

**Ecton Village Primary Academy**  
**Before and After School Club Policy**

**Introduction**

The Ecton Oaks Club is run by Ecton Village Primary Academy and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8.00am – 8.50am and from 3.30pm - 5.00pm term time, and current costs for each session can be obtained from the School Office.

All parents 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 Ecton Village Primary Academy are eligible to attend Club.
- All places are subject to availability.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed 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.

**Arrival and Departure**

**Before School Club**

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the external hall door.
- Children will be escorted onto the playground at 8.50am by the Club staff.

**After School Club**

- Children will be escorted to meet the Club staff by a member of school staff.

**Departure**

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the

registration form and that it is kept fully up to date.

## **Daily Routine**

### **Morning session**

- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared Breakfast and children can then choose from a range of play and planned activities, both indoors and outdoors.

- 8.45am children collect their coats and bags and are escorted to the playground where they meet up with the rest of the children awaiting the start of school.

### **Afternoon session**

- 3.30pm children go to club.

- 3.45pm children will be offered a healthy light meal and can then choose from a range of play and planned activities, both indoors and outdoors.

## **Behaviour**

### **Whilst attending Club children are expected to:**

- Use socially acceptable behaviour and follow the EVPA Boundaries.
- 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.
- Using the systems outlined in the Relationships and Behaviour policy.

### **Dealing with inappropriate behaviour:**

- Challenging behaviour will be addressed in a calm, firm and positive manner, using the systems outlined in the Behaviour and Relationships Policy.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents 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 school accident book, accurately reported to the

parents/carer upon collection and signed by a member of staff.

- Accident records must 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 become unwell during Club will be contacted.

### **Uncollected children**

If a child has not been collected by 5.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.15pm onwards at £1 per minute per child.

### **Payment**

**The parent signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.**

**If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.**

**It is possible to pay fees via cash, cheque or childcare vouchers.**

#### **Procedures for payment of fees**

- **You will be able to see your balance on ParentMail at anytime, this is updated daily as your child attends club.**
- **Balances should be cleared in full by the end of each half term.**
- **If payment is not received by the due date this may result in a parent losing their childcare place.**

#### **Related Whole School Policies:**

- **Child protection policy**
- **Equal opportunities policy**
- **Relationships and Behaviour Policy**
- **Health and Safety policy**