Behaviour Policy of Bromley Heath Junior School which incorporates both anti-bullying and racial equality.

Photographs/video

Parents, who do not wish their children to be photographed or videoed in the After School Club setting, must write to the After School Club Supervisor stating this. Photographs/videos may be used in After School Club promotional material such as press releases and the school website.

Severe Weather

In the event of the After School Club's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the After School Club Supervisor immediately, following the school's Complaints Policy.

**PLEASE SIGN, DATE AND RETURN THE SLIP BELOW TO THE SCHOOL
OFFICE OR AFTER SCHOOL CLUB SUPERVISOR BEFORE ATTENDING
FIRST SESSION**

*I have read, understood and agree to comply with the Terms and Conditions of the
Bromley Heath Junior School After School Club.*

Name of child

.....

.....

Parent signature

Name in full

Relationship to child

Date