**Harrowbarrow School After School Club Policy**

Aims:

* To support working parents by providing after school care from the end of the school day until 5.15pm.
* To provide an area for children to do homework, read, draw, play with construction toys and board games in a safe and friendly environment.

Agreement:

1. The After School club will be run by Harrowbarrow School.
2. Infant children will be taken to the After School Club room by a member of staff. Junior pupils will be expected to make their own way to the Club at the end of the school day.
3. Children will not be allowed to leave the After School club room to play outside unsupervised.
4. Staff will be responsible for the care and management of children, treating them with respect at all times.
5. There will be at least two members of staff on the premises at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.
7. Children who do not behave well or do not show respect for staff or each other will be banned from the club – either permanently or temporarily depending on circumstances.
8. The Club will operate for children attending Harrowbarrow School only. Membership of the club is available to children when they start in Reception.
9. Sessions should be booked on a half termly basis through the school office.
10. We understand that occasionally last minute bookings may be required and will be accepted provided space is available.
11. **Each session will cost £7.50 per child** (a session is from the end of the school day until 5.15pm), and the cost of £7.50 per child will be charged for a full or part session taken. Parents will be given one month’s notice of any increase in fees. All fees must be paid online. After School Club staff will not be able to accept cash or cheques.
12. Cancellations must be made at least 24 hours before the booked session. The school reserves the right to charge for non-cancellations.
13. The session will end at 5.15pm when a responsible adult known to the school must collect the child from the Club.
14. There will be a late pick up charge of **£20** should a child not be collected by 5.15pm.
15. The school will provide fresh drinking water, but if you would like your child to have a healthy snack, this must be provided.
16. Should the Club not remain viable, the school will give parents half a term’s notice of closure.
17. If a child becomes ill during a session, every attempt will be made to contact one of the people on the school’s contact list to arrange collection.
18. Parents are asked to keep the school informed of any change of emergency contact details or medical details via the school office or via the Parent Lite App.

**After School Club Registration Form**

**September 2021 – July 2022**

|  |  |  |
| --- | --- | --- |
| Child’s Full Name: | | Address: |
| Age: | Class: | Parent/Carer contact details  Home:  Mobile:  Work:  Other: |

|  |
| --- |
| Please indicate if your child has any medical conditions or allergies: |
| Please indicate if your child has any specific dietary requirements: |

**After School Club Booking Form**

My child will be attending the After School Club sessions on the following days for the half term indicated:

*Please Tick*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Mon |  | Tues |  | Weds |  | Thurs |  | Fri |  |
| First Half Autumn Term 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Autumn Term 2021 |  |  |  |  |  |  |  |  |  |  |  |  |
| First Half Spring Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Spring Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| First Half Summer Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |
| Second Half Summer Term 2022 |  |  |  |  |  |  |  |  |  |  |  |  |

Parent/Carer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Date