

# Blanford Mere Nursery & Primary School



## Information Pack for Blanford Mere Childcare Clubs **After School Club**



## Contents

### **Introduction**

Welcome  
Relationship with the School  
Management and Running of the Clubs  
Blanford Mere Childcare Team

### **Policies and Procedures**

Admissions Policy  
Charging Policy (Fees and Club Rules)  
Medication Policy  
Behaviour Policy  
Child Protection /Safeguarding Policy  
Equal Opportunities Policy

### **For you to sign**

Agreement  
Child Record Form  
Medical Information  
Medical Treatment Consent Form

# Welcome

As a family new to using Out of School Care at Blanford Mere, we would like to extend a warm welcome to you. We hope that this will be the start of a long and supportive partnership, based on trust between parent(s)/carer(s), their children and the childcare team.

We aim to provide high quality seamless before and after school care for children attending Blanford Mere Primary School. We hope to enable our parents to obtain and sustain employment or training knowing that their children are well cared for at school.

We aim to provide clear information about the club, including:

- Who is responsible
- How you can contact the club
- What you can expect from the club
- What the club expects from you
- Some essential pieces of club policy which you will need to know about from the outset
- Where to find out more detailed information.

All out of school care has to follow the Statutory Framework for the Early Years and Foundation Stage (Sept 2021)

## ***Relationship with the School***

Blanford Mere Childcare is run as a “Governor Led” initiative. This means that the Governing Body is responsible for the policies and direction of the Childcare provision. However, all out of school childcare, is run and funded separately from the school. The school’s delegated budget is not used to support Breakfast and After School Clubs - these need to be self-sustaining and run on a business footing.

## ***Management and Running of the Clubs***

The clubs are run by paid staff headed by a Club Manager, Mrs Small, who supervises the staff team. The staff team is responsible for the programming and running of activities, and for ensuring that the policies and procedures are put into practice.

The club manager is supervised by and accountable to the Governors. The Governors are responsible for decision making about the overall running of the club including financial management, review and monitoring of policies and procedures, staff recruitment and development, and ensuring that the National Standards are being met.

## Blanford Mere Childcare Team

After School Club Manager

Mrs J Small

You can contact the staff at the club in person, or by telephoning during club hours:

Address:	After School Club Manager Blanford Mere Childcare c/o Blanford Mere Nursery & Primary School Mimosa Walk Kingswinford West Midlands DY6 7EA
Telephone Number:	01384 818953 (Please note this is different to the main school number)
Email address:	afterschoolclub@blanford.dudley.sch.uk
Session Times:	3:15 p.m. – 6:00 p.m.
Tariff (from September 2019)	3.15pm - 4.30pm charged at £5.50 or 3.15pm – 6.00pm charged at £9.75 (£9.25 second subsequent children)

Children will be signed in on arrival. A record is kept of children's collection time and fees charged accordingly. Please note that collections after 4.30pm will be charged at the higher rate.

### ***Blanford Mere Childcare Policies and Procedures***

Blanford Mere childcare clubs operate the same policies as in school to ensure a consistent approach. The following procedures are particularly relevant for parents to note.

Admissions Policy  
Charging Policy (Fees and club rules)  
Medication Policy  
Behaviour Policy  
Child Protection/ Safeguarding Policy  
Equal Opportunities Policy.

Finding Out More - all of these policies can be viewed at the club on request. If you wish to take a copy away for a closer look or for reference, please ask the club manager who will happily prepare a set for you to collect at a later date.

## Summary of Policies and Procedures

### ***Admissions Policy***

Our admissions policy is broadly based on a first-come first-served basis, and places are allocated in order of the waiting list. We may also consider priority being given to those requiring 5 days a week. Unfortunately, it is not possible to hold places.

### ***Charging Policy (Fees and club rules)***

Fees must be paid in 3 or 4 weekly blocks in advance via School Money. If you have booked a place for your child to come on a particular day then payment will be charged whether or not he/she attends, as the costs for supervision are the same whether or not your child attends. In the case of emergencies, fees will be added to your 'School Money' account the following day.

This is a non-profit making venture to assist parents with childcare. Chasing up late payments is extremely time consuming and we have neither the capacity nor the time to continually remind parents who do not pay on time. All of our childcare staff are an important part of supervising children and are part of maintaining adequate ratios. Therefore, we reserve the right to withdraw places if payment is not made in advance as requested above. Payment will need to be made via 'School Money'. Some parents use Childcare Vouchers through their employers and these are accepted by both of our childcare clubs.

Please be aware that after school club fees still need to be paid if you choose for your child to attend an extra-curricular club i.e. Multi skills, Football, Gym etc.

If you require a place on a different or additional day either as a "one-off" or on a regular basis then please contact us to enquire about availability. As After School club is frequently running at full capacity, it may not always be possible to accommodate your child on additional days. Children should not just turn up unexpectedly as there may not be a place for them. Should you wish to cancel your child's place at After School Club, this must be done in writing, giving **one month's** notice.

### ***Medication Policy***

Our current policy on medication is the same as that in the school prospectus. It is the Governor's policy that school staff should not administer any medication (i.e. Calpol, cough medicines, antibiotics - prescribed 3 times a day, etc.). However, lifesaving medication prescribed by a doctor will be given (asthma inhalers, epi-pens etc.) as part of the school's commitment to equal opportunities. This also applies where antibiotics are prescribed 4 times a day. In order for school to administer medication to your child, parents must complete the consent forms (Form 1 and 2 which can be found on the school website - After School Club section of the website) as well as providing medication in the original container as prescribed by the child's doctor.

### ***Behaviour Policy***

At Blanford Mere we believe in promoting positive behaviour. We actively encourage children to show respect and consideration towards each other, the staff and the club equipment. Both childcare clubs follow the school's behaviour policy.

- If a child behaves in a negative or uncooperative way, staff will discuss this with the child. If their behaviour does not improve, they will be given 'time out' (asked to sit down away from the other children). This will be recorded in the behaviour log.
- If there are three entries on the behaviour log, then parents will be informed
- A behaviour report may be used to monitor the child and encourage them to improve.
- If staff feel the child needs 'time out' in another room, they will be taken to Mrs Crooks's office until their parent/carer arrives. This could result in the child being excluded from Blanford Mere Childcare.

### ***Child Protection / Safeguarding Policy***

The welfare of children within the care of Blanford Mere Childcare is of great importance for staff. Positive steps will be taken to develop a trusting relationship with every child, parent and carer. We have a duty of care to report incidents of concern to Children Services, who will decide whether to investigate. Both childcare clubs follow the school child protection / safeguarding policy which is on the school's website. There is a paper copy on the parent's notice board in the childcare club. All staff who come into contact with children have an up to date Disclosure Barring Service check.

### ***Equal Opportunities***

Our aim at Blanford Mere Childcare Clubs is to ensure that children have access to relevant and appropriate provision/activities and that their involvement and social opportunities are equal.

The Club, which is fully inclusive, takes account of the needs and differing values of children within the context of their gender, ethnicity, ability and social and economic backgrounds, and aims to equalise opportunity for all in terms of access and engagement in the club.

# Club Agreement

This agreement between Blanford Mere Childcare Clubs and parents/carers will clarify what we as a club expect from you, and what you can expect from the club.

## The club aims to provide

- A variety of activities.
- A healthy snack including a drink.
- A safe, caring and stimulating environment for all the children to play and learn in both structured and unstructured play settings.
- High quality before and after school sessions
- A high standard of qualified and experienced staff and volunteers
- A commitment to equal opportunities
- A secure environment
- A safe transfer to/from school to out of school clubs.
- Safe recreational equipment

## The Club expects Parents/carers:

- To complete a parent contract, along with personal and medical details, and consent forms.
- To accept the Blanford Mere Childcare rules and behaviour policy.
- To collect your child by 6.00 p.m., otherwise you will be charged a fee of £5.50 to cover staff costs. If this situation arises more than 3 times in one term, your child's place at Blanford Mere Childcare may be forfeited.
- If you have booked for your child to attend the shorter session (collected by 4:30pm) – please make sure you do collect your child by 4:30pm – late collections will be charged at the late session rate (an additional £4.25).
- To be aware that there is no access to any belongings in your child/ren's classroom after 3.15pm.
- To ensure that staff are aware of your child's collection / departure.
- To make the club aware of any special requirements your children may have.
- **To park in a considerate manner with regard to local residents and the safety of pedestrians and other road users. Please do not block driveways or park on grass verges.**
- To inform the club of any changes in the details given on forms completed such as emergency contacts and persons authorised to collect your child/ren.
- Not to allow access to any other adults when entering or leaving the building.
- To pay fees in advance, otherwise places may be forfeited.
- Payments to be made via School Money
- Provide staff with regular paperwork for any childcare paid for via Childcare Voucher schemes
- To contact After School Club direct **on 01384 818953** (not the main school office) to advise them of any changes to their child attending the club. Staff are available to take calls from 3.00pm for After School Club.

Fees will be reviewed on an annual basis.





# **Blanford Mere Nursery & Primary School**



FORMS TO BE  
COMPLETED  
AND  
RETURNED TO  
AFTER SCHOOL CLUB

# After School Club

## Agreement, Child Record Form and Medical Information

I would like my child to attend on the following days (please tick the appropriate boxes):

Starting from: \_\_\_\_\_

After School Club	3:15pm – 4:30pm £5.50 per child per session	3:15pm – 6:00pm £9.75 per session. £9.25 for subsequent siblings
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

**Please note that the sessions marked on this contract will be charged for each week, regardless of the child's attendance. In order to cancel a place, 4 weeks written notice is required.**

I have read the terms and understood the complete parent/carer pack/agreement and I agree to abide by its terms.

Signed: \_\_\_\_\_

Relationship: \_\_\_\_\_

Signed on behalf of Blanford Mere Childcare: \_\_\_\_\_

## Details of Parent / Carer

### ***Parent / Carer - 1***

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

Place of Work: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

### ***Parent / Carer - 2***

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

Place of Work: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

### ***Emergency Contact – 3 (if we are unable to contact parent/carer 1 & 2)***

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

Relationship: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

### ***Emergency Contact – 4 (if we are unable to contact parent/carer 1 & 2)***

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

Relationship: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

I authorise any of the above adults to collect my child. If I need anyone else to collect my child I will contact After School Club.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Medical Information***

Health / Medical Problems: \_\_\_\_\_

Allergies: \_\_\_\_\_

Dietary Needs: \_\_\_\_\_

Child's GP: \_\_\_\_\_

GP Telephone No: \_\_\_\_\_

Are there any medical procedures prohibited by family religious beliefs: \_\_\_\_\_

## ***Medical Treatment Consent Form***

Name of Child: \_\_\_\_\_

In the event of an emergency and my child being considered to be in need of medical treatment whilst in the care of Blanford Mere Childcare Club, Mimosa Walk Kingswinford, West Midlands, I agree that the Club Manager should authorise such treatment on my behalf. I understand the above action would only be taken if I was unable to be contacted or could not be present.

Parent / Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_