



St. Francis of Assisi Extended School Club Provision Before and After School

Welcome to St. Francis of Assisi Extended School Club. We hope your time with us is wonderfully happy and your children grow and thrive spiritually, physically and emotionally whilst having lots of fun.

Our email is: [**extendedclub@stfrancisassisi.org.uk**](mailto:extendedclub@stfrancisassisi.org.uk)

(Messages and emails received after 6pm will not be seen until 9am the following morning)

This handbook covers a brief outline of our Extended Club provision to ensure greater understanding and a strong partnership between the School and our families using the service. Please read this handbook carefully and feel free to discuss any questions you may have.

The Extended Club is held in the room behind the school hall. Our goal is to provide all children within our care with a happy, safe, caring and stimulating environment before and after school. It is our aim to treat each child as an individual, encourage them in everything they do (independence with an invisible guiding hand). We will always provide a quality service, and will continually look for ways to improve the quality and services offered. The breakfast club is a team effort, sharing responsibilities with families to provide the best care for the children. Any needs or issues are openly and confidentially discussed. Please feel free to telephone or email us to discuss anything or pass on information.

Safeguarding

In accordance with the schools' safeguarding procedures, all staff members/volunteers will have an enhanced DBS check and at least one member of staff will be trained in first aid. The whole of society has an obligation to protect children and we have a duty to report any suspicious incidents as well as accidents to the relevant authorities. The welfare of the children is paramount and we are required by law to complete a report for all accidents,

injuries, incidents or illness which must be signed by us and by you. This also includes any injuries that the children may have when they arrive. A brief explanation on how they occurred, what they are e.g. grazed right knee due to falling off the scooter in the park, and again your signature will be required to witness the entry. Any concerns of possible abuse will be recorded and it is our duty to pass these concerns to the relevant authorities.

Registration

All parents must complete a registration form for all children using the breakfast club before attending any session. A registration form for the extended club can be found attached with this Handbook.

Breakfast

At breakfast club we provide a healthy balanced buffet style breakfast and drink daily, including a selection of cereals, toast, milk, water and juices. Breakfast will be served up to 8.30am.

Evening snack (after school only)

A light snack is provided for children attending the after school club session. This is likely to be a toast, some fruit and a glass of milk, unsweetened juice or water. A full cooked meal is not provided and it is likely that your child will require supper after they have been collected. Children are encouraged to eat the food provided but are not expected to eat what they do not wish to eat. We endeavour to make the after school club enjoyable, interesting and an opportunity for a positive learning experience, encouraging healthy eating. Juice or water is available throughout the session.

Arrival at Breakfast Club

Entry is via The Friary Pre-School entrance. Please ensure that you shut the gate behind you when arriving or leaving - it is vital to ensure the children's safety.

Arrival and Collection from After School Club

Children attending our after school club will be registered upon arrival. When collecting your child/(ren), please ensure that you arrive by 6pm at the latest so that the club is able to finish at 6pm. You will need to sign your child/(ren) out upon collection. Please collect your child via The Friary Pre-School entrance. Please do not be late; this is distressing for your child and your child cannot be cared for after 6pm. Staff should be made aware of anybody who will be bringing your child each day and made aware in good time of any changes to arrangements. This is particularly important if parents separate and custody or access arrangements change. Please ensure you arrive on time at collection. There will be a late collection fee of £20.00 after 6pm. Please be advised that if you are persistently late, the Head Teacher reserves the right to withdraw your child's access to the Extended Club facility

with immediate effect.

Learning through Play

The children choose what they want to do from many activities, such as:

- Fun quizzes, board games, team games & activities to encourage co-operative play.
- Reading together.
- Lego, dolls and small world.
- Outside activities using the field or playground.
- Creative art; painting, modelling, design, drama & role play, dress up encouraging imagination & innovation.
- After School Club will offer an opportunity for children to complete homework in a peaceful environment, with guidance from one of our staff.

Outside Play

All the children will go outside for at least part of the time whenever possible; this is why appropriate clothing and sunscreens (depending on the weather) are vital. Without sun cream and a hat, we will not be able to allow your child(ren) to participate in outdoor play in the summer. This also applies to suitable clothing for winter.

Illness and Medication

If your child becomes ill whilst in our care, we will notify you immediately and should it be necessary request that you collect them. If you cannot be reached the emergency contact person will be called and asked to pick the child(ren) up from the school. We are unable to administer any medication to your child(ren) other than relief medication for asthma or allergic reactions.

We follow the same as the school criteria regarding illness. You will need to fill in a 'Permission to Administer Medicine' form and your signature will be required to acknowledge each dose of medicine.

Medical Emergencies

We make every effort to keep the child(ren) safe through supervision and childproofing but minor bumps and scratches are inevitable. Minor injuries receive appropriate first aid. The injured area will be washed with water and a dressing or ice applied. We are not allowed to apply antiseptics or anti-bacterial medications.

If an emergency injury or illness occurs, you will be contacted as soon as possible. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

An Accident/Injury report is filled out for all injuries occurring at the after school club

following our usual school procedures and accident book. We will always inform you in the event of a head bump. Parents/carers must notify the extended club immediately of any changes to their child's health or home circumstances and contact details.

In the event of a child needing urgent medical attention and an appropriate person not being contactable, the signing of the registration form will be understood to be consent that a member of staff can give permission for whatever medical treatment a doctor may advise to be necessary.

You will need to establish an emergency contact person in the event that you cannot be contacted. We would prefer to meet everybody whom you give written permission to collect your child(ren). Any unauthorised person will be asked to leave immediately as the child(ren)s' safety is paramount.

Health & Safety

- All Extended Club Staff hold an enhanced criminal records check.
- At least one member of staff will hold a paediatric first aid qualification and a level 2 Food Hygiene Certificate.
- Children attending the Extended Club will be escorted to the club base at the end of the school day. If they are attending another optional after school activity between 3.25pm and 4.30pm their club leader will ensure that they are handed over safely to the care of after school club staff.
- We regularly check the premises and equipment for any breakages or hazards that need to be repaired or replaced.
- Hygiene: Toys, surfaces and sensory materials are regularly disinfected to rid items of germs that could cause illness. How and when to wash hands is taught, modelled and reinforced by gentle reminders and visual clues in the toilet and bathroom.
- All hazardous cleaning equipment is kept in original containers in the cleaning cupboard which is inaccessible to the children.
- We have fire and emergency drills termly so that the children know what to do in the event of an emergency. Our smoke alarms are checked regularly. Please ask if you would like any further information or advice on childproofing your home.

Behaviour and Club Expectations

We take a positive approach to managing behaviour and follow our usual school behaviour management procedures. For everybody to be safe and happy we have club rules which are regularly discussed and practiced with the children. If you have any concerns at any time about your child and their social or emotional welfare whilst at Extended Club, please discuss it as soon as possible with a member of our highly experienced staff. If a child demonstrates inappropriate behaviour, the Head Teacher has the right to withdraw that child.

Opening Hours

Breakfast club runs from 8.00am to 8.50am. At 8.45am the children are taken to class.
After School Club runs from 3.15pm to 6pm term time only, (excluding inset days).

Cost

As from 1st September 2022, the extended club charges are as per the table below:

BREAKFAST CLUB		
TIME	1 ST CHILD	2 ND CHILD & SIBLINGS
From 8.00 am	£3.50	£3.50
AFTER SCHOOL CLUB		
TIME	1 ST CHILD	2 ND CHILD & SIBLINGS
Up to 4.30 pm	£4.50	£4.50
Up to 5.30 pm	£7.00	£6.00
Up to 6.00 pm	£8.00	£7.00

Fees are payable through ParentPay and are **charged on a daily basis**. Payment should be made **weekly in advance** but any outstanding monies must be settled by the end of the corresponding week. We reserve the right to make termly changes in rates and policies and will notify you in writing of any changes

Payment Information

Payment is made via ParentPay. Please contact the school office for further assistance. Any issues regarding payment should *initially* be emailed to the Extended Club Manager (Mrs Finch). Please note that if debts remain unpaid, the Head Teacher reserves the right to withdraw the extended club provision with immediate effect.

Pupil Premium

If your child is eligible for Pupil Premium funding, please contact Mrs Morgan (School Business Manager) who may be able to subsidise Breakfast and After School club payments. This will be dealt with discreetly and in confidence.

Extended Club Session Cancellations

The only possible cause to cancel any sessions would be either school closure due to adverse weather conditions or problems with the building. In the event of a closure, a member of staff will endeavour to contact parents by text or phone by 7.30am for breakfast club or 1pm after school club. No charge will be made for cancellation of sessions by the school.

Staff Members

Kay Finch	Extended Club Manager
Simone Fitzpatrick	After School Club
Gina Longobardi	Breakfast Club
Toni Bailey	After School Club
Chloe Coaker	After School Club

Complaints Procedure

Concerns regarding the after school club provision or facilities should be made to the after school club manager in the first instance. We believe that children and their families are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with you and we welcome suggestions on how to improve our breakfast club and after school club at any time. All concerns will be taken seriously.

Should the concern or complaint not be resolved at this stage, then parents/carers should make an appointment to see the Head Teacher who will then follow the School's complaints procedure. We believe that most complaints are made constructively and can be resolved at an early stage. It is in the best interests of all parties that complaints are taken seriously and dealt with promptly, fairly and confidentially. Making a complaint will NOT affect the standard or quality of care given to your child or losing their place at the club.

Last Updated – 16/09/22