

Highfield After School Club Welcome Pack 2016



Welcome!

The Highfield After School Club gives your child the opportunity to participate in many fun activities at school, while spending time with their friends.

Please complete the attached registration form and return with a £10 registration fee prior to your child attending the club. Please note, your child will be unable to attend the After School Club until we receive the completed and signed form and registration fee. A place will only be offered if the club has spaces, when a space is not available, if parents/carers then wish, their child's name will be added to the club waiting list.

Enclosed are two booking forms for your child, please complete either the taxi form, which will provide your child with a free taxi service home (Adhering to the local authorities school transport policy) or the parental collection booking form if you would prefer to pick your child up from the club. Taxi collection will mean that your child leaves the club between 5 and 5.15pm however if you choose to pick up your child they can stay at the club until 5.30pm (5.15pm on Fridays).

Depending on availability, your child will then be booked in for the requested sessions. An invoice will be sent with a copy of your booking including details of the payment procedure.

A sample menu is enclosed; each child receives a healthy snack, a piece of fruit and a drink of their choice with water also available at any time. If you would prefer to send in a snack for your child this is also fine. At the time of booking please inform us of any special dietary needs for your child and inform us of any changes.

We look forward to welcoming your child to Highfield After School Club

Yours Sincerely

Daniel Godfrey (After School Club Manager)

Policies and Procedures

This is a brief outline of our policies and procedures, please contact us for the full policies.

Registration

A registration form must be completed for each child before they are able to attend the After School Club, a registration fee of £10 must be returned with the completed signed and dated forms.

If there are any changes to details for the child then the manager is to be informed as soon as possible and the new information provided.

Admissions and Fees

The After School Club is open to all children who currently attend Highfield School. The manager will always strive to provide places but there may be times when all places have been filled and the club has a waiting list. If this occurs then the manager will keep parents/carers updated on availability.

Current cost of sessions will be communicated to parents/carers at the time of registration, any changes will be communicated with at least one month of notice. Fees are to be paid in advance of booked sessions. If a child is absent from the club the full fee for the booked session will be charged.

Current fees are £9.00 per session.

Arrivals and Departures

On arrival, a member of staff will immediately record the child's attendance in the daily register. The children are dropped off by a member of their class staff, health and safety checks are carried out prior to the children arriving.

Parents and carers will need to sign their child out and indicate the time of collection. A staff member will ensure this is done. When the clubs taxi service is used staff will carry out checks on the drivers and taxi, the driver or staff member will sign the register to show the child has been collected.

Uncollected Children

At the end of every session the Club will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of the session two staff members will supervise the child and offer them activities, after 15 minutes the parent, carer or designated person and any other emergency contacts will be contacted. If we are not able to speak to someone we will leave messages asking for a prompt reply.

If, after repeated attempts, no contact is made the manager will call local Social Care for advice after 30 minutes of the club closing. The Club will then act on the advice given.

The club has a late fee of £5 for each 15 minutes or part 15 minutes that a child is collected late.

Child Protection

The Highfield After School Club has its own child protection policy and staff will follow this at all times. Staff will always work in a minimum group of 2 even if only one child is in a group. All staff will be trained in basic child protection and the manager or registered person is a trained Designated Person for child protection.

The club has a duty to report suspected child abuse or neglect and in signing the registration form you will acknowledge and accept this.

Complaints Procedure

Under normal circumstances, the Manager will be responsible for managing complaints and communicating with the registered person. If a complaint is made against the Manager, the Registered Person will conduct the investigation. All complaints made to staff will be recorded in detail and a written record will be kept.

Registration Form

PLEASE COMPLETE ALL PARTS OF THIS FORM

Child's Name: _____

Address: _____

Date of birth: _____ Class: _____

Special Dietary Needs: _____

Legal parental responsibility information-

Name of Parent/Carer: _____

Contact Number: _____

Email address: _____

Name of second Parent/ Carer: _____

Emergency Contact (Please provide us with the details of three emergency contacts):

First Emergency Contact:

Name: _____

Relationship to child: _____

Home Number: _____

Mobile Phone Number: _____

Second Emergency Contact:

Name: _____

Relationship to child: _____

Home Number: _____

Mobile Phone Number: _____

Third Emergency Contact:

Name: _____

Relationship to child: _____

Home Number: _____

Mobile Phone Number: _____

Please provide details of two people who you authorise to collect your child from the After School Club.

First Person:

Name: _____

Address: _____

Relationship to child: _____

Signature: _____

Second Person:

Name: _____

Address: _____

Relationship to child: _____

Signature: _____

Please provide a password which you would like us to use, we will ask you to provide us with the correct password on collection.

PASSWORD	
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Please could you provide us with a password reminder question:

We will only release your child to those people recorded on the registration form.

If someone different is to collect your child we must be informed in writing prior to the start of the session.

Please also inform the person of the password that you have chosen.

Your child's safety and protection is our main priority, if we are not confident of the identity of a person collecting your child, we will not release your child to them.

I am happy for the Highfield After School Club to use my child's records currently held in school, including contact details, medical records, behavioural plans etc, and for staff to use existing consent forms held.

Yes No

I am happy for photographs to be taken of my child and used in accordance with the current school policy.

Yes No

I give my permission for any photographs to be shared with County Council staff to promote the After School Club at Highfield School.

Yes No

I have received, read and understood all of the information that has been provided in the Club welcome pack.

Signed: _____

Print Name: _____

Date: _____

Relationship to child: _____

Please check that the form is fully completed as incomplete forms may need to be returned to parents/carers and this will delay your child's registration.

Please help us by indicating any likes and dislikes of your child, feel free to let them write, doodle or take a picture of them doing their favourite things!

Name of child: _____

I like 😊

I dislike 😞