



Squirrels After School Club

Squirrels provide play opportunities and childcare to pupils attending Eynesbury Church of England Primary School after school hours

Summer 2016

Premises

The club will take place in the school dining room. Activities may also take place on the playground, field, nursery playground and hall.

Collecting children

Foundation, years 1,2 and 3 children will be collected from their classrooms by a member of staff. Years 4, 5 and 6 children will make their own way to the dining room. Registration will take place at the beginning of each session to ensure all children have arrived safely. Parents/carers will collect and sign out children from the dining room. The fire door to the dining room will be used as the clubs entrance. **There will be a late charge of £5 for every ten minutes, for parents repeatedly late in collecting children at the end of the session.** This will be at the discretion of the club management.

Activities

Activities will include:

Painting, drawing, hand & machine sewing, cooking, model making, board games, table tennis, parachute games, team games, sack races, football, skateboarding, and lots more including themed nights/weeks and discos.

Cooking

The children are able to take home their cooking, although some cooking activities are best eaten once cooked (pizzas etc).

Snack

Children will receive a snack of toast/crumpets and fruit during each session. On themed weeks the children will be able to taste & cook different foods from around the world. Water and juice is offered throughout sessions.

Policies

We have several policies for the club including, equal opportunities, behaviour, bullying, complaints, health and hygiene, child protection. A copy of these are available on request.

Safeguarding Statement

As part of our duty of care, we are required to report any concerns regarding your child's health and well being to relevant authorities.

Medical Information and Registration Documents

Medical information is included with the registration document and held in a locked filing cabinet.

The club is insured through the school insurance.

Children

The club is open for children aged 4 to 11 years old. Children need to be registered in advance. This enables the staff to have contact details/health information for each child. Copies of these registration forms are available from the school office or Squirrels. These must be updated every year.

Purpose of Squirrels After School Club

To provide play opportunities and childcare to pupils attending Eynesbury Church of England School after school hours.

Times of Sessions (Sessions will only take place on school days)

Monday to Friday 3.15pm—5.10pm (1 hour 55 mins)

Monday to Friday 3.15pm—6.00pm (2hours 45 mins)

Squirrels phone number

Squirrels have a separate mobile number available from 3.15-6.00 - **07724002743**

After School Club Committee

Mrs Helen Rouse

Miss Caroline Truman

Mrs Chris Taylor

School Governors

Staffing

Mrs Sue Vincent-Club Manager

Mrs Michelle Gilbert-Relief Manager/Playworker

Mrs Chris Taylor-Finance Officer

Relief Staff-The club will be run with a minimum of two members of staff and will increase as appropriate.

All staff members are appropriately DBS (CRB) checked.

Payment Structure

Each session is payable in advance. Sessions cost £6.25 for 1 hour 55 minutes and £7.25 for 2 hours and 45 minutes. Cheques are made payable to 'Squirrels'. Please notify Mrs. Vincent or the school office if your child is absent due to sickness on a day they are booked to attend the club. Absences for other reasons including holiday will need a minimum full weeks notice or the fee will be incurred.

Child Tax Credit

You could get help paying for childcare. Working tax credit is an in-work tax credit for families, which includes an element to support costs of registered or approved childcare for working parents. To qualify for support the childcare must be: Out of school clubs, Registered childminders, Nurseries and Play Schemes.

If you would like further information about child tax credit or working tax credit please call the Inland Revenue helpline on 0845 3003900.

Childcare Places

Places can be booked weekly or on a permanent basis which will secure your place until you inform the club otherwise, through the school office or Squirrels. Places may also be available by telephoning the school on the day of childcare requirement.

Behaviour Policy

The Squirrels Club has a code of conduct that is created by the children and displayed during club times. All members of staff will ensure children behave in a safe and caring way, showing respect for equipment and each other. Parents will be notified if children's behaviour is unacceptable.

Equal Opportunities

All children will be treated without discrimination of any kind.

Health and Safety

The health and Safety of all children are of a high importance at all times. Activities will be appropriately supervised. There will be a regular fire drill at least once a term. All accidents will be recorded in the club accident book and reported to parents where appropriate. When required, a qualified first aider will administer first aid.