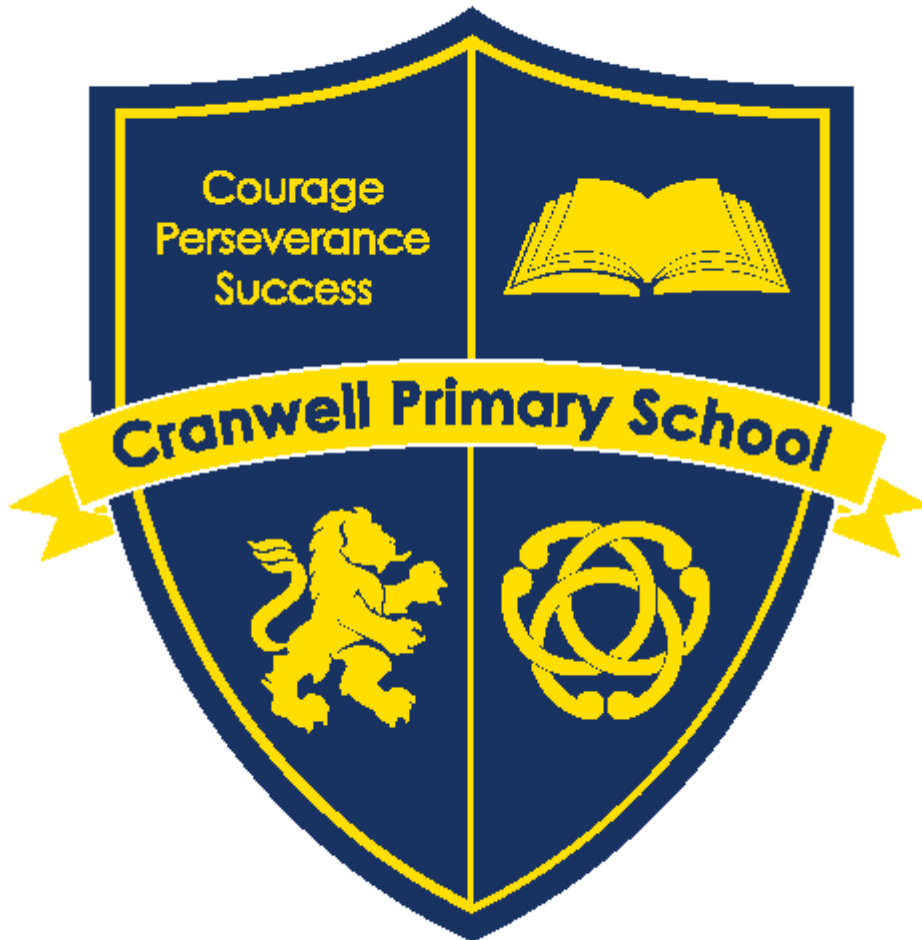


# CRANWELL BEFORE AND AFTER SCHOOL CLUB



Cranwell Primary School  
Cranwell  
Sleaford  
Lincolnshire  
NG34 8HH

## Aims

- To provide a high standard of 'Before and After School' childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe, and secure place where all children are valued.
- To provide children with a nutritious breakfast and/or a nutritious snack at the after-school club.
- To provide a range of structured play activities to engage and stimulate the children.

## **Organisation**

The 'Cranwell Before and After School Club' is a school-based club run on behalf of the governors of the school.

The Before School Club is open Monday-Friday from 07:30 – 08:45 (term-time only).

The After School Club is open Monday-Friday from 15:05 – 17.30 (term-time only).

The Clubs are available for Cranwell Primary School children only, from Foundation Stage to Year 6 children.

The Clubs are located in the School. Parents/carers are asked to enter and collect their children via the Servery door.

## **Facilities**

Our own dedicated room for games, films, toys and crafts

Use of the School Grounds

Use of the Servery

Use of the school hall

School toilets are available

Occasional use of the Computer Suite/Cookery Workshop

## **Before School Club**

Parents/carers must sign their child in at the Before School Club on the daily register.

Children will get a choice of cereals, toast, muffins, crumpets, fruit bread, fruit and yogurts to begin their day.

Parents/carers are responsible for informing the Before School Club Leader of any dietary requirements.

After the children have eaten, they will have the opportunity to get involved in a number of activities.

These may include:

Board games

Exercise activities (inside using the hall or outside)

Lego or construction games

Comics or books

Craft, drawing, puzzles

At the end of the session, children will be taken to their respective playgrounds.

## **After School Club**

Children in Foundation Stage and Key Stage 1 (up to the end of Year 2) will be collected from the front of school and signed in by an After School Club member of staff.

Children from Year 3 to Year 6 are brought to the School Servery for After School Club registration by their class teacher / member of staff.

Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the After School Club. Full payment for the session is still required.

After School Club will provide a light snack and drink to all children attending. Children picked up prior to 4:00pm may not have eaten their snack.

Examples of snacks include wraps, sandwiches, fruit kebabs, savoury biscuits and cheese, veggie sticks and dips, toast (including beans or spaghetti hoops), pasta or homemade soup or similar healthy snacks.

Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Typical After School activities will include:

Art and craft activities (painting aprons/shirts will be provided as required)

Sports activities and team games using the hall or playground

Computer activities using tablets or ICT where available

Cooking using the school's dedicated Children's Kitchen.

A 'chill out' area where books and comics will be available

Lego and construction

Film nights

Dance nights

Board games

On occasions, the children may go for a supervised walk in the locality.

Preplanned activities are offered, taking into account 'child voice'. Children are given opportunities to voice their ideas and opinions.

Children should not bring anything valuable from home.

The Before and After School Clubs are not responsible for the loss or damage to any items brought from home.

### **Collection of your child from the After School Club**

Collection will be from the Servery entrance. For ease in the collection process, parents are asked to ring the BASC Mobile 5-10mins ahead of collection & children will be made ready. Parents are asked to ring the bell when they arrive to pick up their child.

On collection, parents/carers must sign their child out and record the time that they leave.

Children will only be handed over to the person(s) indicated on the registration form.

If any other person is collecting the child, parents MUST send written permission/or contact the BASC mobile above in advance, otherwise the child will not be allowed to leave with them.

### **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including positive praise and rewards. Older children are encouraged to lead by example and set the standards expected.

The 'Before and After School Club' reserve the right to withdraw the service if a child's behaviour is consistently unacceptable, in line with the School's Behaviour Policy.

### **Requesting Places, Contracts, Admissions and Fees**

#### **Requesting Places/Contract:**

1. Parents/carers must complete an enquiry form which can be found on the school website. Enquiry Forms may be sent by email to [bookings@cranwell.lincs.sch.uk](mailto:bookings@cranwell.lincs.sch.uk) or by returning the completed form to the school office.
2. School will then confirm whether places are available on selected days (Please note, some days are currently full, and a waiting list is in place). This confirmation will be sent out via email, and parents have 5 working days to confirm they still wish to go ahead with the requested days. If no confirmation is received from the parent by the school, after this time, the place will be offered to the next person on the waiting list.
3. A contract document will then be drawn up by the school and sent home for parents to then sign and agree.
4. Once the contract is returned, and relevant payments are received, School will notify parents that your child will be able to take up their place. Parents must sign and complete a 'Before and After School Contract'. No place can be accepted unless the contract is signed by a parent/carers.

- Any amendments requested (during a school year) will be classed as a new contract and sessions offered will be subject to the waiting list and admissions criteria. An admin fee will apply.

The Before and After School Club will try to accommodate every child's needs and will make adjustments that, after due assessment and consideration, are deemed reasonable.

### **Admissions**

Children currently attending will be offered the same contract/days for the following year. Any amendments will be classed as a new contract, and an admin fee will apply.

Requests for a new school year (September starters) will be accepted from the 1<sup>st</sup> June (3 months prior to entry). Children will be placed on the waiting list if no spaces are available.

Places will be offered taking into account the following Priority Policy:

- Children who need to attend 5 mornings and 5 afternoons.
- Siblings of older children already in attendance
- Places will then be offered to children on the waiting list, following a 'first come, first served' policy taken from the date the enquiry form is received by school.
- Children will remain on the waiting list until school is notified by parents.

### **Fees**

Before School Club Fees 07:30 - 08:45	After School Club fees: 15:05 – 17:30
£6.25	£9.25

### **Payments**

Once Enquiry Forms have been sent to school, if spaces are available, a BACS payment instruction on the contract will be sent home. A place is only secured when payment has been received by the school.

Fees must be paid by Electronic Payment (BACS).

A deposit will be taken upon signing the contract. This must be paid by the set date shown on the invoice.

If a deposit is not received, the contract is cancelled, and the sessions will be offered to children on the waiting list.

The deposit will be equal to your payment due for July (end of next Academic Year). If you have not incurred any late payment/collection fees, as stated below, your deposit will cover your July payment at the end of the year.

If, however, you do not have enough funds in credit to cover the July payment, you will be issued with an invoice for the balance due.

Payments must be paid by the 10<sup>th</sup> day of each month (e.g., September's payment must be received by the school on or before the 10<sup>th</sup> September).

#### **Late Payment/Collection Fees**

Late payments received after the 10<sup>th</sup> of each month will incur a £15 charge which will be deducted from your deposit.

3 late payment charges will result in your BASC contract being cancelled and the sessions offered to children on the waiting list.

Late collection fees will be charged if you are late collecting your child (see below),

Childcare Voucher providers for whole or part payment of fees must be ordered in sufficient time so as the funds reach the school bank account by the designated date.

Sessions booked cannot be swapped or changed, and if a change in provision is required this will be constituted as a new contract and other children on the waiting list may take priority and an admin fee will apply.

One month's notice of a termination of contract is required and failure to keep to the terms and conditions of the contract will result in its termination.

If you have concerns with any payments throughout your child's time in the club, please contact the school office to discuss the matter further via [bookings@cranwell.lincs.sch.uk](mailto:bookings@cranwell.lincs.sch.uk).

## Admin Fee

Any changes to a contract will result in a £20 admin charge.

## Childcare Vouchers

The School will accept the use of Childcare Vouchers to pay for childcare provision from the Government Tax-free Childcare Scheme: [www.gov.uk/apply-for-tax-free-childcare](http://www.gov.uk/apply-for-tax-free-childcare)

We are happy to continue to support working with the following providers (as long as you were signed up to these providers prior to Oct 2018):

- Sodexo
- Kiddivouchers
- Fideliti
- Edenred
- National Savings Vouchers

We will provide you with reference numbers on your contract in order for you to purchase childcare vouchers linked to our accounts.

We encourage the purchase of E-Vouchers as it is quicker and easier all round for parents/carers and the school.

**Please ensure you order your vouchers in plenty of time so that the Childcare Voucher provider can process and pay the funds into the school account by the stipulated dates on the contract.**

### Late Collection from After School Club

**Collection after 5:30pm will incur an extra charge of £5.00**

**Collection after 5:45pm will incur a charge of £10.00**

**If a child is not collected by 18:00 a charge of £25 will be incurred.**

**Late collection payments will be deducted from your deposit amount.**

**Consistent late collections may result in your child's place being withdrawn.**

**All fees will be reviewed annually by the School Governors.**

## Cancellation

It is possible that the Before or After School Club will be cancelled due to unforeseen circumstances beyond the control of the school, this would include cancellation due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

A member of school staff will endeavour to contact individuals by Parentmail or phone.

During adverse weather conditions school closure will be reported through Parentmail.

## Refunds

There will be no credits, refunds or alternative sessions for periods booked but not used, even in the case of your child being off school sick, an agreed/unauthorised holiday being in term time or any school trip. Exceptional circumstances may be considered (i.e. long term hospitalisation).

However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next term.

## Staffing

Staffing ratios follow government guidelines.

## Safeguarding and Health and Safety

In accordance with safeguarding arrangements, all staff involved in the running of the Before and After School Clubs have current DBS clearance checks and have also received First Aid training.

All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures. A separate risk assessment has been completed for the 'Before and After School Club'.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible if necessary. Basic first aid will be given by a qualified member of staff and the accident book completed.

### **Medication**

The Club follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans. These are available on the school website.

### **Complaints**

All complaints will follow the school's Complaints Policy found on the school's website.

This Policy was adopted by the Governing Body April 2022.