

Rascals Breakfast & After School Club Operating Guidelines



Ryefield Primary School

Introduction

The Rascal Club is run by Ryefield Primary School and exists to provide high quality out of school hour's childcare for our parents. We offer a range of activities including arts, sports, structured ICT activities and an area for homework with support.

The club operates from 7.20am – 8.20am and from 3.00pm – 6.00pm term time only and the current costs for each session can be obtained from the School Office or the School Website. A copy of this policy is available on the School website and can be found on the information board within the Rascals club room.

Admissions

- Only children attending Ryefield Primary School are eligible to attend the club.
- All places are subject to availability.
- All places must be booked via Parent Pay prior to the child attending the club. Bookings needed must be booked at least three nights in advance before the required bookings.
- Parents will be liable to an admin charge if their child has not been booked prior to the session.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the club entrance gate. You should enter the club via the external green gate at the front of the school; the staff will be alerted to your arrival when you press the intercom buzzer on the next green gate and greet you.
- Year 5 and Year 6 students who have signed permission (Appendix 2) to walk to school should walk straight to school and report to Breakfast Club and register with a member of staff.
- Children in Reception to Year 4 will be escorted to their classes and handed over to the Class Teacher.
- Children in Years 5 and 6 will be released from Breakfast Club and make their own way to their classroom ready for registration. (Early release is available at 8:15am only with a signed permission slip)

After School Club

- Children from Reception to Year 4 will be collected from their classrooms by RASCALS Staff or escorted by the class teacher.
- Children from Years 5 and 6 will make their own way to the After School Club.
- All children will be registered by a member of staff.

- If your child is attending, an extra-curricular club on site they will be escorted by the club leader to RASCALS and will be signed in once their club has finished.
- When collecting, at the end of or during a session, the child will be signed out by a member of RASCALS staff the parent/carer or named collector and the time will be recorded on the register.
- Year 6 children whose parents wish them to walk home alone from the club must complete the permission to walk home form. (To walk home alone only applies for the Early Session (4:30pm finish). (Appendix 2)
- Parents/carers must ensure that any person who collects their child is listed on the registration form and that it is kept fully up to date. Failure to do so may result in staff wanting further confirmation that it is safe to hand your child over. (Appendix 1)

Behaviour

In line with the schools Behaviour Policy; whilst attending the Breakfast and After School Care provisions children are expected to:

- Use socially acceptable behaviour.
- Have respect for all people in the school.
- Ask for help if needed.
- Move quietly around the school from activity to activity.
- Keep voices and behaviour in school at a quiet level.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Certificates are awarded and given out to children for individual achievements and accomplishments.

Dealing with inappropriate behaviour:

- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Address the behaviour in a calm, firm and positive manner.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

Following the schools Behaviour Policy; if after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Head Teacher may decide to exclude the child from RASCALS. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded on SIMS and reported to the parent/carer upon collection.
- An injury form must be completed, giving details, nature of accident, treatment given and signed by reporting member of staff, Club Leader and the Parent is to be informed. (Appendix 3)
- All accidents are dealt with by a qualified First Aider.

Parents of any child who become unwell during the club will be contacted. If a child is sent home during school hours, the club will be informed of their absence by the School Office.

Missing or Uncollected children

Missing Children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Senior staff and the club leader will search the inside of the building and delegate an outside search of the building. If the child remains missing, the emergency services will be contacted.
- If out of hours contact will be made via mobile phone to senior staff and the Site Manager will be informed to help with the search.
- Once the situation is in hand and at the appropriate point the Chair of Governors will be contacted.

Uncollected children

If a child is not collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed; and we will follow the safeguarding procedures from the London Borough of Hillingdon.

A fee will be applied for late collection on any booked session from 4.30pm/6.00pm onwards; £5.00 within the first 15 minutes and £1.00 per minute for each child after that.

Safeguarding

Our aim is to establish a safe environment in which children can learn and develop. If there are any reports of any safeguarding concerns the club will follow the procedures within the schools safeguarding policy and report to the designated safeguarding lead.

Payment of Fees

All bookings are to be made via Parent Pay and paid for in advance.

For Parents who pay for their child's RASCALS bookings with childcare vouchers; In order to use childcare vouchers/tax-free childcare with ParentPay you will need to credit the school from your childcare voucher/tax-free childcare account in advance of booking your child into RASCALS. Please specify which booking session the vouchers should be credited to by email to ryefield.enquiries@ryefieldprimary.org.uk (the RASCALS bookings events are listed below). Once your childcare voucher/tax-free childcare payment has cleared in the school bank account, it will then be transferred onto the requested booking item on ParentPay. You will then be able to proceed with bookings. **Childcare vouchers/tax-free childcare can only be used for RASCALS bookings.**

Bookings will be processed by the RASCALS team on ParentPay regardless of if there is sufficient credit. Therefore if you have not topped up your account it will go into arrears; unless your account is in credit you will not be able to make bookings. **Parents are responsible for ensuring accounts are in credit.** If your account falls into arrears you will be prevented from booking sessions.

There are two separate 'Events' on ParentPay relating to RASCALS Bookings; RASCALS Breakfast & RASCALS afterschool 15:00-18:00.

Administration fees will be applied to your child's ParentPay account as a separate payment under the name RASCALS late collection fee/RASCALS late booking fee. If these go unpaid you will be prevented from booking RASCALS sessions.

Cancellation

The after school club provision should only be cancelled after discussion with the Head teacher or School Operations Manager. If the school has to close or we take the decision to close due to events or circumstances that are outside of our control, we shall be under no obligation to provide alternative care. We will notify all parents/carers and we will credit all funds in due course.

Parents are responsible for cancelling sessions in advance to avoid being charged.

If a parent/carer wishes to cancel a session they must contact the School Office or RASCALS team via email at least 12 hours prior to the session for which they are cancelling. If you fail to cancel 12 hours prior to the session, you will be charged the **full session cost**.

Administration Fees

An administration fee of £5.00 per child per incident will be applied for:
Late Bookings and late collections – this will be applied to your child's ParentPay account

Complaints

All concerns should be made to the Club Leader or directly to the Headteacher. It is always our aim to respond to any complaints within 5 working days.

Related Whole School Policies

- Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Emergency Plan

APPENDIX



Nominated Individuals

Authorised to collect your child

Child's Name:.....

Please provide on the list below the full name of all the individuals authorised to collect your child from our Breakfast and After School club, including parents and carers.

Name	Relationship to the child	Phone Number

Thank you

Regards

Rascals

Permission to walk home from Ryefield Rascals



Dear Parents and Carers,

At Ryefield Rascals, we place children's safety at the heart of everything that we do. If you would like your child to walk home from RASCALS after their session has finished please complete the below slip and return to RASCALS.

Please note that this permission slip does not allow them to collect younger siblings and only allows them to leave the Early Session (Before 4:30pm).

We will assume that you are bringing and collecting your child if we do not receive the slip below.

Many Thanks

Ryefield Rascals Team

Permission Slip for Children to walk home from Ryefield Rascals

I give permission for my child _____ from _____ class to **walk home from their RASCALS session at school** by themselves.

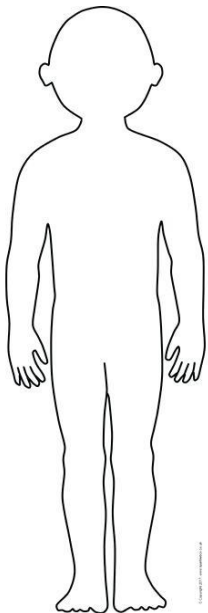
Parent's signature: _____ Name _____

Injury Form

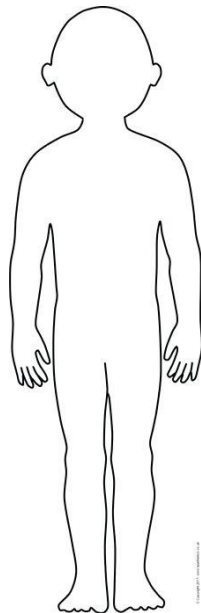


Child's Name:..... Class :..... Age:.....

Date of incident:..... Time of Incident: Location of Incident:.....



Front



Back

Details of Injury and treatment given:

[illegible]

Parent/Carer Informed

Date:

Reporting Staff Member:

Date:

Club Manager:

Date:

Friday Movie Night



Childs name.....

Childs class.....

- ☐ I give permission for my child to watch a PG rated movie.
- ☐ I do not give permission for my child to watch a PG rated movie.

Parents signature.....

** If there are any specific movies that are PG rated that you do not wish your child to watch please list them on the bottom of this form