



Spring Comets After School Club

Spring Common Academy
American Lane
Huntingdon PE29 1TQ

Welcome to the Spring Comets After School Club information pack. We hope within this pack you will learn all about us, have your questions answered and be left feeling confident that your child will have a fantastic time when they join us.

Spring Comets is an after school Club for pupils **aged 8 to 14***, that has been open since January 2010. We've grown from two members of staff and one child to six members of staff and fifteen children a night.

We believe that in our Club the children should feel as relaxed and comfortable as they would at home. We don't have lots of rules, instead we encourage the children to respect and support each other, this builds a wonderful environment for the children and we've seen the children's confidence grow as a result.

We offer a wide selection of play activities a night, from sport to cooking; computers to water play, sensory messy play to rampaging through the ball pool. We encourage the children to make their own selections, discuss ideas for activities and try something new!

***Children can be considered from September of the year in which they become 8 (school year 3).**

After School Club Leader: **Jan Wall**
Assistant After School Club Leader: **Andy Moore**

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Thank you for expressing an interest in our After School Club. This pack is here to provide you with information to help you:

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1. Introduction:

Spring Common Academy noticed a gap for our students for after school activities. So we've decided that our students need a safe, relaxed but secure environment for them to enjoy activities with their friends.

We have been successfully running the After School Club (Spring Comets) since January 2010 and have received consistently good reviews.

We are running sessions every day during term time, these sessions include two specific activities that will be different every day of the week and give the children access to the entire school and all of its equipment.

We welcome pupils **aged 8 to 14*** to attend as many days as they wish. The Spring Comets will be subject to Ofsted standards and as a school Club has public liability insurance with Cambridgeshire County Council.

2. Staffing:

We have a commitment to employ staff of a high standard, combining experience of the children as well as an ongoing commitment towards additional training to meet the special educational needs and disabilities of our children. Building positive relationships with children will be our core purpose to ensure they are happy and confident in our care.

Our staff team will be encouraged to contribute towards a positive team spirit.

Club Leader—Jan Wall

I would like to introduce myself as the Club Leader. My name is Jan Wall and I have worked at Spring Common Academy since 1999, I am very committed and hard working. I have a vast amount of experience across the board of the school, from ages ranging from 2-19. My aim is that After School Club will continue to be enjoyable and lots of fun but I also would like to bring in new ideas and concepts to support all the children at the Club.

Club Assistant Leader—Andy Moore

I have been at Spring Common Academy since 2009 and have worked in the After School Club since it began. I love to get the children active and using up their energy, so hopefully you will see the benefits! After School Club should be great fun, so I hope I can contribute to your child's enjoyment of the Club.

Spring Common Academy—After School Club

Admissions and fees policy 2010, we encourage and actively support eligible parents and carers claiming and taking up the childcare element of the Universal Credit or using Short Breaks Funding, if you receive high level DLA. The school can also use additional cluster funding to support families to help children attend the Club.

3. Registration, Booking Procedures, Opening Times and Fees:

You will need to Complete Registration

When a parent or carer contact the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees and informed of whether there is currently a suitable place available for their child.

If the parent or carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration and Medical Form to confirm their child's place.

At this time a registration fee of **£10** will be required (please note that this is non-refundable because it is a joining fee).

Booking Places

- It is vital that parents and carers notify the Club about the place needed in advance.
- Children who have not been booked in will not be able to attend the Club.

Booking Procedure

The Club requires at least **1 weeks notice of bookings** for children who do not require transport.

However we will ask you to book the days you wish your child to attend the Club termly to support planning.

Timing and Fees

Club sessions will be from 3.15pm to 5.15pm

The Club Fee Structure is as follows:

1. The cost of sessions will be communicated to parents or carers at the time of registration and any changes to this will be communicated not less than 1 month before any revision of the fees.
2. Fees will need to be paid at least 1 week in advance of the child's booked session/s. **We will charge £10 per session.**
3. When a child is absent for a booked session without prior agreement or notification, the full fee for the session will be charged. This does not include times the child is absent from school due to illness.
4. **For any situation of a child being collected late after the Club finishes, there is a late-collection fee of £8 for each additional 15 minutes, or part of each additional 15 minutes.**
5. The level of fees will be set by the school and reviewed annually in the light of the Club's financial position.
6. The Club will be sympathetic to requests for daily payment. Parents or carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the After School Club Leader at the earliest opportunity.
7. If the fees are not paid on time, the schools finance assistant on behalf of the Club will notify the parent or carer in writing and request payment.
8. Parents or carers are encouraged to speak to the After School Club Leader or Assistant if they are likely to have difficulty in making a payment on time. Your child may be eligible for a subsidy granted by the school. Parents or carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
9. If fees are paid persistently late or not at all with no explanation, the After School Club Leader will investigate the matter and perhaps suggest a different payment plan.
10. The school finance assistant on behalf of the After School Club Leader has the right to issue a warning to the parent or carer and inform them that continued late payment will result in their child's place at the Club being forfeited. If all options have been explored by the After School Club Leader and the fees are not paid, the Club may terminate the child's place.

4. Aims of the Club:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the school community.
- Undergo regular monitoring and evaluation of our services to ensure that the Club continues to meet the needs of children and parents/carers.
- Follow the play work principles to make sure all children attending are actively involved in decisions and making choices.

Our Club is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Our Club is committed to providing:

- Care and activities that put the needs and safety of our children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

5. Waiting List:

To ensure admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of the After School Club waiting lists.

- If, on making an enquiry about a place for their child, a parent or carer is informed that there is not currently a place available, the Club's waiting list procedure will be explained and then activated on the parent or carer's behalf.
- Parent or carers will be encouraged to submit their request for a place for their child to the Club in writing. These details will be placed on the waiting list, in the order that they are fairly considered.
- The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent or carer of how long they are likely to have to wait before a suitable place becomes available. **This information will only be an estimate and will not constitute a binding guarantee from the Club.**
- If the parent or carer concerned no longer wishes to take up a place, we must be informed so that the parent or carer of the next child on the list can be contacted.

6. Requests for Transport:

Please complete the booking form attached to this booklet, even if you do not wish to use the transport.

You are of course welcome to pick up your children yourself if you wish.

Important information for parents requiring free transport:

- In a previous consultation we asked parents what time they would like the transport to leave school, as a result of this the **transport will collect children from Spring Common at 5.00pm.**
- Unfortunately it takes some time to make changes to transport arrangements, for this reason parents requiring transport will need to commit to this on a termly basis.
- It can take up to two weeks for transport arrangements to be made.
- Parents will need to ensure that they are at home when their children arrive, **children can not be transported to any other address.**
- Parents will need to return this booking form as soon as possible. Parents may have a two week delay unless they can pick up their own children, until transport is arranged.
- The charge for children attending the Club until 5.15pm will be **£10** (there is no charge for transport).
- In order for the appropriate transport provision to be arranged, we must have up to date medical details of your child.
Please complete the enclosed medical form.

7. Arrivals and Departures:

Our Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the After School Club Leader or the Assistant to keep accurate records for all children in the Club. All arrivals and departures to and from the premises will be recorded in a Club register.

Arrivals and Medication

On arrival, a member of staff will immediately record the child's attendance in the daily register, including the time of registration.

If the parent or carer wants their child to be given medicine during the Club by a member of staff, they must complete and sign the Administering Medication Form enclosed.

Departures

On departure you must sign your child out and record the time of collection.

If the child is to be collected by someone other than the parent or carer, they must be one of those names on the Registration Form with the Club. Only adults—**aged 16 years and over**—and with suitable identification can be nominated to collect children.

Please tell us if a nominated person will be collecting your child. If another person attempts to collect children, staff will contact the parent or carer before releasing the child.

No child will be allowed to leave the Club unaccompanied.

Please tell us if you know you will be late collecting your child. You may tell us at the beginning of the day or by telephone.

8. Absences:

If a child is going to be absent from a session, parents must let the Club know in advance.

If a child is absent from the Club without prior warning, staff will check to see if they attended school that day—**We will not accept the word of other children.** If the whereabouts of the child is not clear, staff will immediately inform the parent or carer.

The Club and its staff will always try to discover the causes of prolonged and unexplained absences in discussion with the school and arrange help and support if necessary.

9. Policies and Procedures:

Special Needs

Our Club is aware that all our children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

Behaviour Management

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

Bullying

Our Club is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our Club, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying.

Child Protection

Our Club believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

Equal Opportunities

Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination for everyone in our community.

Policies and Statements

The policies highlighted by the local authority for After School Clubs includes;

1. Staffing Profiles	17. Health, Illness & Emergency
2. Staff Development & Training	18. Hygiene
3. Staff Disciplinary Procedures	19. *Infectious & Communicable illness guidance
4. Students & Volunteers	20. *Drug, Alcohol and Substance Abuse
5. Statements of Purpose	21. *Food & Drink
6. Settling In	22. *Equal Opportunities
7. Arrivals & Departures	23. *Dealing with Racial Harassment
8. Care, Learning & Play	24. *Special Needs
9. Involving & Consulting Children	25. *Behaviour
10. Physical Environment	26. *Anti-Bullying
11. Equipment	27. Suspensions and Exclusions
12. Health & Safety, Personal & Intimate Care	28. *Partnership with Parents & Carers
13. Risk Assessment	29. Uncollected Children
14. Site Security	30. Missing Children
15. Fire Safety	31. *Complaints Procedure
16. Educational Visits	32. *Child Protection

*** = The After School Club was linked to all school policies as agreed on 9 December 2009.**

10. BOOKING FORM:

Childs full name: _____

Name to be called at Club: _____

Date of birth: _____

Name of person/s
with parental
responsibility
for this child:

- _____
- _____
- _____

School attended: _____

First language: _____

Names of parents or carers: _____

Home address: _____

Telephone Numbers:
Home: _____

Mobile: _____

Work: _____

Please give full details of any other authorised person(s) able to
collect your child

I consent for my child to attend this Club, I understand that the Club has appropriate policies, procedures and statements in place.

I understand that there are expectations and obligations relating to both the Club and myself and agree to abide by them.

I understand that persistent late or non-payment of fees will jeopardise my child's continued place at the Club.

I confirm that the information given on all forms is correct and agree to notify the Club staff of any changes in details.

Signature of
Parent/Carer: _____

Parents name: _____

Date: _____

Please tick off the days you would like your child to attend.

Monday	Tuesday	Wednesday	Thursday	Friday

Please be aware that we currently have a waiting list for every day of the week, some days may have a shorter waiting list than others.

Would you require transport?

YES	NO

11. Medical Form:

Childs Name: _____

Doctor: _____

Address: _____

Telephone: _____

Does your child or the child in your care have any known medical problems or additional needs? (Please list below)

Does your child have any known allergies or major dislikes with foods or materials? (Please list below)

If your child has any allergies, please complete the allergy form enclosed.

Any other information?

Parent / Carer Emergency Contact Telephone Numbers:

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers.

In the event that my child requires immediate treatment before I can get to the hospital, I hereby authorise the staff member present consent to administer any emergency medical treatment necessary to ensure the health and safety of my child on my behalf.

Parent Signed: _____

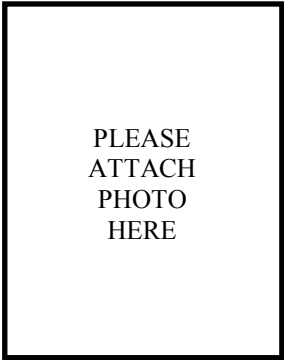
Parent Name: _____

Date: _____

12. Allergy Management Plan:

Name: _____

Address: _____



Allergy can be triggered by: _____

Child's reactions include: _____

Treatment
Please Complete Administration of Medicine Form

Parents Name: _____

Contact Details: _____

13. Administration of Medicine Form:

This form must be filled in before medicine is given to the child.

Name of Child: _____

Date of Birth: _____

Address: _____

Child's Doctor: _____

Surgery Address: _____

Surgery Telephone: _____

Reason for Medicine: _____

Name of Medicine: _____

Expiry Date: _____

Storage Requirement: _____

Dosage and Times

To be Administered: _____

I have read and understand the Administration of Medicines Policy. I give permission for the staff to administer the medicine as described on this form.

Parent Signed: _____

Parent Name: _____

Date: _____

Time Medicine Given	Dosage	Given By	Witnessed By	Parent / Carer to sign on collection

14. Photograph Consent:

Dear Parent / Carer,

While caring for your child, the occasion sometimes arises to take photographs to share with you, for use in promotional literature & media publication or to keep for provision records. In order to do this, your permission is required.

Name of Child: _____

I am the parent/carer of the child named above and I give permission for my child to be photographed by the childcare worker(s) at the Club for the following reasons (please tick all that apply):

- | | |
|--------------------------|---|
| <input type="checkbox"/> | • Out of School Club Album |
| <input type="checkbox"/> | • Play workers Coursework |
| <input type="checkbox"/> | • Promotional Literature |
| <input type="checkbox"/> | • School Website |
| <input type="checkbox"/> | • Local Newspaper / Magazine |
| <input type="checkbox"/> | • National Newspaper / Magazine |
| <input type="checkbox"/> | • Care and Education Service Publications |
| <input type="checkbox"/> | • Care and Education Service Website |
| <input type="checkbox"/> | • Other Publications, such as the Local Newspaper |
| <input type="checkbox"/> | • Other Organisation's Promotional Literature |
| <input type="checkbox"/> | • Other Organisation's Websites |
| <input type="checkbox"/> | • Other |

I understand that there will be no payment for my child's participation in any photographs used in this manner.

Parent Signed: _____

Parent Name: _____

Address: _____

Date: _____

15. Contract of Registration:

Name of Child / Children: _____

Start Date: _____

Fees

The current fees are shown in the parents brochure. By agreeing to the terms and conditions including the payment fees. I understand that non-payment of fees could jeopardise my child’s place at the club.

Registration and Medical Detail

The registration form provides the Club with essential information for the security of my child. It is important that this information is correct and up to date. I must inform the After School Club Leader of any changes to the registration.

Snacks

The snack provided by the Club is varied and meets nutrition standards. I must inform the club of any dietary requirements or needs before my child starts attending.

Sickness and Emergency Treatment

As the parent/carer, I will take into account the health and welfare of all the children who attend the Club. I will not bring my child to the setting if they are ill or have an infectious disease. In the event of an illness, accident or emergency, the Club will act on my behalf and take actions, which they consider appropriate. This may include taking my child out of the setting to seek medical attention. Every effort will be made to contact me immediately.

Child Protection

I understand that the staff have a duty of care towards my child and if staff have any child protection concerns regarding my child they will seek advice or refer the situation to social services.

Policies and Procedures

I am aware that the Club has a set of policies and procedures that apply and are accessible to me on request.

I (name of parent/carer): _____

Agree to all of the above information within the contract of registration.

Signed: _____

Date: _____



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Head of School: **Julia McIntosh**