

Mexborough St John C of E Primary School

After-School Childcare Policy - March 2025

Introduction

After-School Childcare at Mexborough St Johns aims to provide a safe, nurturing, and enjoyable environment for students once the regular school day ends. We believe that the provision of after-school childcare is a worthwhile service and should be offered to as wide a group of parents as possible. While the program is not intended to be a profit-making initiative, it must meet its costs in terms of staffing, equipment, and resources.

Children attending After-School Childcare will have access to a range of resources and a snack to keep them going until they get home. Parents are also welcome to send in snacks for their child if they wish. Staff are trained in safeguarding, first aid, and food hygiene to ensure a safe and supportive environment for all children.

Overview

After-school Childcare is available for children enrolled fulltime at Mexborough St Johns (FS2-Y6) and will operate as follows:

- Monday to Thursday: 3:15 PM to 5:00 PM
- Friday: 3:15 PM to 4:45 PM

This service offers a combination of supervised free play, homework support, and time for relaxation.

Objectives

- To ensure the safety and well-being of children after school hours.
- To provide a range of stimulating and age-appropriate activities.
- To offer support for children's academic needs, such as homework help.
- To promote social development through group activities and peer interaction.

Registration and Enrolment

- Parents must register their child/ren for After-School Childcare in advance.
- Booking forms are available at the school office and must be submitted before a child is able to access this service
- Enrolment is on a first-come, first-served basis, with priority given to working parents.
- Parents are required to update any changes to contact details, medical information, or emergency contacts promptly.

Charging Schedule

The cost of After-School Childcare is £8.00 per session, per child.

- Charges will apply for places that are not cancelled with at least 48 hours' notice.
- For illness, you will be charged for the first day, after which the place must be cancelled to prevent further charges, in line with the Breakfast Club policy.
- We cannot accommodate late payments, so sessions must be paid in advance. If payment for two sessions is not received, further sessions will be cancelled until the debt is cleared.

Late Pick-Up Charges

- If you arrive after the session ends, you will be charged £5 for every 15 minutes late to pick up, without exception. Future session availability will be reviewed if late pick-ups occur.

For example: Session ends at 5:00 PM. If picked up at 5:05 PM, a £5 charge will apply. If picked up at 5:20 PM, a £10 charge will apply.

- You may collect your child at any time during the session; however, full payment will still apply for the session.

Hours of Operation

- The after-school sessions run from 3:15 PM to 5:00 PM, Monday to Thursday.
- On Fridays, the session runs from 3:15 PM to 4:45 PM.
- The service will not operate on public holidays or during school breaks.
- Early pick-up arrangements must be made with staff in advance.

Staff Qualifications and Training

- All after-school staff members are required to have appropriate qualifications in childcare and/or first aid training.
- Staff will receive training in food hygiene to ensure that any food provided during the program is handled safely and hygienically.
- All staff will receive safeguarding training to ensure the protection and well-being of children in accordance with child protection laws and school policies.
- All staff are existing school staff and have undergone rigorous background checks to ensure the safety of children.

Activities and Supervision

- Activities provided will be diverse and engaging, including arts and crafts, physical activities, reading, educational games, and group discussions.
- Staff will provide guidance and support, but children are also encouraged to engage in independent play.
- Space will be available for children who wish to read their reading book and/or complete school assignments after school.

Behaviour Expectations

- All children must adhere to the school's Behaviour Policy, which includes respect for others (as one of our school values), good behaviour, and following staff instructions.
- After-School Childcare will emphasise positive reinforcement and encourage social interaction and cooperation.
- Any form of bullying, aggressive behaviour, or disrespect will not be tolerated. Persistent or severe behavioural issues may result in the child's removal from the service.
- Parents will be informed immediately if their child's behaviour becomes a concern.
- If a child has not behaved positively in school during the school day, parents will be asked to collect at the end of the school day. The option for After-School Childcare will be removed on this occasion.

Health and Safety

- Parents must notify staff of any medical conditions or allergies that their child may have.
- Emergency contact information must be kept up to date.
- First aid kits will be readily available, and staff will be trained in basic first aid procedures.
- If a child becomes ill or injured, parents will be contacted immediately.
- In the event of an emergency evacuation, school policy and procedures apply.

Pick-Up and Drop-Off Procedures

- Only individuals listed on the booking form will be allowed to pick up children.
- A valid ID must be shown for the child's release to an authorised person, if not already known.
- If a parent or guardian is delayed, they must inform the school as soon as possible.
- For children who are not picked up on time, a late fee will apply, and the child will remain under supervision until collected.

Communication

- Parents will receive any important changes through newsletters or emails.
- If parents need to contact after-school staff, they may do so via the usual means.
- Parent feedback is encouraged to ensure the program continues to meet the needs of all participants.

Financial Process

- Fees are to be paid via Arbor. The money is banked directly into the school's bank account.
- Any sessions paid for but not taken (in accordance with the policy) will be credited forward to the following week.

Termination of Participation

- The school may terminate participation in After-school Childcare with written notice.
- If a child's behaviour consistently disrupts sessions or if fees remain unpaid, participation may be suspended or terminated.
- If the program is no longer needed or if the child is no longer able to attend, parents should notify the school in advance asap.

Liability and Disclaimer

- In line with school day practise, the school takes all reasonable precautions to ensure the safety and welfare of all children during after-school childcare sessions. However, the school is not liable for accidents, injuries, or incidents that may occur during this time, except in cases of negligence or breach of duty.

Review and Updates

This policy will be reviewed annually to ensure its effectiveness and updated as necessary to reflect any changes in local laws, regulations, or school procedures.

Signed by *(parent/carer)*:

Print Name:

Date: