



# John Wilkinson Primary School and Nursery Out of School Hours Provision

## After school registration, booking procedure and policy. Updated January 2023

### STATEMENT OF INTENT

It is our intention at Nursery and After School Club to respect the privacy of children and their parents and carers, while ensuring that they access high quality pre-school care and education in our setting including After School Club.

### AIM

At Nursery and After School Club we aim to offer after school care to children between the ages of 2 and 11 years old (Key Stage 2, Year 6). We aim to offer play and educational opportunities that are both fun and challenging. We will promote the dignity, privacy, choice, safety, potential and diversity of all users and staff of the club. We will offer healthy snacks and drinks to all children attending after 4:30pm.

### METHODS

The after-school club will meet all relevant legislation. The club employs appropriately qualified staff who are DBS checked. We provide a balanced range of activities, taking account of ages, development needs, interests and pattern of attendance of each child. After school club regularly evaluates provision to ensure continuous improvement ensuring all users and staff are involved.

### ADMISSION CRITERIA POLICY

We welcome applications from parents/carers of children currently attending John Wilkinson Primary School and Nursery in accordance with the following procedure: -

- Allocation of places is based on equality and fairness.
- Children at Nursery have priority for places, particularly full-time attenders.
- Enquiries for after school club spaces should be directed to the school office.
- Places are offered on a first come first served basis. Priority will be given to subsequent children of existing users, and to families booking five sessions per week.
- When the club is full, places will be allocated from a waiting list maintained by the administrator. Those who have been waiting longest will be offered a place first.
- You will be required to complete a registration form and a booking form.
- **Once a place has been confirmed in After School Club, this will be taken as an on-going agreement until 6 weeks' notice is given to change or cancel your booking.**
- All information provided by you about your child will be treated confidentially and kept safe.
- We will ensure correct ratios are maintained.
- Payments are made through the ParentPay system. Childcare voucher schemes are also accepted.
- **Any amendments or cancellation of sessions require 6 weeks' notice.**
- Families are liable for fees for all sessions booked, regardless of attendance.
- The school office will inform the relevant teacher in school of the fact that an after school staff member will be collecting their child.

- Families are required to advise Nursery as soon as possible if their children will be absent from After School Club.
- Where children attend school clubs, they will be collected as usual after the club and will return to Key Stage 1 or Key Stage 2 After School care. Unfortunately, we cannot offer refunds or changes of sessions when attending school clubs as this is a separate provision.

### **CODE OF CONDUCT/BEHAVIOUR POLICY**

We aim to promote positive behaviour by treating everyone associated with the setting with respect, equality and fairness at all times; by creating a safe and secure environment free from bullying, harassment and discrimination; by ensuring that users of the setting are free from exploitation and abuse.

### **ACCIDENT AND INCIDENT REPORTING POLICY**

Staff are committed to ensuring that children attending the setting do so in a safe environment. To this end the setting will ensure: -

- There is a health and safety policy involving regular risk assessments and maintenance of the premises and equipment.
- They and staff will be up to date in their knowledge of relevant health and safety legislation.
- That there is at least one member of staff on session that holds a recognised and current first aid certificate, although usually all staff members have first training.
- All accidents/incidents are reported and recorded and families are required to sign to acknowledge this information.
- All accidents /incidents that require to be reported to another authority (e.g. Health and safety Executive or Environmental Health) are duly reported.
- The club's no smoking policy is adhered to.

### **ARRANGEMENTS FOR COLLECTION**

Staff will collect children in Key Stage 1 and bring them back to nursery. Another member of staff will collect children from key Stage 2 and gather in the covered area between the two key stages. KS2 children will then make their way to a designated room within the school building form where they are collected until 4:30pm, they will then return to nursery for their remaining time.

### **LATE COLLECTION OF A CHILD**

We ask that all children are collected on time, particularly for late sessions where staff have worked until 5:30pm. If a child is collected 5 minutes or more later than their booked time parents/carers are asked to complete a late collection form detailing the times and reasons for the late collection. Late collection will be monitored by the Manager and Head. Action will be considered if a pattern of late collections appears, including requesting a fee or change in contract (e.g. a long session). At least two members of staff will be present until the child is collected. Staff will refer to the Non-Collection of a Child Policy if we are unable to contact parents.