

After School Club Policy **3.15pm until 5.15pm**

To support parents by providing after-school childcare for those children attending Booth Wood Academy only from 3.15pm until 5.15pm.

Ground Rules:

1. After school club will be run and staffed by Booth Wood Academy.
2. The Club is currently operating for children attending Booth Wood Academy only.
3. The Club will provide a drink, and fun activities to assist learning e.g. reading, drawing, arts and craft, cooking, playing board games and sports. A light snack will be provided for those children who stay after 4.15pm only.
4. A homework table is available to children should they need to complete their homework; however, the club staff are not responsible for helping children with their homework.
5. Staff will be responsible for the care and management of children, always treating them with respect. Children will not be allowed to leave the after-school club room to play outside unsupervised.
6. The club will comply with environmental health food safety standards.
7. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
8. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
9. Children who continue to behave inappropriately after the discipline procedure has been implemented will be banned from the club – either permanently or temporarily depending on circumstances.
10. **Prices are 3.15pm - 4.15pm £4.50 and 4.15pm – 5.15pm £4.50.** So, if your child stays for both hours, you will be billed separately for them both via MyChildAtSchool. If your child receives Free School meals, fees are charged at a reduced rate of £2.25 per hour
11. At the end of the school day all children in reception, year one & two, will be collected and taken to the after-school club room. Children in years three and above make their own way to the club.
12. **If you think you are going to be late collecting your child, you must call the school on 01509 267876 and select option 3.** Parents who are late collecting their children after the

first hour session will be charged for the full two-hour session. After School Club closes 5.15pm prompt, any children not picked up by 5.15pm will be taken to the main reception area. If your child is picked up by the main reception you will automatically receive a late pick up fee which will be charged at an **additional fee of £10 per 10 minutes per child to cover** our additional staffing costs. Places will be withdrawn if children are regularly collected late.

13. **All bookings should be in advance but if an emergency appears contact the school office if a child needs to attend before 3pm. All late debts must be paid by the end of the week that children attend the club. If the debt has not been cleared by the following Monday children must not attend until outstanding payments have been received. Payments should be made via MyChildAtSchool as soon as the debt has been put on or as soon as thereafter.**
14. Parents are asked to keep the school informed of any change of emergency contacts via the school office as well as notify the after-school club leader.
15. Occasionally photos may be taken of the After School Club Children for display purposes. If you object to your child being photographed, please notify the After School Club Team.
16. In the event of a parent wishing to make a complaint, this should be made in the first instance to the After School Club Leader. If a parent is still concerned then the matter should be taken to the Headteacher, Mrs. H Sharpe.