**Hadleigh Infants & Nursery School**



**After School Club**

**Timings and Structure**

**3:10 – 3:20:** Drink and a small snack

**3:20 – 3:45:** Supportive Learning

**3:45 – 4:30:** Structured Activities

**4:30 – 5:00:** Prepare and Eat

**5:00 – 6:00:** Free Play

**Sessions**

**Drink and a small snack** – When the children arrive at the club they will be given a choice of squash or water and either a biscuit or piece of fruit.

**Supportive Learning** – The children will have the opportunity to complete homework, practise spellings, times tables or handwriting or even read their book. The adults in the session will be available to support and guide the children during this time as well as the children supporting their peers.

**Structured Activities –** These will be activities such as art, cooking, building, sport etc. The activity will either help the children to develop or refine a set of skills. This time will also be when themed activities linked to special days will also take place.

**Prepare and Eat –** During this session the children will have the opportunity to sit together, as a group, and prepare their own sandwich. They will have a range of fillings to make their sandwich. Along with their sandwich the children will receive a snack, drink and packet of crisps. This session is designed to improve communication skills as well as making the children more independent.

**Free play –** The children will have a range of toys, games and equipment they can use during this session.

**Cost of sessions**

|  |  |
| --- | --- |
| **Time** | **Cost** |
| 3:10 – 4:00 | £3.00 |
| 3:10 – 5:00 | £6.00 |
| 3:10 – 6:00 | £8.50 |

**Cost of sessions for one or more siblings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **One Child** | **Two Children** | **Three Children** |
| 3:10 – 4:00 | £3.00 | £5 | £7 |
| 3:10 – 5:00 | £6.00 | £10 | £14 |
| 3:10 – 6:00 | £8.50 | £14 | £20 |

**Cost of session if child is not arriving until after 4**

|  |  |
| --- | --- |
| **Time** | **Cost per child** |
| 4:00 – 5:00 | £4.00 |
| 4:00 – 6:00 | £7.00 |

**Ad-hoc bookings**

|  |  |
| --- | --- |
| **Time** | **Cost per child** |
| 3:10 – 4:00 | £4.00 |
| 3:10 – 5:00 | £7.00 |
| 3:10 – 6:00 | £10.00 |

**After School Club**

**Opening Hours**

After School Club will be open from; 3.10pm – 6.00pm term time only. It will not be open on training days/bank holidays or school holidays.

**Collection and Departure**

Children will be collected from their classrooms at the end of the school day, main reception for junior school children. Clubs finishing after the usual school time will be catered for with an additional collection from both the Infants and Junior School.

**Staff**

All staff will have relevant CRB checks and are First Aid trained.

**Absences**

Please inform us if your child is going to be absent.

**Sickness**

The After School Club will operate within the same sickness policy as school, a copy of this is available to view on the website; alternatively a paper copy can be obtained from school.

**Payment**

All cheques should be made payable to Hadleigh Infants and Nursery School and for full time places fees will be payable half termly. There is no refund for sickness or holidays. At the end of each month, children that have regular bookings will receive an invoice stating the amount owed. The cheque or cash should then be put into a sealed envelope with the child/children’s name and the amount written on the front. Casual bookings will be payable on the day. As with the school’s dinner money system, we will no longer be able to give any change, but the money will be carried forward to cover any future payments.

**Notice**

If you no longer require your child to attend the After School Club where possible please give at least two weeks’ notice, in writing.

**Snacks**

The children will be offered water at all times. The snacks on offer will vary but are likely to include; filled wraps, sandwiches, fruit and vegetable sticks, crisps and biscuits. Please make sure that we are aware of any food allergies.

**Valuables**

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss. Please note that the use of electronic devices, including mobile phones is not permitted whilst attending After School Club.

**Parental/Carer Involvement**

The staff at the After School Club will be happy to discuss any matters, relating to the club, concerning your child/ren with you and if desired a meeting can be arranged at a mutually convenient time. Most children settle well however, should your child not settle after a reasonable period of time we may have to consider whether is right for your child to continue attending. We will work closely with you at all times to ensure that your child/ren’s best interests are met whilst in After School Club

**Behaviour Management**

Being part of the school we adhere to the schools behaviour policy. A copy of this can be requested from the office. We operate a strict no-bullying policy and all children are encouraged to report any such incidents to a member of staff.

**Complaints and Grievances**

If you have any issues, concerns or ideas about the After School Club please feel free to discuss these with us, your feedback is always appreciated. For further details please refer to our Complaints & Grievances Policy.

**Equal Opportunities**

We are committed to providing excellent care for all children regardless of their culture, race, religion, social background or gender.

**Child Protection**

We comply with local child protection procedures.

**Ad-hoc Spaces**

If you do not require a regular space you can book your child in for the odd session as and when required. We do require completion of all forms and payment will be required on the day to enable your child to attend. Theses spaces can be booked by handing in completed forms to the Reception Office.

**Start Date………………………….**

**Weekly Requirements: Could you please let us know what sessions you wish to do next term.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Session Type** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Full** |  |  |  |  |  |
| **Part** |  |  |  |  |  |

(Please indicate with an **X** which days you require)

**Child/Children’s name/s**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male/Female\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Carer/Guardian** First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contact Telephone Numbers**

**Home:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Emergency numbers, please provide 2 other people we can contact in the event that we cannot make contact with you. Please include name, number & relationship to child.*

**Emergency contact 1**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact 2**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After School Club**

**CARE INFORMATION**

**Allergies**

We will be providing the children with a range of snacks and drinks. If your child has any allergies please indicate below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Doctor

Please give details of Doctor and Surgery with whom registered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Collection Arrangements

The child/ren will be collected by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The child/ren will be collected by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The child/ren will be collected by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have arranged for someone other than those named above to collect your child please inform the school office within school hours.

I agree to inform you in advance if the above arrangement for dropping my child/ren is to be altered.

# Photography

It is a legal requirement that we request your permission to photograph your child/ren whilst they are attending the Breakfast Club. We may wish to take photographs during the Club (e.g. for publicity of the Club or display purposes).

I agree to my child/ren being photographed for the above purposes whilst attending the Club.

### Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**