

## **Welcome to the Cholsey School Before/After School Club (BASC)**

### **Introduction**

The Club is open to all children attending Cholsey Primary School; it is now inspected as part of the school Ofsted. It exists to offer a childcare service for working parents and for parents wanting, for whatever reason, to delay collecting their children at the end of the school day. The club provides children with flexible opportunities for play, activities and relaxation in a co-operative, supportive atmosphere. The emphasis is on leisure activities to ensure that the children do not see the Club as an extension of their working day in school.

### **School links:**

The Club works very closely with the school, which allows two-way regular communication. This link is particularly important with the Foundation Stage, allowing younger children to settle in well.

### **When and where does the Club operate?**

The Club is based in the Studio, hall and a classroom, all of which are situated near the main entrance to the school and are accessible from the school carpark.

The Club runs every weekday morning from 8:00-8:40 a.m. and each afternoon from 3:15/ 3:20- 5:30p.m., term time only.

### **Bookings**

Regular places must be booked in advance; please ensure that you are familiar with the terms and conditions in this booklet. Bookings will need to be made via the following link. You will need to register and set up an account the first time you use the system.

<https://cholseyprimary.kidsclubhq.co.uk/rdr?u=home>

### **Payment**

Payment is via childcare vouchers or by Parent Pay only.

Non-payment of fees within 30 days of receiving the monthly invoice, will result in future bookings at the club being terminated.

If places are available, casual bookings can be made in advance or on the day.

The children's safety and well-being is of utmost importance, therefore, if your child requires additional support in school, please let us know at the time of booking, as additional support at BASC may be appropriate too. If we deem this to be the case and we are unable to source additional staff, we may need to cancel the booking for that occasion.

### **Fees and invoicing**

Before School Club: The fee is £5.00 per child.

After School Club: The fee is £10.00 per child.

You will receive your invoice by email 7 days from the end of each month and the payment will be in advance of those sessions.

### **Cancellations**

Should your child be unable to attend any of their pre-booked sessions, please ensure that you have logged on to Kids Club HQ and removed their name from that day otherwise you will be charged. **One full calendar months'** notice is required to permanently change sessions or withdraw your child from Before / After School Club.

### **Waiting List**

If the Club is fully booked, we can place your child's name on a waiting list until a place becomes available.

### **What happens at the After School Club?**

The Club offers opportunities for self-initiated play, co-operative and team games and a range of organised activities, such as art, crafts, music, computing, sewing etc. Each day there are organised activities in which the children may decide to participate, or they may simply decide to 'do their own thing' with the materials and equipment available. There is a reduced range of activities offered during the Before School Club.

The Club recognises the importance of play, so the Play Workers are guided by the children's ideas. The needs of all children at the Club, of all ages and cultures are constantly monitored to ensure they are amply provided for. Play Workers are trained to give constructive support to all children in mixed age and ability groups, so that they all enjoy varied, stimulating and appropriate play.

Older children (predominately those in Years 4-6), will be offered a separate space and age appropriate activities on most days.

At the end of each session, children are expected to help clear away, ready to be picked up promptly by 5.30 p.m. **Continuous late collection could result in your child's place being withdrawn.**

The Club follows Cholsey Primary School's Positive Behaviour Policy; details of which can be found on the school's website. However, should there be continued inappropriate or anti-social behaviour, despite measures being put in place to support your child to make the right choices, we reserve the right to terminate your contract with BASC.

### **How to Join the Club**

If you would like to use our facilities, please follow the steps below@

1. Make sure that you are familiar with the information in this booklet.

2. Log on the Kids Club HQ

<https://cholseyprimary.kidsclubhq.co.uk/rdr?u=home>

and book the sessions required.

We look forward to providing a comfortable, happy place for your children to relax and have fun at the beginning and end of the school day.

### **Registration**

At the end of the school day FS/KS1 children will be brought by a staff member to the Club and KS2 children make their own way there for registration. Children attending after school activities e.g. football, netball, choir etc. must register when they finish their activity, at which time they will be in our care. We are responsible for children who are booked in, paid for, and in the care of our staff.

### **Emergency Contact Number**

During the school day you may leave a message with the School office.

The telephone number is **01491 651862**

### **Snack**

Breakfast Club - a selection of cereal, toast with a variety of spreads and juice, milk or water. We finish serving breakfast at 8:20 am.

After School Club- a light snack, often with the opportunity for trying something new and exciting.

### **Who pays for the Club?**

Running costs such as Play Workers' salaries, materials and equipment are met by the fees for the service. We aim to keep the fees as low as possible.

### **Collections**

We will ask you, or your nominee, to sign the register to verify that your child has been collected. We will only allow children to leave the premises in the custody of a person named on the child's school registration form, and our staff must be

satisfied of their identity. If you or your nominee is collecting your child for the first time, please make yourself known to our staff.

**Please make sure your children know they may not leave the premises unless they are collected by you or your nominees.**

If you are unable to collect your child, you must let us know who will.

### **Policies**

The Club has the following Policies/Procedures in place:

Policies:

- 1 Positive Behaviour Policy (School Policy)
- 2 Concerns and Complaints Policy (School Policy)
- 3 Safeguarding and Child Protection (School Policy)
- 4 Equal Opportunities (School Policy)
- 5 Fire Emergency Plan (School Policy)

Procedures:

1. Admissions
2. Uncollected children
3. Missing children
4. Medication

### **Comments, Problems or Queries**

In the first instance any problems should be addressed to the Play Leader. This informal approach is nearly always the quickest and most effective way of resolving your concerns. If you feel that your concern has not been resolved, then it is important to ask the school for the complaints and concerns procedure. This explains what you should do next.