

Millfields Primary After School Club

Information for Parents and Carers

Millfields After School Club caters for all in a stimulating, interactive, fun environment

Our aims:

- To provide a happy, welcoming place where all children are valued
- To help children be healthy
- To have strong partnerships with parents
- To ensure the safety and welfare of each child
- To offer a varied and stimulating range of play opportunities

Our opening times are as follows:

We are open daily throughout the Millfields Primary School term

3.00 p.m. to 6.00 p.m.

We have places for up to 24 children aged from 4 – 11years in each session. Children are collected from their classroom and brought to the club. On arrival they are offered a drink and snack and then we all sit together for registration.

Admissions Policy

Should your child have any additional, medical or special needs please record these on the registration form and speak to Despina Cousins to ensure your child can be appropriately welcomed into the club.

Booking

A completed registration form is required for each child attending the Club. We are happy to accept short notice/same day bookings when we have places available.

Places at the club are allocated on a strictly 'first come first served' basis.

Please contact the Business Manager Anita Sparrow 01206 823044 ext 4 or via anitasparrow@millfields.essex.sch.uk.

We cannot, however, guarantee the availability of a place.

Payment

At the end of each half term we will provide you with a booking form for the next half term.

Payment is due when booking is made. Any bookings made for the following week can be cancelled by the preceding Friday with a credit given for the days paid for. After the Friday all pre booked places for the following week are duly charged for. Any non payment or uncleared cheques are subject to a £10 charge.

Payment can be made by cheque (payable to Millfields Primary School) and sent along with a booking form. ***Payment cannot be made at the ASC.***

Working Families Tax Credit.

Any parent entitled to WFTC or any other forms of benefits may have the opportunity to claim part or all of your fees for the usage of our childcare facilities. Contact your local benefits office for more details.

Cancellations

Should you wish to cancel your child's place at club we will require one week's notice in writing. Fees will be due for this period regardless of attendance.

The club also reserves the right to withdraw the service if parents do not follow cancellation procedures or if payments are consistently late.

Collecting children at 3.00pm

Children are collected from their classrooms by a member of our staff. They will need to carry their coats and bags to the ASC.

A register is taken at the beginning of each session

Going Home

You need to ring the doorbell on the gate and wait for a member of staff to let you in to the school grounds.

It is important that parents/carers sign out their child on the daily register/collection sheet when children are collected.

We will not allow any person you have not named on the registration form to collect your child. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify a member of staff.

Please ask a member of staff to let you out of the door when leaving, this ensures the building remains secure for all children.

As we have to vacate the school by 6.00p.m., please collect your child by 5.50 p.m. **at the latest.** In the event of a delay in collecting your child please telephone **Despina on 07538 069989 (please note, this number will only be available from 3pm-6pm)** as soon as possible.

Late collection of children, unless notified, will result in the club taking care of the child for half an hour after closure whilst continuing to contact all numbers given. If unsuccessful, the club is obliged to contact Social Services who will take responsibility of the child/ren and continue to try to contact parents until successful. The club is unable to care for a child who has not been collected within half an hour, due to legal requirements. Please note - the club is not insured for childcare purposes after advertised closing hours. The club reserves the right to withdraw the service if consistent late collection occurs.

Snack Food

Our snack food aims to be multi-cultural and offer a healthy balance. On arrival at the Club at 3.00 p.m. the children are offered a drink and snack. The children have snack in small groups. Please speak to the staff should your child have any special dietary requirement. Should your child be on a restrictive diet you may be asked to supply your child's snack food.

Behaviour

We follow the school rules with regard to behaviour to ensure consistency for the children at club. We expect good behaviour from staff and children and respect for others. We use various techniques to encourage good behaviour including praise, rewards such as stickers and certificates. We use distraction techniques and discussion for unacceptable behaviour. We do not tolerate bullying or name calling. Any child who does not follow these rules will be given a verbal warning in the first instance, a written warning in the second instance, if it happens again following this, their place at ASC will be removed permanently.

After School Club Rules

We Do - Respect each other, help each other, listen, share, have a good time & look out for each other, inside and outside the club.

We Don't - Climb on equipment, damage equipment, shout, swear or bully, fight with each other, go into areas that are "out of bounds", go outside the rooms without asking an adult.

We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.

Millfields After School Club reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

Accident and Medical consent forms

Should your child have an accident ie fall or bump whilst at club, trained first aid staff will offer appropriate treatment and complete an accident report form. You will be asked to read this and sign this form so we know you have been informed.

We will not administer any medication (except in an emergency) without your prior written consent. You will first be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

Indoor Activities at the Club

Our programme of planned activities places emphasis on providing safe & fair play & aims to be creative, stimulating & varied within a relaxed friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self confidence, independence and self esteem. Our weekly programme of activities may include:

- Art using various media and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Construction toys, Board games
- Home Corner
- play toys
- DVD

Outdoor Play at the Club

The Club has access to the school playing fields; children are always supervised by staff from the Club during outside play.

For safeguarding and security reasons children not attending ASC will no longer be able to play on the junior field after school.

We have a varied range of outdoor play equipment & children are encouraged to gain fresh air & exercise. We try to offer children outdoor play every day for at least 20 minutes. After this time children will then often have the choice between playing indoors or outdoors, providing the weather conditions are appropriate. Outdoor play will include bat and ball games, team games, hoola hoops, skipping, field sports and use of the school grounds. The outdoor play area is checked regularly by staff to ensure the safety of the area.

Sun Protection Policy

We recognise the dangers posed to children by over exposure to sun. In hot weather parents are encouraged to provide a sun hat for their children. In hot weather staff will encourage children to drink frequently and stay in shady areas

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

Child Protection Policy

We have a responsibility for promoting and safeguarding the welfare of children. Our policy outlines our role and the procedures and guidelines we will use with the aim of protecting all children in our care from harm. Where necessary we will liaise with local and national child protection agencies and be led by local policies, guidelines and procedures. All staff receive regular child protection training.

Complaints

The After School Club has a clear policy for complaints. If you are concerned about any aspect of the after school club, all complaints are to be referred to:

Mrs Anita Sparrow
School Business Manager
Millfields Primary School
Bowes Road
Wivenhoe
Essex
CO7 9RD
01206 823044 ext 4
anitasparrow@millfields.essex.sch.uk

Staffing

All staff will either hold a childcare qualification or have previous childcare experience. All staff are required to undertake Criminal Records Bureau checks, and prior to commencement of employment all staff have to supply two written references.

Commitment to parents/carers

We value our relationship with parents and are committed to working in partnership with you to provide high quality play and care for your child.

We aim to:

- Welcome you at all times to discuss our work, have a chat or take part in our activities
- Keep you informed about our opening times, fees and programme of activities
- Be consistent and reliable to enable you to plan for your child's out-of-school care with confidence and peace of mind.
- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.