



Welcome to Crow Orchard's After School Club

Named "The Orchards Kids Crew"
by Jack Blakey

We are a non-profit making club, governed by the school, providing after school care for all children between the ages of 4 -11. Parents may choose the number of sessions as required, providing places are available. A registration form with contact details and medical information needs to be completed before a child can join our club.

Our Mission Statement is:

At our club, everyone matters, everyone is included and we have a safe, happy and fun time.

Our club rules:

Never leave the room or answer the A.S.C phone without adult permission.

At snack time always use your manners and sit at a table to eat your food.

Respect ALL the toys and put them away properly after use.

Show respect to the classroom and ALL adults and children in A.S.C.

Be kind to everyone in A.S.C and share the toys.

Opening Times:

Monday to Friday 3.15-5.15pm daily (term time only)

Staffing:

We have fully qualified childcare staff that care for the children, provide a variety of healthy snacks and facilitate lots of different fun activities on a daily basis. All staff have Enhanced Criminal Records Bureau checks (CRB), our supervisors are Pediatric first aid trained, have first aid qualifications and follow all the policies and procedures of the school.

Supervisors - Debbie Baxter (Level 3) and Paula Craven (Level 3)

£2.50 3.15pm - 4.15pm

£5 3.15pm - 5.15pm

Look out for up coming deals!

Vouchers also available.

Our URN (Unique reference number) for parents claiming tax credits is 119334.

(For more info just ask Mrs Baxter)

If it's your Birthday, you can bring a friend for free!

Arrival/departure:

Children will be collected from their class rooms at the end of the school day and a register taken.

On departure, the person collecting the child from the club must be known to the staff. If a different person is picking up the child please inform the school club staff as soon as possible via text to the A.S.C Phone on **07547203645**. Children will not be allowed to leave with an unknown adult unless the correct password for the child is given. Parents must sign their child out and state the time. We request that the person collecting your child from the club is over the age of 16years.

It is essential that arrangements are always made for your child to be collected at, or before, the end of each session, 5.15pm. If a problem arises, please make contact with the club as soon as possible.

Snack:

Children have an active role in choosing foods for their snack. A healthy variety of food and drinks are provided daily, children play a part in (under supervision) preparing their own snack. Snack time is 3.15pm but water and a variety of fruit is available for children to eat at their leisure during the session.

Attendance:

Children need to be booked into the Club on a half termly basis so an appropriate staff/child ratio can be arranged for each night. We also need to inform class teachers of which children will be attending club each night. Ratios are an Ofsted requirement which we must adhere to. Places can be booked for that day by texting/calling/leaving a message on **07547203645**.

Supervision:

The children attending After School Club will be supervised at all times and will not be allowed to play outside unless in a supervised group. If a child wishes to participate in an ordinary school activity, such as football, which takes place after 3.15pm, they may do so and then join the club afterwards for a reduced fee. In this case, please make staff aware of this.

Fees:

Although we are non profit making organisation, it is critical we receive fees on time. If your outstanding payments reach **£50** your child/children will **not** be able to attend A.S.C, until the debt is **cleared**. Fees can be paid daily or weekly. Cash is preferable and cheques need to be made payable to LCC (Lancashire county council). If you are handing in fee's to the office please ensure they are in a blue envelope, stating clearly the amount, child's name and days/dates you are paying for.

Health and Safety:

- Children will be supervised at all times.
- A register will be kept of children's attendance and three emergency contact numbers will be kept on file.
- A child's whereabouts will be known at all times e.g. going to the toilet or out of the room for any reason.
- Outdoor activities will be well supervised and ratios of adults to children will be in accordance with regulations.
- Parents consent will be required for any activities off school premises.

- After School Club policies are displayed outside the Year 6 classroom.

Accident procedure

Parents will be informed of any accident involving their child that has been entered into the accident book. A bumped head letter/accident letter will be given to the adult collecting the child. Parents will also be asked to sign the accident book to say they have been informed.

If a child needs hospital treatment parents will be contacted immediately. If parents or other family members cannot be contacted, a member of staff will accompany the child to the hospital and parents will be contacted as soon as possible.

Special Needs/Inclusion:

Crow Orchard After-School Club operates a full Inclusion Policy, All children are welcome!

Medication:

Prescribed medication will only be administered by the After-School staff if written permission is given by parents. Please inform the staff if your child uses an inhaler and make sure that they have one with them.

Behaviour Management:

The After-School Club staff will positively manage children's behaviour and set appropriate boundaries for children, dealing appropriately with unwanted problem behaviour.

Bullying will not be tolerated and any incidents will be dealt with sensitively.

Parents will be fully informed by staff, of any incidents of unacceptable behaviour.

If a child continues with persistent inappropriate behaviour that cannot be managed or controlled, the staff will contact parents and ask for the child to be collected.

We have all our full policies and procedures in place.

List of policies and procedures are available to look at and are kept outside Class 6.

Complaints Procedure:

- If a parent or guardian has any concerns about the service provided they should discuss the problem with the club supervisors Mrs Baxter or Mrs. Craven or the After School Club directors Miss Hedges, Mrs. Heath or Mrs. Mahood. Confidentiality will be maintained throughout the proceedings.
- If the problem cannot be resolved the complaints record form will be completed. A record will be kept of the complaint and its outcome and a summary will be available for the parent and Ofsted.
- If for any reason parents are not satisfied with any of these arrangements, they are at liberty to contact Ofsted. (Telephone number 0845 053 0009 or 0300 123 1231)

Thank you for taking the time to read over this information. For any further information please do not hesitate to ask.

Mrs. Baxter or Mrs. Craven 07547203645

