



St. Hubert's After School Club



Information for new starters

OFSTED registration no: EY319879

Opening times: 3.35 p.m. - 5.30 p.m.

Venue: Parish Hall

Price: £3.50 per hour or part hour
£2 per 5 minutes late collection fee

Contact details (club hours only): **07913 080834**

This is to be paid in full at the start of each week, handed in a named sealed envelope to the After School Club employees. Non-payment will result in a child's place being withdrawn.

Will meals be provided?

A healthy snack will be provided e.g. sandwich, toast, fruit juice, milk or water. This is included in the price.

What will my child do at the club?

Your child will have the opportunity to complete homework that they may have or take part in the various activities that are provided, which include using computers, board games, arts and crafts, physical activities and other stimulating activities suitable for all age groups.

Who will be running the club?

The After School Club will be led by Mrs. Julie Goodway and supported by Mrs Lisa Ellsmore. A member of teaching staff will be on call during the times the club is running. Parents should deal directly with the after school club staff when collecting their child if they have any queries.

Admissions policy

Any child in the school may attend After School Club if spaces are available. At present there are up to 30 places available.

Priority will be given to pupils requesting full time places.

Any spare places will be made available to parents requesting part time places, and an attempt will be made to match parents wishing different days in order to "place share". Should a child be occupying a part time place, but a parent requests a full time place, the parent whose child/children occupy the part time places will be given the option to pay for a fulltime place to keep their place open or relinquish their place.

Children's Records

A record will be kept for each child with details relating to their address, contact details, health conditions including allergies and dietary needs.

Records will be kept in respect of accidents and any behaviour issues which may arise. Parents and carers are responsible for updating personal details with after school club staff as required even if supplied to the school as school records are not accessible to after school club staff.

Other policies

The club will follow the school Out of Hours Policy and school policies for Behaviour, Anti-bullying, Child Protection, Equal Opportunities, Racial Equality, Medicines and Health and Safety. The Club has separate policies for First Aid, an Emergency Action Plan and supplementary Health and Safety statements. It will observe the guidance within national OFSTED standards for Care, learning and play, involving and consulting children, physical environment, equipment and parents and carers. Copies of all of these can be obtained on request and can be viewed in the After School Club Management Handbook.

Any compliments and complaints should be made following the attached procedures. This means initial contact verbally or in writing with the After School Club Leader. If the issue is unresolved, the complainant should contact the Headteacher. The Diocesan Complaints procedure followed by the school is also available on request.

Compliments and complaints policy – After School Care Facility.

The After School Care facility operates within the terms of the School Mission Statement:

At St. Hubert's home, school and Parish work together as we grow and learn knowing God is with us in all we do.

The main purposes of this policy are:

- To resolve problems
- To give parents a means to raise issues of concern and have them addressed

Initial Concerns:

- The underlying principle is that the concern ought to be handled if at all possible with the need for formal procedures
- In most cases a member of staff will be approached first as an expression of concern and it will be resolved
- If the approach to a member of after school care staff does not result in the issue being resolved, the parent/carer should approach the Headteacher of the School who will follow procedures in the Diocesan Complaints policy (available on request).
- If a parent/carer is still not satisfied, he/she should contact OFSTED Early Years: 0300 1231231

Recording complaints

The member of staff to whom a verbal complaint is made should attempt to resolve the problem and ensure the complainant understands how the problem has been handled and resolved.

If a verbal complaint is not resolved, it should be formalized in writing.

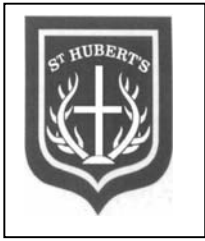
It is good practice to keep brief notes of meetings and telephone calls and any written responses made should be added to this.

Monitoring of the complaints procedure

The school can monitor the level and nature of complaints and review the outcomes on a regular basis to ensure effectiveness of provision and procedures and make changes where necessary.

The complaints will be published in the After School Handbook and on the parents'/carers' noticeboard

COMPLAINTS WILL BE DEALT WITH WITHIN 28 DAYS



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AFTER SCHOOL CLUB APPLICATION FORM

I REQUEST A PLACE FOR MY CHILD/ CHILDREN:

1. _____

2. _____

3. _____

Parent/Guardian's name: _____

Address (if different from child) _____

Telephone: _____

Mobile: _____

Does this person have legal responsibility? YES/NO Parental/shared responsibility? YES/NO

Contact 2

Name: _____

Address: _____

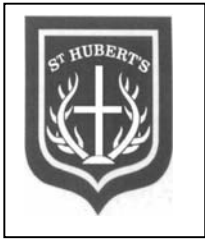
Telephone: _____

Mobile: _____

Does this person have legal responsibility? YES/NO Parental/shared responsibility? YES/NO

I require a full time place

I request a part time place on the following days:



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CONTRACT AGREEMENT

Child's name:.....

D.o.b.....

My child will attend After School Club on _____.

I understand that even if my child does not attend all sessions booked in a week, the full weekly rate is payable as the Club has the same daily staffing costs. I understand that this rate is payable whatever the reason for my child's absence e.g. illness, holiday as club overheads remain the same.

My child will be collected from their classroom at 3.35 p.m. and he/she will be collected at _____.

The following people are authorized to collect my child (name & relationship to child):

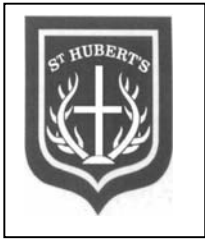
I agree to my child _____ receiving medical treatment in the event of an emergency and that I will be contacted as soon as possible.

I have supplied all the current medical information and contact details relating to my child and **I will be responsible for updating these details and supplying any details After School Club Staff may need in future.**

Signed:.....Parent/Guardian

Signed:.....After School Club Staff

Date:.....



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Child's name:

Details of known medical conditions:.....

.....

Details of any medication your child takes (*please complete a medicines form if medicine needs to be administered during time of club*):

.....

Any allergies:.....

Any food not eaten for religious, medical or ethical reasons or because of a dislike (*please state reason*):

.....

Name, address and phone no of child's GP:.....

.....

.....

Emergency contact details (*in order of preferred contact*) during hours of After School Club:

Name & relationship to child:..... Contact number:.....

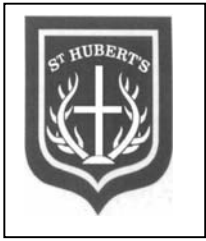
Name & relationship to child:..... Contact number:.....

Name & relationship to child :..... Contact number:.....

I confirm that to the best of my knowledge the information I have given is complete and true. I authorize After School Club Staff to carry out the actions I have advised in the event of my child becoming ill.

Signed:..... Parent/Guardian Date:.....

Signed:..... After school Club Staff Date:.....



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A large, empty rectangular box with a black border, intended for a drawing or message related to the After School Club.