



After School Club

After School Club

After School Club (ASC) provides a happy, relaxed and safe environment whilst offering a wide variety of themed play and creative opportunities from the end of the School day until the provision closes at 6pm. Activities include playdough, painting, colouring, construction and reading. The large screen can also be used for various physical activities such as dance tutorials or How to Draw interactive guidance.

Before coming along to ASC, parents/carers must complete the below Registration form. Once this has been received, children can come along to ASC either on a regular or adhoc basis. Please note it is the responsibility of the parent to complete an up to date form should any contact details or dietary/allergy information alter.

The dedicated email address for parents to use for all ASC queries or bookings is afterschoolclub@hadleigh-inf.essex.sch.uk

The contact phone number for ASC is **01702 410287** and will only be in operation from 3.30–6pm Monday–Friday. All other communication outside of these hours should be made via the email address above.

Timings and Structure

3:15 – 3:30: Welcome Drink and a Small Snack

3:30 – 4:10: Themed/ Structured Activities

4:00 – 4:20: Snack time

4:20 – 6:00: Free Play

Sessions

Drink and a small snack – When the children arrive at ASC they will be given a choice of squash or water and either a biscuit, raisins or breadsticks.

Themed/Structured Activities – Every week there will be a planned theme from Superheros and Unicorns to Space and Transport. There will be a variety of creative activities for the children to take part in such as:

- Colouring and drawing
- Cutting and sticking/ making
- Small scale construction – lego or similar
- Reading opportunities
- Imaginative play – dolls/ small world/ cars etc
- Playdoh

Weather permitting, children will also have access to the playground and gym trail.

Snacktime – On arriving at ASC each child will be asked to choose a filling for a small sandwich. During this session the children will have the opportunity to sit and eat together. Along with their sandwich, the children will receive fresh fruit, a drink and some crisps. This session is designed to build confidence and improve communication skills.

Free play – The children will have a range of toys, games and equipment they can use during this session.

Cost of sessions

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Time	Cost
3:15 – 4:00	£7.25
3:15 – 5:00	£9.25
3:15 – 6:00	£11.25

Cost of session if child is not arriving until after 4pm

Time	Cost per child
4:00 – 5:00	£7.25
4:00 – 6:00	£9.25

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Opening Hours

After School Club will be open from; 3.15pm – 6.00pm term time only.

Collection and Departure

Children will be collected from their classrooms at the end of the school day. The club will be held in the School Hall. When collecting your child from the After School Club – please come to the hall door adjacent to the playground. A member of staff will greet you and send your child out.

Staff

All staff will have relevant DBS checks and are First Aid trained. All members of the After School Club staff are active members of the Hadleigh Infants and Nursery School support staff.

Sickness

The After School Club will operate within the same sickness policy as school, a copy of this is available to view on the website.

Payment

Payment is made online through our SchoolMoney system following a notification. Balances should be cleared on a monthly basis. If you require any assistance with access to SchoolMoney please email finance@hadleigh-inf.essex.sch.uk.

Snacks

The children will be offered water at all times. The snacks on offer will vary but are likely to include; sandwiches, fruit and vegetable sticks, raisins, crisps and biscuits. **Please make sure that we are aware of any food allergies.**

Valuables

We ask that the children do not bring valuable equipment to the club, as we cannot be held responsible for breakages or loss. Please note that the use of electronic devices (including mobile phones) is not permitted whilst attending After School Club.

Parental/Carer Involvement

The staff at the After School Club will be happy to discuss any matters, relating to the club, concerning your child/ren with you and if desired a meeting can be arranged at a mutually convenient time. Most children settle well; however, should your child not settle after a reasonable period of time we may have to consider whether it is right for your child to continue attending. We will work closely with you at all times to ensure that your child/ren's best interests are met whilst in After School Club.

Behaviour Management

Being part of the school, we adhere to the school's Behaviour Policy. A copy of this can be found on the school's website. We operate a strict no-bullying policy and all children are encouraged to report any such incidents to a member of staff.

Complaints and Grievances

If you have any issues, concerns or ideas about the After School Club, please feel free to discuss these with us, your feedback is always appreciated. For further details, please refer to our Complaints Policy. A copy of this can be obtained by from the school's website.

Equal Opportunities

We are committed to providing excellent care for all children regardless of their culture, race, religion, social background or gender.

Child Protection

We comply with local child protection procedures and follow the school's child protection policies and procedures. If you have any concerns relating to the safety of a child, please report them to one of the school's designated safeguarding leaders – Mrs L Fynn, Miss K Ryan, Mrs K Strickland, Miss L Selley or Miss M Hoath.

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Child/Children's name/s _____

Date of Birth _____

Age _____

Male/Female _____

Class _____

Parent/Carer/Guardian First Name _____

Surname _____

Address _____

Contact Telephone Numbers

Home: _____

Work: _____

Mobile: _____

Email Address: _____

Emergency numbers - Please provide **2 further people** we can contact in the event that we cannot make contact with you. Please include name, number & relationship to child.

Emergency contact 1

Name: _____

Home: _____

Mobile: _____

Emergency contact 2

Name: _____

Home: _____

Mobile: _____

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CARE INFORMATION

Allergies & Dietary Requirements

We will be providing the children with a range of snacks and drinks. If your child has any allergies, intolerances of dietary requirements please indicate below. **If nothing is entered in this section, we will assume there are no allergies/intolerances/dietary requirements.**

Doctor

Please give details of Doctor and Surgery with whom your child is registered:

Collection Arrangements

The child/ren will be collected by: _____ Relationship _____

The child/ren will be collected by: _____ Relationship _____

The child/ren will be collected by: _____ Relationship _____

*If you have arranged for someone other than those named above to collect your child, please inform the school as soon as possible

Photography

It is a legal requirement that we request your permission to photograph your child/ren whilst they are attending the After School Club. We may wish to take photographs during the Club (eg for publicity of the Club or display purposes).

I agree to my child/ren being photographed for the above purposes whilst attending the Club.

Parents Signature _____

Date _____