

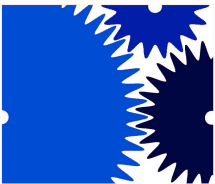
Prescot County Primary School
Putting the learner first

AFTER SCHOOL CLUB POLICY DOCUMENT **(Reviewed June 2015)** **PARENT/GUARDIAN TO KEEP THIS COPY FORM INFORMATION**

This policy document details the information parents should note when opting for a place in AFTER SCHOOL CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in After School Club is provided to pupils by Prescot County Primary School. After School Club is an Ofsted registered service which will provide care for the child according to their regulations and standards.

Appropriate policies and procedures are in place within the After School Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

- After School Club charges: £7.00 per session until 5.00pm
- After School Charges: £8.50 per extended session until 5.30pm
- **Children attending After School Club to 5.00pm must be collected promptly. Failure to collect your child by this time will result in a £5.00 penalty. Those contracted until 5.30pm and fail to collect your child by this time will incur a penalty of £30.00. As we then incur overtime costs etc.**
- **Payment is required for all booked sessions even if the child does not attend.**
- Payment can be made weekly, monthly or half-termly in advance by cash or cheque to the Breakfast Club/After School Club Team when signing your child in using the yellow payment envelopes provided. Cheques should be made payable to *Prescot County Primary School*. Payments can also be made by bank transfer to Lloyds Bank– the details are sort code:- 30-65-62 and account number: 24606868. Please include your child's name for our reference.
- Payment can also be placed in the yellow envelopes provided and posted into the black payment box located at the school office.
- **Two weeks **paid** notice is required if a place in After School Club is to be terminated by Parents. Parents will be given two week's notice if a place in After School Club is to be terminated by Prescot County Primary School.**
- In the unlikely event that After School Club is cancelled by Prescot County Primary there will be no charge and as much notice as possible will be given to parents.



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- Under the reviewed policy procedures in the event that non payment for After School Club causes arrears in excess of two week's fee's you will be given **one week's notice** before the allocated place in After School Club for the child will be withdrawn.
- During After School Club a nutritious healthy snack will be provided. Any special dietary needs, social & ethnic requirements reported to us will be noted.
- After School Club will provide entertainment and age appropriate experiences & activities for children whilst they are in our care.
- If a child becomes ill whilst in After School Club, it may be necessary for the parent to collect them.
- In the event of an accident we will initially contact you or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. We should be notified of any changes immediately.
- Records will be kept of any Accident / incident resulting in an injury you will be required to sign these records.
- When appropriate we will apply sun cream to the child. The parent will be asked to sign a consent form giving permission to do this.
- If a child is to be collected by someone other than their parent it is imperative that you inform us of this in advance.
- Once collected from our care the responsibility for the child is then with the named person.
- Children will **NOT** be left in their care without confirmation of their details.
- Prescot Primary School reserves the right to refuse to let that person collect if we consider that that person is not to be fit and proper to do so.
- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter.
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Signed Dated

Headteacher – Mr S George

PRESCOT COUNTY PRIMARY SCHOOL

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