



SUNNINGDALE PRE-SCHOOL
AFTERSCHOOL CLUB

Charity No: 1021303

Sunningdale Afterschool Club has been set up after research found that there was a need for this service in the village of Sunningdale. Sunningdale Pre-School has set up the club, utilising its existing, long term, dedicated and experienced staff. We offer the afterschool service to children who attend Holy Trinity School, Sunningdale.

Aims

The aim of the club is to provide a homely environment, where the children can relax and unwind after their busy day at school. We endeavour to ensure all children feel safe and secure, offering them a welcoming environment and opportunities to develop their personal, social and emotional development.

Care, Learning and Play

Sunningdale Afterschool Club will provide a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Activities will be carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, the Club will recognise a child's individuality, effort and achievement.

Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over their Club.

All activities on offer will enable all children to develop emotionally, physically, socially and intellectually. They are mapped against the EYFS standards and contribute towards every child's early learning goals. We plan and develop to the ages and interests of all the children. All the staff will listen to and value what children say, talk to them about what they are doing, and have high expectations of what they can achieve. We will encourage children to be confident, independent and develop their self esteem, and ensure that all our staff help children to learn the differences between what is right and what is wrong.

After School Club

Your child will be collected from a designated area at their school, which will be pre-arranged with the school or directly from your child's classroom. The Manager/Deputy Manager will sign your child into the Club upon arriving back at the Club.

15:30 – Your child will be offered a light snack e.g. breadsticks, toast, crumpets, muffins, fresh fruit and water. This will be an opportunity for everyone to come together and discuss each other's day, if they wish.

15:45 – Free Play. Areas will be set up to allow the children to experience quiet time with books, a craft area for the children to create and express themselves, as well as a construction area with age appropriate resources and equipment. There will be the opportunity for children to interact with their peers with everyday technology games and equipment, such as games consoles. Please be assured that these activities will be monitored to ensure the children do not use them for long periods. Homework is voluntary and if a child wishes to do any there will be a quiet area available to them, to enable them to sit and concentrate. The staff will be on hand to support and encourage children to do their homework, but this is not our priority and ratios will not allow us to give one on one support for any length of time. During Free Play your child will be given the opportunity to go into the garden.

16:45 – The children help to tidy their activities and prepare to be collected. Upon collection parents/carers will be asked to sign their child 'out'. If anyone arrives to collect your child who is not known they will be asked for the unique password supplied on the child's registration form. A child will not be handed over to anyone who does not know the password. Anyone under the age of 16 will not be permitted to collect your child.

17:00 Club ends. For those parents who find it difficult to pick up promptly at 17:00, we offer a 17:30 pick up.

Club Fees

We aim to offer competitive rates and flexible hours to meet the demands of working families. We offer a 10% discount for siblings who are registered for half a term, including Ad Hoc days. The 10% sibling does not apply for children only attending Ad Hoc days.

Fees (With effect from September 2023)

School pick ups until - 4pm - £6.75
4:30pm - £9
5pm - £11.25
5:30pm - £13.50

School sports clubs pick ups at 4:15

until - 5pm - £7.25

until 5:30pm - £9

Please be aware that if you wish to pick your child up earlier than the arranged time you will still be charged accordingly. Fees will still apply for sickness, absences and holidays during term time. Half a term's payment and notice is required should you wish to cancel your child's place.

Tax Credits

Did you know that 9 out of 10 families qualify for tax credits? If your joint income is less than £58,000, and you work at least 16 hours a week, you too, could qualify! In some cases, you may be able to claim up to 80p for every £1 you pay – www.taxcredits/inlandrevenue.gov.uk/Qualify

Further to the tax credits mentioned above, some employers give employees vouchers to pay for childcare. The vouchers are usually offered in place of part of your salary under a system known as 'salary sacrifice'. The first £55 per week of any voucher you receive is exempt from tax and National Insurance, for examples:

www.hrmc.gov.uk/childcare/interaction-tc-cv.htm

Telephone the Tax Credits Helpline on: 0845 300 3900 and a Tax Credit Advisor will make the calculations for you.

**SUNNINGDALE PRE-SCHOOL
AFTERSCHOOL CLUB
TERMS & CONDITIONS
(Referred to as The Club throughout this document)**

1. Commencing provision of Childcare

Child Registration Forms: We must have a completed child record form before we can care for your child. You are responsible for ensuring that you review and update this information on the form at regular intervals and inform us of any changes to this information.

School Collection: It is your responsibility to ensure the school is aware of our engagement and you are aware of the setup of arrangements of our collection of your child.

Term Time Only Agreement: Means that you only pay for childcare services during the academic school year, in accordance with the timetable for your child's particular school.

Inset days: Also referred to as teacher training days, fall within the academic school year. The Club will be closed on inset days.

After School Club Time-Table: The Club is open throughout the school term. When your child's school closes early on the last day of term, the club will also be closed.

2. Services that we provide

Food: A balanced nutritious snack is provided for all children when they arrive after school.

Staff: We employ both qualified and unqualified childcare assistants who assist with all childcare related responsibilities, including school collections and general care on and off the Club premises. There will be at least 1 qualified first aider present at all times.

Collections: Should somebody different collect your child from the Club, they will be asked to quote a unique password as entered in your child record form. Should your child not be attending school, and therefore you do not require us to collect them, please advise us by telephone before 2pm that day.

In an Emergency: In the event of a medical emergency, we will carry out first aid treatment and seek medical advice if required. We will also consent to any necessary medical treatment, if necessary, on your behalf until you are present.

3. Charges and conditions of Childcare provision

Overtime: Our normal working hours are Monday to Friday 15:15 – 17:30. We appreciate that unauthorised late collection may occur (e.g. due to traffic), however for repeatedly unauthorised care outside these hours, we reserve the right to charge a levy of 50p, per minute, per child. This levy also applies to all pick up time agreements.

Payment Terms: Invoices are due half termly in advance. The first payment is due on commencement of childcare. Thereafter, it is due on the last day of each half term. An invoice for each half term will be raised approximately 10 working days before payment is due. In the case of late payments we reserve the right to add a 1% levy per day.

Non attendance during normal Childcare periods: We regret that there can be no reduction in fees for a place not utilised for whatever reasons, be it illness, your holidays or other factors during the academic school term-time for the child's particular school.

Sickness: Children must not be brought to Club, nor can we collect them from school, if they are unwell or suffering from a contagious illness or infection.

Child Exclusion: Should your child become incompatible with the general well-being of other children in our care, e.g. bullying, disruptive, inappropriate or aggressive behaviour, your child will be excluded from all of our clubs, 'without notice'.

This Agreement: If any provision of this Agreement is held to be invalid, illegal or unenforceable then such provision shall be automatically modified to the extent necessary to make it valid, legal and enforceable and all other provisions of this Agreement shall be regarded as fully valid and enforceable unless otherwise proved.

4. Conditions related to Childcare Provision

Review Date: All contracts are reviewed in August of each year. This contract remains in force until a new contract is agreed or until termination is satisfactorily completed.

Notice Period: Half a terms notice must be given in writing by either party to terminate or change any part of this agreement.

Charge Services: Any additional fees due for extra childcare services will be included on a separate 'ad hoc' invoice.

5. Miscellaneous

Photography: We may occasionally take still photographs of children for inclusion in promotional material such as our website.

Personal Property: You are responsible for ensuring that children do not bring any items of value to BAFS as we accept no responsibility for lost or damaged property.

6. Our Compliance

We agreed to comply with all requirements of registration as laid down by the regulatory authority (Early Years Directorate, Ofsted) and the After School Care Standards Act.

(All of Sunningdale Pre-School's After School Club policies and procedures are available to view upon request)
Admissions Policy and Policy

Sunningdale Afterschool Club is open to all families within our local community and who's children attend Holy Trinity School, welcoming all cultures, ethnic, religious and social groups with and without disabilities.

Places are available to Pre-School aged children of 4 years old, through to the age of 11.

Parents/ carers and their child are welcome to visit during an Afterschool session when a Prospectus and Registration Form will be offered.

Sessions are offered subject to availability.

In the event of the Club being over-subscribed priority entry will be given to:

1. Children living within the postal district of Sunningdale
2. Children with siblings already at the Club or who have previously attended
3. Length of time the child's name has been on the waiting list.

Waiting List

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy at the Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Registration Form and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Special consideration is given to children of age who have moved into the area and to families with special needs.

We monitor the gender and ethnicity, cultural background and beliefs within the family of children joining the group to ensure that no accidental discrimination is taking place, making our equal opportunities policy widely known.

BEHAVIOUR POLICY

Sunningdale Afterschool Club aims to:

- Provide quality care and play in a safe and stimulating environment, which will complement family life and broaden the experience of the children.
- Foster self-esteem, independence and respect for others.
- Help the children grow physically, emotionally and intellectually through play activity and care and support from the staff.
- Nurture a love of learning and an enquiring mind.

Our rules aim to help children to develop self-discipline and respect for the needs of others and this will be explained to all newcomers both children and adults.

Children will be praised and encouraged in recognition of good behaviour e.g. sharing, helping others etc. Positive methods and guidance will be used, which include re-direction, anticipation and removal of potential problems, which includes one-to-one adult support and where appropriate a period of 'time out' with an adult.

No humiliating, aggressive or frightening methods of punishment will be used. No shouting, offensive language or corporal punishment by any adults or children will be allowed within the Club boundaries.

A child may be isolated from the others for a short time, especially when their behaviour is disrupting the group's enjoyment of an activity or in the case of aggressive and violent behaviour. During this time the child will be given the opportunity to explain or discuss his/ her feelings.

Any negative change in behaviour will be discussed with the child's parent/ carer to establish the source of the problem. With recurring problems they will be tackled by all staff, in partnership with the child's parents, and where necessary we will use objective observation records to establish an understanding of the cause. Aggressive or violent behaviour will be recorded and signed by two members of staff then shown to the child's parent for signing.

Adults will be aware that some kinds of behaviour may arise from a child's special needs.

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:

- We intervene to stop the child harming the other child or children;
- We explain to the child doing the bullying why her/his behaviour is inappropriate;
- We give reassurance to the child or children who have been bullied;
- We help the child who has done the bullying to say sorry for her/his actions;
- We make sure that children who bully receive praise when they display acceptable behaviour;
- We do not label children who bully;
- When children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and
- When children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.
- If bullying continues at the Club we will issue a formal warning to the bully and inform the parent/carer that this may then lead to exclusion should it continue
- In the event of a child continually bullying after a formal warning, we will have no hesitation to exclude the offending child

The Use of Physical Interventions

Staff will use physical interventions only as a last resort and only then if they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property. Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that physical intervention will be used if they do not stop. A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by hand or with an arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to do what they have been told and when there is no immediate risk to people or property. As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

The force of the physical intervention will be always appropriate to the age, size and strength of the child or children involved. If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Manager.

Where a member of staff has had to intervene physically to restrain a child, the Manager will be notified and the incident recorded in the Incident Record Book. The incident will be discussed with the parent/carer at the earliest possible opportunity.

If a staff member commits any act of violence or abuse towards a child at the Club, serious disciplinary action will be implemented, according to the provisions of the Staff Disciplinary Procedures Policy.

CHILD COLLECTION,

SCHOOL PICK UP & DROP OFF POLICY

Sunningdale Afterschool Club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

It is the responsibility of the Manager/Deputy Manager to ensure that an accurate record is kept of all children in the Club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the day.

Where children are escorted between school premises and the Club, the following procedures will be carried out:

The Manager will ensure that a thorough risk assessment is carried out and regularly reviewed, according to the provisions of the Risk Assessment Policy. A contact within the school will be identified, with whom the Manager will liaise. A clear agreement will be reached between the Club and the school about when responsibility for children's safety is officially transferred.

A specific meeting place for children will be established within both the school and the Club.

Staff should check their collection list, daily. If a child is absent from the Club without prior warning, staff will check with the school to see if they attended school that day - they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the Manager who will contact the parents/carers.

At 15:15 the children will be collected from Holy Trinity School at a designated place at the school and/or their classroom. The children will then be walked round to Club where a register will be taken..

At the time of collection parents/carers will be expected to sign their child out of Club. Adult to child ratios will be adhered to when dropping off and collecting all children from School.

The parent/carer must inform the Club with any change to normal pick up arrangements. This information is then put onto the register.

A child will only be allowed to leave the Club with authorised adults, and must be over the age of 16.

If the person collecting the child is not known to the Club staff, the individual will be asked for a unique password; pre agreed with the parent/ carer and held on file, before they are allowed to take the child with them.

If an unauthorised adult tries to leave with a child who does not know the unique password, then a member of staff will telephone the parent to confirm this is acceptable before allowing the child to leave.

If a child has not been collected within ten minutes of the end of a session then a member of staff will telephone the usual parent/ carer. If they cannot make contact with them then they should contact the alternative emergency contact for them to come and collect the child. If this fails, then two members of staff will stay with the child at the Club until the usual parent/ carer arrives to collect the child. If the child has not been collected after 45 minutes then the Duty Social Worker at Social Services must be called on 01628 683150 or 01344 488495.

FEEES POLICY

Payment and Invoicing

Fees are charged every half term in advance. Payment is due by the final day of each term for the following half term sessions

Invoices will be issued 10 days before the end of each half term. Any Parent/Carer not receiving an invoice at this time should enquire at the Club to find out the reason.

Late Payment of Fees

The Club will always try and recover late payment, but will give the Parent/Carer every opportunity to pay for the childcare as flexibly as possible.

When fees are owed for more than two weeks the Treasurer must be notified by the Fees Secretary with full details of the fees due. The Policy for Recovering Overdue Fees will come into effect.

In the case of late payments we reserve the right to add a 1% levy per day.

If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the Fees Policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Collection of fees will be in complete confidence.

Notice Periods

A complete half term's notice is required for children being withdrawn from the Club. Therefore, if notice is handed in part of the way through a term, fees will be chargeable at the end of the following half term. It is difficult to fill places at short notice, so this enables the Club to commit to cover its costs, including staff salaries.

Tax-Free Childcare Schemes

The Club will accept fees paid via employers' tax-free childcare benefit schemes.

RECOVERING OVERDUE FEES POLICY

Sunningdale Afterschool Club will always try to recover late payment, but will give the parents/ carers every opportunity to pay for the childcare service as flexibly as possible.

When fees owed for more than two weeks the Treasurer must be notified with full details of fees due. The Fees Secretary will send a reminder that fees are now overdue and speak to the family involved.

If personal contact with the fees secretary does not have a satisfactory conclusion then a second reminder will be sent a week later including the following:

"Please contact me if you cannot pay the outstanding amount by XX date", or "Please contact me on 01344 XXXXX, alternatively I will contact you in the next few days to discuss how we can help".

If the fees are not paid within the following week, the Treasurer contacts the parent in private and asks when they intend to pay and establishes if there are any difficulties with payment, in general terms.

A period of one week from the contact is allowed for payment, or a re-arranged payment agreement is established with the parent.

If the parent fails to pay by the due date or method agreed, they are contacted in private again and asked for payment.

If they have no intention of paying then they receive a letter from the Treasurer on behalf of the Management Committee, issuing a formal warning to the parent/carer and informing them that continued late payment will result in their child's place at the Club being forfeited. If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place.

Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.

Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Any outstanding monies owed by the parents may be recovered through legal action, subject to a review of the circumstances and the decision of the management team.

Strict confidence is adhered to when discussing late payment with only key people (Treasurer, Fees Secretary, Chairperson and Manager) being aware of the family name. When fees are discussed at committee meetings the family name is never used.

SAFEGUARDING CHILDREN POLICY

The first priority of Sunningdale Afterschool Club is the well-being of the children who attend there.

Responding to Suspicions of Abuse

- If a member of staff is concerned that there may be any form of abuse to a child they will inform the Manager. The conversation will be recorded accurately, written in the child's own words. In the event of there being actual marks to the child's body, a drawing called a body map should be produced and marks recorded.
- The Manager and at least one member of staff will then monitor the situation and possibly contact the parent/ carer to discuss their concerns. If the situation is believed to endanger the child, the Duty Officer in the Children's Social Care Services will be informed immediately.
- At all times full support will be given to the child and parent/ carer to try and deal with the situation quickly and responsibly.
- If a child's general welfare is of concern, not necessarily because of suspected abuse, the Manager may contact the Health Visitor.

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

- Offers reassurance to the child
- Listens to the child; and
- Gives reassurance that s/he will take action.

The member of staff does not question the child.

Liaison with Other Bodies

- The Club follows the guidelines of the Local Safeguarding Children Department within the Social Services.
- We notify Ofsted of any incident or accident and any changes in our arrangements that affect the well-being of children.

Staffing & Volunteering

- It will be made clear to applicants for posts within the Club that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants who work within the Club, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All references will be followed up.
- In the case of applicants with unexplained gaps in their employment history or who have moved rapidly from job to job, another explanation will be sought.
- All staff will be subject to DBS check and until this has been carried out they will not be allowed alone with any child i.e. toilet duty.
- All appointments both paid and voluntary will be subject to a probationary period and will not be confirmed unless the Club is confident that the applicant can be safely entrusted with children.

Training

- We will seek training opportunities for all adults involved in the Club to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Complaints

- We ensure that all parents know how to complain about staff or volunteer action within the Club, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Department within the Social Services when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures as set out by Berkshire area Child Safeguarding Committee when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

SETTLING IN POLICY

We want the children to feel safe and happy at the Club, in the absence of their parents. To recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the Club.

The Club will endeavour to:

- Encourage parents to visit the Club with their children before they join.
- Arrange for the Club Manager and staff to gain more insight into the child's background and needs by discussion with the parents and child and allow the child to become familiar with Club adults.
- Introduce flexible admission procedures, if appropriate, to meet the needs of individual families and children.
- Make clear to families from the outset that they will be supported in the Club for as long as it takes to settle their child in.
- Reassure parents whose children seem to be taking a long time settling in to the Club.
- Children cannot play or learn if they are anxious and unhappy. Our settling in procedures aim to help parents to help their children to feel comfortable in the Club and to benefit from what it has to offer.