

# Mersey Vale Primary School After School Club



**Parent/Carer Handbook  
2020/2021**

## **ABOUT OUR CLUB**

The club is run by Mrs Hilton and Mrs Tariq with support from the rest of the school staff where necessary including the Senior Leadership Team.

All of our staff have significant experience of working with children and undertake professional development training. All staff members have an enhanced disclosure certificate (DBS) and, in accordance with School Policy, will wear identification badges at all times. We maintain a staff/child ratio of 1:13 for children under the age of eight, in line with statutory requirements.

The club will run (unless school is closed) Monday to Thursday from 3.15pm to 5.30pm and until 5pm on Friday. There may be changes to procedures and timings etc related to COVID-19. Contact will be made if these affect parents, carers or children attending the club.

## **CONTACT DETAILS**

Telephone: 07391 122897

Email: [afterschoolclub@merseyvale.stockport.sch.uk](mailto:afterschoolclub@merseyvale.stockport.sch.uk)

## **CLUB AIMS**

Our aim is to serve the parents and children of Mersey Vale Primary School with high quality childcare in a safe, secure and stimulating environment for children from Reception to Year 6.

The After-School Club is not an extension of the school day. Children will be free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including art and craft, board games, construction, physical play, reading and dressing up. In addition other resources will be available at certain times such as the children's kitchen, IT suite, School Library and the main hall. Children will be encouraged to play outdoors every day unless the weather is particularly bad. If children choose to do homework, staff will be on hand to facilitate this.

## **REGISTRATION**

We require a completed registration form and payment for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately in accordance with the school's privacy notice.

We use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

## **FEES**

After School Club - £10.00 per session or £5.00 per part session up to 4.30pm.

This childcare provision is a non-profit making enterprise and all money will be re-invested back into school and/or the after school club.

Fees are payable every month in advance to secure your child's place. Fees are payable for all booked sessions, including when your child is sick or absent (regardless of the amount of notice given).

You can pay via Parentpay or Childcare Vouchers. We accept vouchers from a wide range of schemes. Please inform us of which company you are registered with.

Please note that from April 2018, no new applicants will be able to join the Childcare Vouchers scheme. If you're already a member, though, you will be able to continue for as long as your employer runs the scheme, or as long as you stay with your employer.

The scheme is being replaced by the new Tax-Free Childcare scheme which was launched in April 2017 and gives eligible families an extra 20% towards childcare costs. Tax-Free Childcare will be open to all qualifying parents, unlike childcare vouchers, which can only be bought by people whose employer offers the scheme. For more details, please see <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

## **CHANGES TO DAYS/TERMINATION**

You must give us one month's notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible. We cannot swap your day unless previously agreed with the Manager due to staff to pupil ratios.

## **TEMPORARY CHANGES**

Please remember that we need to know if your child will not be attending the club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the start of this handbook.

## **PICK UP FROM AFTER SCHOOL CLUB**

Children may only be collected at the end of the session by a nominated adult (or young person aged 16 years or over) and the signing out sheet must be completed. Parents are required to collect their children promptly at the end of the day via the side door of the school hall.

## **SNACKS AT THE AFTER SCHOOL CLUB**

We will provide healthy snacks, including fresh fruit and vegetables. We will promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We will use fresh ingredients and follow statutory guidelines (for details please see <https://www.gov.uk/government/publications/standards-for-school-food-in-england>). Fresh drinking water will be available at all times. We will meet individual dietary requirements and parental preferences wherever possible.

## **POLICES AND PROCEDURES**

### **Behaviour policy**

We follow the same policies as during normal school hours. If you would like a copy of these, please see a member of staff. In exceptional circumstances, and only when all other

attempts at behaviour management have failed, we may request that a parent/carer collects a child early. In exceptional circumstances, we reserve the right to permanently exclude a child from the club. In such cases, refunds of remaining session fees will not be made.

### **Illness**

If your child is ill, we will always attempt to contact a parent or relative so please ensure that we have your up-to-date home and work telephone numbers and also an emergency number in case we are unable to contact you directly.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to school (and therefore the club) for 48 hours after the illness has ceased. As a school we follow the Public Health England guidance which provides advice on preventing the spread of infections, which diseases to vaccinate for and how long to keep children away from school. For the full guidance please refer to their website; <https://www.gov.uk/government/publications/infection-control-in-schools-poster>

### **Accidents and First Aid**

Parents will be informed immediately if a child has had an accident where it is felt that the parents/carers are needed. All accidents will be logged. If your child has an accident whilst in our care, but is not felt you need to be contacted immediately, you will be informed when you collect your child at the end of the day.

There is always a qualified first aider on duty and a first aid kit is kept on the premises.

### **Medication**

When registering for the club, you will be asked to inform us of any medical conditions or medication that your child may have. This enables us to keep our records up to date and ensure that your child is cared for appropriately. Any changes to your child's medical needs during the year must be communicated as quickly as possible.

If your child has a short term medical condition that requires prescribed medication during club hours (e.g. antibiotics), please hand it to a club staff member clearly marked with their name. You will be asked to fill in and sign a Parental Agreement form to allow us to administer medicines, stating the time and dose required. Please note that 'over the counter' i.e. non-prescription medications such as piriton and paracetamol cannot normally be administered by the club. This is a Local Authority Policy and is due to the dangers if taken inappropriately

### **Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff. A full copy of our Complaints Policy is available on our website.