

# The Lighthouse Before and After School Club Policy

## Horwich Parish CE Primary School



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Bolton Council school model policy for equality.

### Version Control

Current version	Previous version	Summary of changes made

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## 1 Introduction

The Lighthouse Club at Horwich Parish is run by Horwich Parish Primary School and exists to provide high quality out-of-school hours childcare for parents/carers. It provides a range of stimulating and creative activities utilising both indoor and outdoor facilities in a safe environment.

***All parents must complete a registration form and booking form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

## 2 Our Vision

***Our vision is to be a school where everyone can achieve and “let their light shine” both individually and collectively as a community.***

***Learning to love each other as Jesus loved us, respecting each other and growing into the people God has called us to be.***

## 3 Opening hours

The club only operates on days when the school is open to pupils. It is not open on INSET days or during school holidays.

Before School Club operates from 7.30am to 8.40am. At 8.40am the children will be taken to class by a member of staff.

## 4 Prices and payments

Before School Club costs £5.50 per session.

After School Club costs £11.50 per session.

Before and after school for a week £80.00

Fees will be payable either through ParentPay or using childcare voucher schemes, payable weekly in advance on a Monday morning. No Cash or Cheques will be taken as payment.

Please note that payers using vouchers, may notice a time lapse between payment and your balance on ParentPay as these need to be manually processed.

Acceptance of a place is a commitment to paying the fees, even if the child does not attend due to holidays, school trips, illness etc.

The parent signing the clubs’ registration form is known as the ‘contracting parent’ and is responsible for payment of all fees.

**Fines will be imposed when children are collected late. For every 10 minutes after 6:00pm a child is not collected, the parent/carer will be charged £10.00.**

Late Payments: Text reminder/emails will be sent. If any fees not received after two weeks, the child will be removed from the register. Before a child can be reinstated, arrears will need to be paid and an admin fee of £10 will be charged.

Accounts must be £0.00 by the end of every half term.  
Fees are only charged for days in school term time.

## **5 Allocation of places**

Only children attending Horwich Parish CE Primary School are eligible to attend the club.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the club. This includes completion of a registration document for each child with contact details, medical information, sessions attending.

All existing users will be automatically transferred from term to term unless notice has been given

If places are not currently available, children will be placed on a waiting list and notified when a place becomes available.

Once the club commences, anyone new wishing to use the club will need to complete the provisional booking form and enquire at the office if places are available.

Contracted sessions cannot be swapped without **4 weeks** written notification.

Adhoc sessions: The club will accept temporary or occasional bookings if places are available. You will be required to give 48 hours' notice for these sessions and pay when you book. If a regular pattern emerges, you will be contacted and this will become a permanent arrangement and charges made.

## **6 Cancellation of places**

If you wish to cancel sessions or change booked sessions, you will be required to give 4 weeks written notice.

The Lighthouse Club at Horwich Parish reserves the right to cancel any booked sessions with 4 weeks written notice.

## **7 Before School Club Procedures**

Before School Club will open at 7.30am. Parents/Carers should ring the bell next to the hall door (**not** the main gate to enter the school premises). A member of staff will open the door to allow your child/children entry.

Parents/Carers must sign their child in to Before School Club. Parents/Carers must not enter the school premises for safeguarding reasons. Please use the normal process of contacting school if you wish to have a discussion regarding your child as staff will be supervising children already in the club.

### **Club Routine**

7:30 am – Club Opens

7:30 am – 8:00 am – Breakfast is served

Parents/Carers must inform the Before School Club by 7am if their child will be absent from the club by ringing 01204 333147. (MOBILE NUMBER TO BE CONFIRMED)

If your child requires additional prescribed medication then please follow the normal process of contacting the office as a medication form will need to be completed and signed.

## **8 After School Club Procedures**

A member of After School Club staff will collect Reception/KS1 children from their classrooms at 3.15pm. Children in Year 3 & 4 will be collected at 3:15pm and children in Year 5 & 6 will walk down to the hall.

A light tea will be served from 3.30pm until 4pm.

After School Club staff will take a register to ensure all children are present.

Parents/Carers must inform the After-School Club by 2.30pm if their child will be absent from the club.

A timetable will be provided on a rolling cycle of activities available during club. These will be weather dependent and subject to change.

When collecting children, parents/carers should ring the bell next to the hall door (***not*** the main gate to enter the school premises).

Parents/Carers must inform a member of staff who they are collecting and sign them out on the register.

Children must be collected by a parent/carer/named collector whose details have been given to After School Club on the child's registration documents. This should always be kept up to date – it is the parent/carer's responsibility to update their child's registration document when necessary.

If you do not inform us of someone else collecting your child, you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person. If this causes your child to be collected late then charges will be applied.

## **9 Late collection of children (after 6:00pm)**

Parents should be informed that in the event their child is not collected from the setting by an authorised adult and no contact has been made with parents/carers within 45 minutes to 1 hour of the latest collection time (6pm), the school will follow their child protection procedures. This will involve informing Police with whom discussions will take place regarding next steps. In most circumstances, parents or trusted relatives are located and the situation is resolved. However, if the Police are unable to locate a parent or trusted relative, they may decide to contact the Emergency Duty Social Worker at Bolton Council.

**Fines will be imposed when children are collected late. For every 10 minutes after 6:00pm a child is not collected, the parent/carer will be charged £10.00.**

Where a child is persistently collected late, the parent/carer, will receive written notification and their child will be removed from The Lighthouse Club at Horwich Parish.

## **10 Food and snacks**

Breakfast examples: A range of cereals, toast, crumpets and fresh fruit. Sugar free squash, milk and water is also available.

Light snack tea examples: Pizza, beans/spaghetti on toast, a selection of wraps/sandwiches, crackers and cheese, potato cakes, fruit and vegetables.

## **11 First Aid**

All accidents will be recorded, parents will be notified and may be required to sign an accident form.

Parents will be contacted in case of illness where the child is deemed unfit to remain in the club.

## **12 Related School Policies**

- a. Behaviour Policy
- b. First Aid Policy
- c. Health and Safety Policy
- d. Child Protection Policy
- e. Equal Opportunities Policy
- f. Safeguarding Policy