



Arnside National Primary School

ARNIE'S AFTER SCHOOL CLUB

Our Core Aims

- To provide an affordable, after school childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils after the end of the school day.
- To provide children with a nutritious snack and a selection of fun activities and games at the end of the day in a pleasant, calm and relaxed environment.

Introduction

The Arnie's After School Club is run by Arnside National Primary School and exists to provide high quality out-of-school hours childcare for our parents/carers. The children have the opportunity to have a choice of food and drink for a healthy snack at the end of their busy school day, and to join in activities on offer. They are also encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in activities with each other, developing social and interactive skills. The club operates from 3.15pm – 6.00pm daily term time only, (excluding INSET days), and current costs for each session can be obtained from the School Office.

A copy of this policy and all other policies are provided to all parents of children attending the club and is also available on the school website. All parents must complete a registration form for each child attending the club and sign the parental agreement to adhere to the terms of this and all other policies.

Admissions

- Only children attending Arnside National Primary School from Nursery to Year 6 are eligible to attend club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy summary. All other policies are available to view via our school website www.arnside.cumbria.sch.uk and a copy is within the Arnie's room which can be viewed at any time. Parents/carers must sign the parental declaration to show they have read and understood all Arnie's, policies, procedures, terms and conditions in full and agree to abide by them.
- Parents requiring ad hoc places at Arnie's are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process.



- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register

Booking places

- Places for Arnie's are to be booked via the school office.
- Priority for places will be given to full-time or part-time places that cover every week of the term.
- Subject to space, ad hoc places can be booked up to the day before a space is required.
- Bookings cannot be taken on the day.
- Four weeks' notice must be given to reduce the number of sessions your child attends if they have a regular place.
- Four weeks' notice must be given to resign your child's place.
- All full-time and part-time places need to be re-booked for the new academic year by the end of the previous academic year.

Pricing Policy

- Arnie's is a nonprofit making club and the fees charged cover the cost of staffing, food and equipment and day to day running costs.
- Each session will cost £9.00 for each child. Ad hoc sessions will be charged at a slightly higher rate of £9.50 per session.
- An additional charge will be made for any child who has not been collected by 6.00pm. This will be added to the next month's bill for regular users. *(see collection policy)*
- For children registered as regular users, invoices will be issued in the first week of the month for the month ahead.
- Payment must be made by the date stated on the invoice. Payment should be made by cheque/voucher/BACS.
- If payment has not been made for more than one month, the head teacher has the right to issue a written notice of cancellation of the child's place with one week's notice.
- The **play worker** must be directly notified in advance if a child is not able to attend Arnie's on one of their regular days. This is so that the play leader knows that they are not to collect the child from school and can organize staffing correctly. *(see Collection Policy)*
- In the case of illness, absence must be paid for.
- If regular users are not able to attend, they will be charged.
- Failure to use a casual place when booked will be charged full fee.
- If a regular place is no longer required one month written notice is required.



- Regular days may be swapped for a different regular day (with adequate notice) at the discretion of the Lead Play worker and the school, when there is space and ability to accommodate the change. This only applies if the change is long term/permanent. If it is just a short term/temporary change ad hoc sessions should be booked alongside the regular day.
- A receipt will be provided for payments made detailing the sessions that the payments have been made for.
- Parents should keep their receipts as proof of payment.

Staffing

The Arnie's Leader will have a 'full and relevant' Level 3 qualification enabling us to take all ages including reception aged children and under. They will also hold a paediatric first aid and food hygiene certificate. The club will be staffed at the ratio of

- 3-8 year olds 1 adult 8 children
- 9+ year olds (*no statutory staff ratio but recommended level is*) 1 adult: 10 children
- A minimum of two staff/adults are on duty at any one time.

Arrival and Departure at Arnie's

- All children will be collected by the Arnie's Play leader in the Library in the school's main building
- All children will be taken directly to the hall and the back room where Arnie's will take place.
- Parents must call the school office if their child is going to be absent from the club using the usual absence reporting procedures but making it clear that it is absence from Arnie's.
- All children will be collected at 6pm or before, late collection will be charged an additional fee to cover staffing and after 30 minutes the uncollected child policy and procedure will be followed. (*see uncollected children policy and procedure and parent contact for more detail*)
- Play workers will only allow children to be collected by either parents/carers or other adults, over the age of 16, specified on the registration form.
- All children should be aware of who is collecting them. If there is a change due to an emergency it is the responsibility of the parent/carer to inform Arnie's of the change.
- If parents/carers are going to be late they must inform the play workers.
- All adults collecting the children must sign the children out on the register and note the time of collection.

Behaviour

Whilst attending Arnie's children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.



- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the Arnie's Log book, accurately reported to the parents/carers via a telephone call and a note home in the learning diary on the same day.
- Accident records will give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately.

Medical conditions

- It is the parents responsibility to inform the Arnie's staff of any medical conditions/allergies that could affect the child during the club
- Any prescribed medication needed should be provided to the Arnie's staff in line with Arnie's Adminstrating medication Policy.



- It is the parent’s responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent’s responsibility to inform the Arnie’s staff of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Arnie’s staff.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- All other polices for Arnie’s must be read in full by parents and signed to show that they have read them in full

Complaints

The school and Arnie’s complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and governors.

| Review Date | Signature | Position |
|-----------------------|------------------|-----------------|
| <i>September 2018</i> | | Head Teacher |



