



KADER ACADEMY
Before and After
School Club Policy

Kader Academy Before and After School Club Policy

July 2021

Introduction

The Before and After School Club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'one family, little people, big dreams'. The Club will be run by staff from Kader Academy.

The **Breakfast Club** operates from 7.40am – 8.40am during term time.

The **After School Club** operates from 3.05pm – 5.30pm during term time.

A copy of this policy is provided to all parents of children attending the Club and is also available on the school website. An update to date price-schedule is available from the school office and school website.

All parents must complete a registration form for each child attending the Club and sign an agreement to adhere to the terms of this policy, the agreement is on the PA Connect app under Consent Forms.

Admissions

- Only children attending Kader Academy are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the Club.
- This policy is available to view via our school website.
- All pupils are welcomed to use the Club provided there are spaces and parents/carers have previously completed the registration process.
- All Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child *directly to the Club* and sign them in. You should enter the Club via the main school entrance.
- Children in Nursery, Reception Year 1 and 2 will be escorted to their classes at 8.45am by the Club staff.
- Children in Year 3, 4, 5, and 6 will take themselves straight to their classrooms at 8.45am.

After School Club

- Children in Nursery, Reception, Year 1 and 2 will be collected by a member of the Club staff directly from their classroom.
- Children in Years 3, 4, 5 and 6 will make their way directly to the Dining Hall to be greeted by a member of the Club staff.
- The Club staff will take a register of all expected children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

- Parents must inform Club staff if their child is going to be absent from Club by phoning the school office.

Daily Routine

Morning session

- Parents bring their children to Before School Club situated in the Dining Hall where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands in preparation for their meal.
- 8.30am tidy up time, encouraging the children to take responsibility for the environment.
- 8.40am children collect their coats and bags. Children in KS1 are then escorted to their classrooms, children in KS2 are directed straight to their classrooms.

After school session

- 3:15pm – Nursery children will be brought directly to the dining hall by a member of Nursery staff.
- 3:05pm – All KS1 children will be brought directly to the dining hall by a member of their year group staff.
- 3.05pm – All KS2 children will be directed straight to the dining hall by their class teachers.
- 3.45pm – 4.00pm – Children will be given a healthy snack and drink; staff members will sit with the children at this time.
- Children will choose from a range of play and planned activities, both indoors and outdoors.
- 5:15pm – tidy up time encouraging the children to take responsibility for the environment.

Behaviour

- Whilst attending Club children are expected to follow the school ethos and rules. The school positive behaviour policy applies at all times, including the rewards and sanctions.

First Aid

- The school first aid and administration of medication policy applies at all times.
- Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Uncollected children

- If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone.
- The additional contacts parents have provided will be telephoned in the second instance.
- If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed.

A charge may be levied for late collection. Please be punctual as our staff have families too and need to get home.

Booking

- Booking for the Clubs can be made via the PA Connect App. A full guide of how to book can be found on our website: <https://kaderacademy.co.uk/breakfast-and-afterschool-club/>
- If a session is full when you go to book there is an option to join a waitlist. Should a space become available you will be contacted and the space offered.
- Any booking you wish to cancel must be done so 4 weeks in advance and can also be done so via the app.
- For any queries please either email childcare.enquiries@kaderacademy.org.uk or call the school office on 01642 286599

Payment of Fees

- Fees are to be paid in advance on school money when you book your child's place in to a Before and/or After School Club.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session*.

**If a parent is experiencing difficulty with payments, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.*

Sessions will be allocated on a first-come, first-served basis. Parents will be able to book sessions in advance on the school website. We ask that you book a place at least a week in advance to ensure that you are not disappointed as places are limited.

The current session capacity is 16 for the Morning session and 24 for the After school session.

Related Whole School Policies:

The Before and After school Club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child Protection Policy.
- Equal Opportunities Policy.
- Health and Safety Policy.
- First Aid and Administration of Medicines.
- Online Safety Policy.