



March Young Explorers
Breakfast and After school Club

March Childcare Parent Pack

Effective 2016

Contents

Introduction	Page 3
Admissions	Page 3
Arrival	Page 4
Departure	Page 4
Security	Page 4
Routines	Page 4
Behaviour	Page 5
First Aid	Page 5
Missing or uncollected children	Page 6
Payment of fees	Page 6
Procedures for payment of fees	Page 6
Staff	Page 7
Child protection	Page 7
Parental concerns and feedback	Page 7
Contact details	Page 7
Registration form	Page 9
Consent form	Page 12
Booking Forms	Page 15

Introduction

The Childcare is run by March CE Primary School and exists to provide high quality out-of-school hours childcare for parents / carers. It provides a range of stimulating and creative activities in a safe environment. The club operates various sessions as follows:

07:45-08:45	Includes Breakfast	£3.50
15:00-17:30	After School Care	£9.00

Fees will be reviewed annually.

Copies of the March Childcare policy are given to all parents / carers of children attending the club and are also available on request and on the school's website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to club policy.

Admissions

- Only children attending March CE Primary School are eligible to attend the childcare or primary school aged children of staff employed at March CE Primary School
- All places are subject to availability and there are 30 in total
- A registration form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect the child. Parents / carers have responsibility for informing the March of any change of details
- A first aid consent form must be completed prior to the child commencing
- Parents / carers are made aware of how to access policies and procedures
- Infrequent users are welcome provided there are places as priority will be given to regular users of the service
- All March staff are made aware of the details of a new child
- Children's attendance is recorded in a register
- Parents / carers must inform March staff if their child is going to be absent from the club by telephone, otherwise a fee may be incurred.

Arrival

07:45 Morning arrival is via the school reception where children for the care will assemble in the main hall. On arrival all children are marked on the register. For morning arrivals it is the responsibility of the parent until handover takes place.

Departure (After school care only)

When a child is collected at the end of, or during, a session, they must be signed out by a member of March and the time recorded. The parent / carer or named collector must also then sign. The parent / carer or named collector must inform a member of March staff that they are taking their child home. 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. In line with whole school policy, children in Upper Key Stage 2 only (Years 5 and 6) may walk home on their own **before 5.30pm** if their parent / carer has given them consent to do so and agreed with March staff the time they should leave. It is the right of the March staff member to not allow a child to walk home if light conditions are poor during the winter period.

Security

Access to the childcare is through the main entrance. Parents / carers will need to gain access to the building by being let in by a member of the school staffing teams. If children use the EYFS/ Key Stage 1 playground the area has locked gates. Children are supervised in all areas of the school.

If parents / carers nominate another adult to collect their child they must inform the club manager in advance. Children will not be released to persons under 16 years of age or persons we have not been informed about.

Routines

3.05pm Year R, 1, 2, 3 and 4 children are collected from their classroom by a March staff member and escorted to the afterschool club. Year 5 and 6 children make their own way to the afterschool club where March staff members will be waiting. All children are registered on arrival.

3.15pm a range of planned activities and free-play is available to the children inside the club and on the playground (weather permitting) and in the field area (during the summer). March staff interact with and supervise children at this time.

4.00pm all children gather together in the hall for a selection of healthy snacks/light meal and then return to their activities.

5.15 pm Tidy up time, encouraging the children to take responsibility for the afterschool club and playground environment.

Behaviour

Whilst attending the March children are expected to promote positive behaviour

- Be civil and considerate of the needs of others
- Be mindful in taking pride for the school environment and equipment
- Be ready to accept the agreed rules which exist for the benefit of the whole school community
- Be ready to accept sanctions for breaking the agreed rules

Any challenging behaviour will be addressed in a calm, firm and positive manner in line with the March behaviour policy. In the first instance, if necessary, the child will be temporarily removed from the activity. March staff will explain why the behaviour displayed is deemed inappropriate. March staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. March staff will consult with parents / carers to formulate clear strategies for dealing with persistent inappropriate behaviour. The Headteacher will also be informed. If after consultation with parents / carers the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, March may, in consultation with the Headteacher, decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent / carer. If a child has an Individual Behaviour Plan it will be agreed with their parents / carers whether or not this will be implemented at March and shared with March staff as appropriate.

First Aid

All accidents will be recorded in the accident book in line with the March first aid policy, accurately reported to the parent / carer and signed by a member of March staff. If the child is not being collected by their parent / carer (either because another named person is collecting them or they are walking home on their own) then their parent / carer should be informed by telephone, in advance.

Accident records must give details of: date, time and nature of the accident. Details of the child/ren involved, type and location of the injury. Action taken, and by whom. All accidents are dealt with by a qualified first aider. Parents / carers of any child who becomes unwell during club will be contacted immediately. If a child is sent home unwell during school hours, the March after school club will be informed of their absence by the office.

Missing or uncollected children

In the unlikely event that a child should go missing, the following procedure will be undertaken:

The Headteacher or in her absence the Deputy Head will be informed of the missing child. March staff will search the inside of the building and delegate an outside search of the building to another member of March staff. If the child remains missing, the emergency services will be contacted.

If a child is not collected by 5.30pm parents / carers will be contacted in the first instance by telephone using all the numbers provided by parents. It is the responsibility of the parents to provide accurate and appropriate numbers. Emergency contacts will be contacted in the second instance.

If a child is collected late (after 5.30pm) parents / carers will initially receive a warning letter. Subsequent late pick-ups will incur a penalty charge of £10 every 15 minutes after 5.30pm. The police and Children's Social Care will be contacted if children are still on school premises after 6.00pm if we have been unable to make contact with all the held listed numbers. If a child is persistently collected late they may lose their place at the March .

Payment of fees

It is a requirement of the March childcare that parents / carers pay their fees promptly following receipt of their invoice. If a parent / carer is experiencing difficulty with payment of their fees, they should contact the School Business Manager, in confidence, as soon as possible. The preferred method of payment is by via cash, cheque, standing order, childcare vouchers or BACS payment. As we are now a cashless school you may also pay by Parentpay.

We will also consider waiving fees in order to support families in need and in other exceptional circumstances at the discretion of the headteacher. A 10% sibling discount is also available to parents with more than one child attending the care.

Procedures for payment of fees

Invoices will be issued at the beginning of the month.

Invoices should be paid within 7 days from the date of receipt. All payments should be made using the Parentpay system or childcare vouchers. If you require help with this please contact Mrs Pitt in the school office.

A receipt will be issued if a cash payment of fees is received. Parents / carers should keep their receipts as proof of payment. Acknowledgement of payment will be signed and dated on the invoice when paid.

Staff

The club operates on a 1:15 ratio Mrs Arnell and Miss Long are our childcare team

All March staff have DBS checks and the appropriate level of experience, skills and ability to carry out their role.

Child Protection

If you have a concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) please do not hesitate to contact the Designated Teacher for Child Protection – Mrs Nicky Metcalfe or Mr Steve Jackson. If you require a copy of the Child Protection Policy please make a request to the school office.

Parental Concerns and Feedback

Occasionally a parent / carer may have a concern they wish to communicate. Please do this by contacting the Mrs Pitt by telephone or letter. Mrs Pitt will arrange an appointment to discuss your concerns. Occasionally parents / carers may feel a matter has not been fully resolved and in this instance you may feel it is appropriate to contact Mrs Nicky Metcalfe Headteacher. When you are pleased? A comment, letter or personal acknowledgement of all the very positive things happening in the March would be very welcome. This proves to be a huge morale booster for pupils and staff.

Contact details

Office hours: 8.00am to 4.30pm (After hours contact must be via the March phone number to be advised)

School telephone: 01243 783987

March Child care telephone: to be advised

Email: office@march.w-sussex.sch.uk



Registration Form

Date of Registration: _____

Child's Details

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	First language:	Year Group:
		Name of class:

Parent/Carer details

Title:	First name:	Surname:	Title:	First name:	Surname:
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No (If yes, please provide details on separate sheet.)					

Emergency Contact Details (please provide details of two people we can contact if we are unable to get hold of you)

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor and Medical

Name of Doctor:	
Address:	Telephone:
Does your child have any known medical problems? (Please list)	
Please detail any medical needs your child has/medication taken:	
Does your child have any known allergies?	
Any other medical information?	

About your child

Please detail any additional/special needs your child has: (please provide full details)

Please detail any dietary requirements/ food allergies for your child: (please provide full details)

Is there anything your child doesn't like (food, games etc.) or is scared of?

What are your child's favourite activities?

I have read the March policy and agree to the terms and conditions.

Signature of Parent/Carer:

Date:

Collection and leaving arrangements for Year 5 or 6 children only

Children who are in Years 5 or 6 will only be able to sign themselves out of club if a parent or carer has signed the consent form below.

Upper Key Stage 2 children will only be able to sign themselves out before 5.00pm and at the discretion of the March staff depending on light conditions during the winter period.

Name of child:

Year group and class name:

I consent to my child signing themselves out of club only on the days that I inform MARCH staff via their contact details.

My child will walk / cycle or scoot (delete as appropriate)

Signature of Parent/Carer:

Date:

Please note that we are aware that older siblings occasionally collect children from the MARCH. As a school we wholeheartedly support the view of the NSPCC which recommends that no one under **16** should be left alone to look after young children. If someone under **16** is looking after a child, the parent or guardian, and not the babysitter, remain legally responsible for the child.

If you wish for someone under the age of 16 to collect your child from the MARCH, please provide their details, including their date of birth, then sign and return the consent form below.

Name of child:

Year group and class name:

If there is more than one young person who may collect, please add their details below.

I consent to _____ (full name of young person) collecting my child and signing them out.

D:O:B of young person collecting:

Signature of Parent/Carer:

Date:

This policy was approved by the governing body of March CE Primary School on:

Signature of Chair of Governors:Nicky Metcalfe.....

Signature of Headteacher:John Proctor.....

Policy Review Form

Please complete this section when reviewing and updating this document.

<i>Author</i>	<i>Name</i>	<i>Date</i>
<i>N Metcalfe</i>	<i>Nicola Metcalfe</i>	<i>Feb 2016</i>
<i>Reviews</i>	<i>Name</i>	<i>Review Period: 2 years</i>

