

CRANWELL BEFORE AND AFTER SCHOOL CLUB



Cranwell Primary School works in partnership with Kidzone, RAF Cranwell.

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 15:05pm - 17.30pm (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.

Parents/carers must complete a booking form, then agree to, and sign a contract document.

The 'Before and After School Club' will try to accommodate every child's needs, but unfortunately, is not able to provide one-to-one support for individual children.

Facilities

Use of the School Grounds

Use of the Servery

Occasional use of the school hall

School toilets are available

Occasional use of the Computer Suite

Admissions

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

1. Children who need to attend 5 mornings and 5 afternoons.
2. Siblings of older children already in attendance
3. Places will then be offered to children on the waiting list, following a 'first come, first serve' policy

Children will be placed on the waiting list if no spaces are available.

Before School Club

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

Children will get a choice of cereals, toast and fruit 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 include:

Board games

Exercise activities (inside using the hall or outside)

Lego or construction games
Comics or books
Computer activities
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 by an After School Club member of staff.

Children from Year 3 to Year 6 will be expected to make their own way to the School Servery for After School Club registration.

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.
Examples of snacks include cereal bars, savoury biscuits, toast or similar.

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)

Sports activities and team games using the hall or playground

Computer activities using tablets 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

Board games

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

Activities are always pre-planned.

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. Parents are asked to ring the bell if they arrive early 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 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 praise and rewards such as stickers and certificates.

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.

Fees and Booking

Parents must sign and complete a 'Before and After School Contract' prior to making their first booking. No booking can be accepted unless the contract is signed by a parent/carer.

It is essential that booking forms are returned to school by the deadline dates highlighted on the BACS Payment Instruction Form you receive from School.

Booking Forms may be sent by email to bookings@cranwell.lincs.sch.uk or by returning the completed form to the school office.

All documents are available online or from the school office.

Before School Club Fees 07:30 - 08:45	After School Club fees: 15:05 - 17:30
£5.55	£8.55

Fees are payable (half termly) in advance.

Once Booking Forms have been sent to school, if spaces are available, a BACS payment instruction will be sent home. This payment must be paid within 10 days. A place is only secured when payment has been received by the school.

Fees must be paid by Electronic Payment (BACS) .

Childcare Vouchers

The School will accept the use of Childcare Vouchers to pay for childcare provision.

We are happy to offer this facility and are currently working with the following providers:

- Sodexo
- Kiddivouchers
- Fideliti
- Edenred

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.

If you are already with another provider for your Childcare Vouchers please contact the school to discuss if we can consider adding them to the list above.

If there are no spaces available you will be notified and you will be added to the waiting list.

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 must be sent together with the next half-term's booking form.

All fees will be reviewed annually by the School Governors.

Cancellation

It is possible that before or after school clubs 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.

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

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. 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. Basic first aid will be given by a qualified member of staff and the accident book completed.

Medication

The Clubs 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 Strategy Committee of the Governing Body June 16