

# Friends Together



# Out of School Club

## **Friends Together – Before and After School Club Policy**

### **Introduction**

Friends Together is a high quality, governor-led out-of-school provision, which provides safe, secure, welcoming, stimulating and happy wrap-around care for children from Nursery to Year 6.

Friends Together operates from 7.45am – 8.45am and from 3.15pm – 6.00pm, during term time only.

Friends Together operates from the assembly hall within St Joseph's Catholic Primary School and children have access to the extensive outdoor facilities on the playground and field.

A copy of this policy is provided to all parents/carers of children attending Friends Together and is also available on the school website.

***All parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

### **Admissions**

- Only children attending St Joseph's Catholic Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at Friends Together.
- Non contracted (ad hoc) children are welcome to use the club provided there are spaces and parents/carers have previously completed a registration form.

### **Arrival and Departure**

It is the responsibility of the Manager to ensure that an accurate record is kept of all children in Friends Together and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. An electronic clock is on display at the entrance to Friends Together to confirm collection times.

## **Breakfast Club**

- Parents/Carers are required to bring their child to Friends Together Breakfast Club and sign them in. Staff will be alerted to your arrival when you press the doorbell situated to the left of the door.
- On arrival, a member of Friends Together staff will immediately record the child's attendance in the daily register, including the time of the registration.
- Children will be escorted to their classrooms at 8.45am by Friends Together staff.

## **After School Club**

### Collection of EYFS and KS1 Children

- All children in EYFS and KS1 will be collected by a member of the Friends Together staff.

### Collection of KS2 children

- All children in KS2 will be met by a member of Friends Together staff at the external door to the sports hall.

Friends Together staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

## **Departure**

- When a child is collected, they must be signed out by a parent/carer or named collector and the time recorded.
- A member of Friends Together staff must be informed of the collection and signing out of the child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that this is kept fully up to date. Only adults aged 16 years and over and with suitable identification, will be authorised to collect children.
- Parents must inform Friends Together directly if their child is going to be absent.
- Parents/carers and nominated adults collecting children late without prior warning will be subject to the provisions of the Uncollected Children Policy.

## **Daily Routine**

### Breakfast Club

- 7.45am – 8.30am parents/carers bring their children to Friends Together where a variety of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy breakfast.

- 8.35am tidy up time encouraging the children to take responsibility for the Friends Together environment.
- 8.45am children collect their coats and bags. EYFS and KS1 children are escorted to their classrooms. KS2 children make their own way through the school building to their classrooms.

#### After School Club

- 3.15pm - 3.20pm EYFS and KS1 children are collected from their classrooms and escorted to Friends Together. KS2 children make their way to their collection point to be collected and escorted to Friends Together.
- 4.00pm children offered a snack, Friends Together staff sit with the children at this time to promote table manners and social interactions.
- Children will have access to a wide range of planned activities both indoor and outdoor.
- 6.00pm Friends Together closes.

#### **Food**

During Breakfast Club children will be offered a selection of healthy cereal or toast along with a drink of water, juice or milk.

After School Club will provide the children with a simple snack such as crackers and cheese, breadsticks, bread and spread, raw vegetables and fresh fruit. The children will also be offered a drink of milk, water or juice.

#### **Behaviour**

Friends Together has a Behaviour Management Policy which clearly sets out the expectations for behaviour whilst at the club.

Friends Together recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

The aims of our Behaviour Management Policy are to help children to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills and help them learn what constitutes acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour,

Friends Together may decide to exclude the child. The reasons and process involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the Friends Together accident book, accurately reported to the parent/carer upon collection and signed by a member of Friends Together staff.
- Accidents records must give details of; time, date and nature of the accident, details of the child involved, type and location of injury, action taken and by whom.
- All accidents are dealt with by a qualified first aider.

Parents/carers of any child who becomes unwell at Friends Together will be contacted immediately. If a child is sent home during school hours, Friends Together will be informed of their absence.

### **Missing or Uncollected Children**

#### **Missing Children**

In the event that a child goes missing, the following procedure is undertaken:

- Senior school staff to be informed of the missing child.
- Friends Together Manager will search the inside of the building and delegate the outside search to another member of staff. If the child remains missing, the emergency services and parents/carers will be contacted.

#### **Uncollected Children**

If a child has not been collected by 6.00pm parents/carers will be contacted in the first instance by telephone. The additional contacts provided by parents/carers will be telephoned in the second instance. If these contacts are unavailable after approximately an hour, the police and Social Care will be informed.

A charge will be levied for late collection. If, due to an emergency situation, your child is collected between 6.00pm and 6.15pm we will impose a £5 charge. There will be an additional £5 charge for each 15 minutes thereafter. If your child is collected late on more than 3 occasions, there will be a £5 charge for every 5 minutes after 6pm. This charge will be added to the following month's invoice.

#### **Booking and Payment**

Sessions must be booked and paid for on-line **in advance** by the Friday of the previous week. Failure to pay in advance will result in the withdrawal of a

place at Friends Together. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the Friends Together registration form is known as the 'contracting parent' and is responsible for the payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the Friends Together Manager as soon as possible. All matters will be treated as private and confidential.

## **Charges**

Charges per session are as follows:

Breakfast Club	£4.00
After School Club	£6 until 4.45pm £10 to 6pm.

## **Staff**

Friends Together Manager: Mrs Moss Scally  
Deputy Manager: Mrs C Johnson

Play Workers	Mrs Vieira Mrs Brereton Mrs Gomes
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## **Code of conduct**

Children, parents and visitors are required to observe the same standards of behaviour and ethical conduct to those required of all school staff.

## **Policies**

Friends Together has an extensive number of policies and procedures in place which may be viewed on the school website ([www.stjosephs.cheshire.sch.uk](http://www.stjosephs.cheshire.sch.uk)) or available from Friends Together.

Approved by the Chair of Governors

M. Towers.....

Date ...26/09/2018