

EGASC

Emmer Green
After School
Club



Parent handbook

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About us

Emmer Green After School Club is registered with OFSTED (registration number EY364352. Emmer Green After school club has been running for more than 15 years and is based in the youth and community centre on grove road, very close to emmer green primary school.

We collect children from Emmer Green primary school hall, and have access via the staff car park.

The after school club is managed by a parent committee of volunteers. Our latest inspection rated our after school club as GOOD. You can read our inspection report by going to www.ofsted.gov.uk/inspection-reports

Our aim is to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Our club follows the Playworker principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources including role play, craft, board games, construction, physical activities and one main activity per day which includes cooking, group games, arts and crafts and other kinds of messy play.

What we provide

We provide a healthy cooked meal using fresh ingredients to follow the statutory guidelines (please ask a member of staff for our updated menus). We provide a fruit snack on arrival to the club and water is available at all times. We will meet individual dietary requirements.

Hours of opening

3pm-6pm Monday-Friday

We are available on the above number between the hours of 2.45-6pm Monday-Fridays. Alternatively if you need to contact us out of these hours please send us an email and we will do our best to reply as soon as possible.

Our Staff

Stacie Smith- Club manager (NVQ level 3)/ Designated child protection officer/ SENCO (Currently on maternity leave)

Michelle Smith- Acting club manager (NVQ level 3)/ Child protection Officer/ ENCO/ H&S Officer

Melissa Boulton-Smith- Acting deputy leader (NVQ level 3)/ H&S officer/ Fire safety officer/ child protection officer

Gemma Churchill- NVQ level 3 Playworker/ ENCO

Claire Daley- (NVQ level 3) Playworker/SENCO

Carol Douglas- Club Cook (Food hygiene level 2)

William Hoy- After school club assistant

All staff members are DBS checked and have relevant safeguarding/ child protection training, and most of our staff hold valid paediatric first aid certificates.

Daily Routine

- 3pm Emmer green Primary pick up
- 3.10-3.20 wash hands and snack
- 3.30-4.40 Free play/ outside play/ planned activities
- 4.40-4.45 tidy up time/ wash hands ready for tea
- 4.45-5.15pm Tea time
- 5.15-6pm Quiet time/ Outside play

Policies and procedures

The club has clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of full policies are kept at the club and on our website and are available for parents to consult at all times.

Terms and conditions

Admissions

Our club aims to be accessible to families with children that attend emmer green primary school. Admission to the club is organized by the club manager and we use a waiting list system. This system is operated on a first come first served basis with the exception of siblings, full time requests. Once a place has been offered we ask for a £100 deposit to secure your child's place unless they are starting immediately, this will be deducted from your last invoice when your child leaves. We require a completed registration form for your child before they can attend the

club. This information is treated as confidential and will be stored appropriately.

Payment of fees

The current fees are £12.50 per session.

Changes to days and cancellation

You must give 1 terms notice of termination, or changes in attendance. If you need to change the days that your child attends, please contact the club manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed Emmer Green Primary, you still need to notify us as the school does not automatically pass this information on to us. If your child does not attend a booked session, we will have to treat them as a 'missing child'. You can call or text the work number or email us.

Induction

You and your child are welcome to visit the club before your child's first day, to familiarise yourself with the setting and to help your child to settle.

Arrivals and departures

Our staff collect the children from Emmer Green Primary School and escort them to the club via the staff car park. A register is written when

children arrive on the premises, and you must make sure you sign your child out each day when you collect them.

We expect your child to be collected by the people you have named on the registration form, if a different person is collecting your child on a particular day you will need to notify us in advance. We will not release your child into the care of a person that is unknown to us without your authorisation.

The club finishes at 6pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £10.00 per 10 minutes will be added to your next invoice.

If your child remains uncollected after 30 minutes and you are unreachable (all numbers on your child's registration form) we will need to follow our collection and non collection policy.

Child Protection

We are committed to protect all children in our care from any abuse or harm. Any suspected abuse is promptly and appropriately responded to. We comply with the local and national child protection procedures and ensure all staff are appropriately trained. For more details please see our child protection/ Safeguarding policy.

Inclusive practice

Emmer Green After school club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs

Behaviour

Children and staff have created rules for acceptable behaviour whist at

our club, these are displayed at the club for everyone to see

Illness

If your child becomes unwell whilst at the club we will contact you and arrange for collection. Please inform the club manager of any infectious illnesses your child contacts. If your child has sickness or diarrhea our policy states a 48 hour quarantine period. For more information please see our infectious disease policy.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured. Most of our staff are paediatric first aid trained. If your child does have an accident whilst at the club you will be informed on arrival to collect your child and this will be recorded for you to sign and a copy given.

Medication

We are unable to administer any medication unless the medication is prescribed by a doctor, with the child's name, DOB, batch number and you have completed a medication form.

Complaints procedure

If you have any queries, comments or you need to discuss any matters concerning your child please feel free to speak to any member of staff. Any complaints you have, need be put in writing and will be discussed with staff and our committee. Please read our complaints policy.