



# QUEENSMEAD PRIMARY ACADEMY

## Welcome

Dear Parents/Carers,

We would like to take this opportunity to welcome children and parents who will use our Morning Club & Aftercare provision and are delighted that you are interested in this service.

We are committed to providing a high-quality childcare provision for all children. Our relationship with parents and children is very important to us. We know that working together with parents in partnership will positively impact pupils' enjoyment and safety at Queensmead. Our aim is for them to have fun, stay safe and be happy!

The following document sets out the procedure for using Queensmead Primary Academy Morning Club & Aftercare provision.

This contract sets out the terms and conditions of any child/ren attending these clubs. It is the club's right not to accept your child/ren until the appropriate paperwork is completed and signed by the parent/carer of the child.

The information included in the contract is as follows:

- Behaviour and Discipline Agreement (required to be signed and returned please).
- Club policy for informing staff if a child is absent from the Aftercare provision.

### **Timings and Arrangements**

Morning Club & Aftercare are open Monday to Friday during term-time only, (excluding Bank Holidays and non-pupil days). Both Morning Club and Aftercare are run by Queensmead Primary Academy staff.

Morning Club will be open from 8am until the start of the school day. Children must be dropped off by 8:15am (Late arrivals are not permitted). During the session, your child/ren will receive a healthy breakfast comprising cereal and toast as well as a drink. They will have access to a range of activities and games. At the end of the session, children will be taken directly to class by staff when morning club finishes at 8.45am.

Children attending Aftercare are brought down to the office area by staff at 3.20pm when school finishes. Here they will be welcomed by staff and taken to do a variety of activities ranging from: playing outside (weather permitting), craft, computing, artwork etc. They will be given a snack (sandwich option to be chosen when booking a place) and a drink.

Children will be collected no later than 4.30pm from the office.

Please inform your child's class teacher that they are attending Aftercare.

If any children have homework which needs to be completed, they will have the opportunity to do so.

We cater for children from Year 1 up to Year 6. Children in other year groups may be accommodated on an individual basis following discussion with the Principal. As places are limited you need to book and pay in advance to reserve your child's place by the Thursday lunchtime of the week before the provision is required. Late payment may result in your



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child's place being offered to another family. Please note: Aftercare only has the space for 15 children.

## **Price List of Charges:**

**Funds must be available in your child's ParentPay account at the time of booking otherwise a space cannot be booked. We reserve the right to increase prices for this provision giving at least 1 terms notice.**

**Morning Club** session 8am – 8.45am - £2.50 per session – including breakfast and activities.

### **Aftercare**

Aftercare session 3.20pm to 4.30pm – £4.00 per session – including drink and snack.

Late Collection fee\* (from 4.30pm – 4.35pm) £0.50 per minute.

(from 4.35pm – onwards) £1.00 per minute.

**Aftercare staff are paid until 4.30pm – late charges are to cover staff payment.**

\*You must contact the office to let them know if you are going to be late for any reason, giving an expected time of arrival.

If a child has not been collected by 4.45pm, the Principal will be informed.

## **Persistently late collection:**

The club reserves the right not to accept bookings from parents who are in arrears with payments or who are persistently late (on more than 3 occasions).

## **Cancellation:**

Cancellation of pre-booked places 1 day in advance will not incur a charge. Notification of cancellation on the same day will still be liable for payment.

**Please inform the office as soon as possible if your child is unable to attend their session.**

## **Behaviour:**

Morning club & Aftercare expects the same high standards of behaviour from children as during school time. We expect all pupils to:

- **Listen to all staff members and follow their instructions**
- **Use respectful language (no swearing)**
- **Play kindly (no fighting, including play fighting)**

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities. Everyone at the club will be treated as an individual in order that their needs are met.



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Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with immediately. Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

### **Procedure for Dealing with Challenging Behaviour**

Parents must inform staff at the club if their child/ren has any special needs, dietary requirements, medical conditions or allergies which may affect a child's behaviour. All personal information is dealt with in the strictest confidence by all members of staff. Staff members are trained to deal with challenging behaviour.

To promote positive behaviour within the club, rules and expectations are used. These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not.

The club will never exclude a child without trying to help the child first. There are many ways in which the club promote positive behaviour for all children.

- Praising the children for good behaviour.
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents.
- Time out sessions.
- Working in partnership with parents and the school and organisations where appropriate.
- Dealing with all incidents and unwanted behaviour in confidence.

If a child attending Morning Club and/or Aftercare is on a behaviour card during school hours, the club reserves the right to refuse to accept bookings until behaviour is improved. If you have any questions or queries regarding the above, please do not hesitate to contact us. We are here to give you support, help and advice wherever we can. If a child has received a fixed term exclusion, they will not be able to access after care provision.

The club reserves the right to not continue to accept bookings from children who persistently make the wrong choices or do not follow the adult instructions.



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**Contract to be agreed prior to using the provision and will be valid for the duration of your child's time at Queensmead.**

This contract is between Aftercare/Morning club and the parent/carer of the child/ren registered.

I wish for my child to attend Morning Club / Aftercare:

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

- I have read the behaviour and discipline agreement and agree to all the terms and conditions set out within this contract.
- If my child/ren develop any unacceptable behaviour within the club, then I will work in partnership with club staff in order to resolve my child/rens behaviour issues.
- I have read and understood the information on rules and expectations and agree to inform my child/ren of these expectations.
- I agree to all the terms and conditions of rules and expectations while my child/ren is attending the club.
- I have read the fees agreement and understand all the terms and conditions set within this contract.
- I understand that my child/rens place can be cancelled at any time if I do not comply with the terms and conditions of this contract.

Signed: \_\_\_\_\_(Parent/Carer)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_