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**Fens Primary School After School Club Policy**

**June 2020**

**Aims**

1) To provide childcare after school to meet the demands of our parents and carers.

2) To promote healthy eating.

3) To provide a caring environment for children to enjoy at the end of the day.

4) To provide activities to stimulate children in our care at the end of the day.

5) To provide activities that continue the learning journey for those in the Foundation Stage, (continuation of the Early Years Foundation Stage framework).

**Ratio/Qualifications**

1) There will always be at least two adults on the premises.

2) For under-fives (reception children only) the school will meet the requirements of the EYFS framework namely:

* There must be at least one member of staff for every eight children.
* At least one member of staff must hold a full and relevant level 3 qualification.

3) For children over five and under eight years there will be at least one member of staff for every eight children.

4) For children over eight there will be at least one member of staff for every sixteen children.

5) There will always be a first aider holding a paediatric first aid qualification.

6) There will always be a member of staff who holds a ‘Food Hygiene and Handling’ qualification.

7) Staff will always receive annual fire safety training.

8) Staff will always have Child Protection Training, every 3 years.

**After School Club**

**Time:** 3.20 pm to 6.00pm

**Cost:**  £6.00 per session (no discount for siblings).

**Key Contact**: Mrs Green

**Registration**

All children who attend Fens Primary School After School Club must be registered with ourselves as instructed by Ofsted. Therefore, a registration form must be completed prior to your child attending.

**School Unique Reference Number: 111600**

**Department for Education Number: 805 2187**

**PLEASE NOTE: REGISTRATION DOES NOT GUARANTEE AN AFTER SCHOOL CLUB PLACE.**

Registration forms are available from the school office and After School Club.

**Booking a Place for your child:-**

You are able to book your child into our After School Club for set days each week; you do not have to book a full time place. You will need to pay for the days you have booked whether your child attends or not. Payment needs to be made at the beginning of the week or brought in each day your child attends. Your child will not be able to attend if payment is not received.

Bookings need to be made via the school office. If we do not have spaces available in After School Club, your child’s name and the days they require will be added to a waiting list. We will contact you once there is availability for the days you require.

Children cannot just turn up for After School Club, as we have limited numbers and staff ratios must be adhered to.

**Absence**

If your child does not attend a session through illness or holiday you will not be charged for that session, as long as the school office has been informed by 8.15 am. You will also not be charged if your child is attending a school residential visit.

**Emergency Availability**

If you require a place at After School Club as an emergency we may be able to accommodate, however this will need to be checked with the school office first and a registration form will need to be completed prior to your child attending.

**Collection**

Collection of children in After School Club will be at the School Main Entrance and must be by 6pm. Late collection will be charged £5 for every 15 minutes or part thereof. If a child hasn’t been collected by 6.30pm the staff will be legally required to contact Social Care.