



All Saints BAASC

All Saints Before and After School Club

Club Leader: Mrs. R Chalk

Deputy Club Leader: Mrs. E Griffiths-Hand

Club mobile contact: 07704323984

Club email: baasc@allsaintsbury.com

Mission Statement

"Our Before and After School Club aims to provide a welcoming service, where children are encouraged to take part in a variety of games and activities inside and outdoors. Our team are here to support your children and enable them to grow and thrive in a relaxed, friendly and safe environment. "

Our provision aims to:

- Provide high quality care for pupils from our EYFS Unit up to Year 6 enabling parent/carers to work or study beyond our regular school hours.
- Provide a happy, safe, warm and stimulating environment for all children to play, learn and thrive.
- Help children to develop responsibility for themselves and their actions, to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and treat each other as they would like to be treated.
- Encourage respect for each other and towards members of staff.
- Offer inclusive services that are accessible to all children in the school.

Our provision is committed to meeting the needs of parents and carers by:

- Regularly listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees, planned activities and our food menu.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.
- Having open and honest communication with parents and carers.
- Using our Parent Hub channel to communicate important club updates or individual direct messages, should these be required.

Opening times and cost

Breakfast club 7.45am -8.45am – £4.50

After school club 3.30pm -5.30pm - £9

Before and After School Club - £13.50

On the day booking for any extra session will incur an **additional £1.50 charge per child. (if a place is available)**

Late fee charge- **£5 for every 15 minutes late** collecting your child.

Please note that Out of School Club Fees are reviewed each year, we are a non-profit making organisation, any profit made is donated to All Saints Primary School. We do not provide a Holiday club; Dare to Dream Sports run a sports holiday club within our school holidays. Information regarding sports club is communicated via the Parent hub portal.

Nursery and Reception (EYFS) children starting in September

Parents of Early Years Foundation Stage children starting in September will have the opportunity to request a club place during the EYFS Welcome Meetings held in the Summer Term; alternatively you can enquire about a place and book directly (subject to availability by contacting the Club Leader Mrs. Chalk at baasc@allsaintsbury.com)

Starting at the club

Once you have been given a starting date to Start at All Saints School your child will be entered onto all our relevant records and registers as soon as your registration forms have been signed and received.

Booking your place at our provision

You can request a paper registration pack which contains the forms required to book the sessions needed. These can be collected from Club Leader Mrs. R Chalk or Deputy Club Leader Mrs. E Griffiths-Hand from School. We are always happy to assist you with any questions you may have, and our policies are available on the club pages of the All Saints School website for you to view at your leisure.

When registering we ask for relevant information required for the safety of your children. Please ensure any change of address, telephone numbers or health issues are updated with Club **(we are separate to the school office)**. Under the 2018 GDPR Data Protection guidance, all information with regards to your child will be kept and stored for reference only. Any information given will be treated with the strictest confidence and complies with the requirements of GDPR.

Booking your place - example:

We request that you place a x in the boxes for the sessions required.

BSC – Before school club, ASC – After school club.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
BSC					
ASC					

If joining at the beginning of the academic year (September to July) we require payment from **August to May**. Payments are to paid monthly over a 10-month period.

Your payment is broken down for the academic school year into **10 monthly payments** to make it easier for you to budget the cost, and make it the same payment amount every

month. We appreciate that your circumstances may change and therefore can adjust the sessions required and the payment amount accordingly.

You may choose to make a bacs transfer, set up a direct debit or use a childcare voucher scheme. Our provisions registration number for childcare vouchers is **RP907831**

Payments should be made to **All Saints Before and After School Club** account: **80680796** sort code: **20-16-08** with your **child's name as the reference**.

We are here to support you and your children. To be able to remain open, and for your child's place to be retained, payments **must still** be made whether this is due to:

- **Absence through injury or illness.**
- **You choose for your children not to attend a session.**
- **Children choose to attend booster classes provided by the school within Breakfast and After School club.**
- **Your children attend any additional clubs provided by the school within club time.**

Late payments and Arrears Fees

We request your monthly payments start in **August** in advance of starting in September. As a provision we cannot allow for arrears to accumulate as when this happens the debt has to be paid for out of our provisions budget for debts incurred by individual parents/carers. We are a non – profit organisation, any profit made is donated to the school.

Please note that the club policy operates a zero tolerance to arrears. If payment is not made at the time of booking and a debt is incurred, unfortunately we will have no option but to withdraw the club place and cancel the option for your child to attend our service, informing you of this in writing.

We appreciate that on occasion arrears may arise for various reasons, e.g. parents or carers may forget to make payments or incur personal challenges. We respectfully request that if you require support that you speak to us; we will endeavour to assist you when we can and arrange a payment plan to clear any debt that has arisen.

Breakfast Club

You will be greeted each morning at the main entrance door by the Club Leader Mrs. Chalk or Deputy Club Leader Mrs. Griffiths-Hand to assist and sign in the children to our morning provision. On occasion this may be a member of our staff. We understand when starting in a new setting it can be challenging, we are here to assist with any questions you may have and provide reassurance.

All our children have the opportunity to mix at our Breakfast club provision, having their morning snack in the hall, playing with toys or table games, they then have the choice to play inside or outside together on our main playground. Your children are escorted to class safely by a member of staff for the start of the school day. Your children are to be signed in between 7.45am- 8.15am.

After School Club

Class teachers have a list of all the children who attend club. At the end of the school day if your child is in EYFS the class teacher will call out their name and ask them to sit on the carpet until the afterschool club staff come to collect them. The afterschool club will check the register and sign them in before escorting them to our After School Provision.

If your children are in Years 1-6 they will also be asked by their class teacher to collect their belongings and be ready for an afterschool staff member to collect them; they will be signed into the provision and escorted to our Afterschool club area.

Within our After School provision EYFS utilise the After school club room to enjoy their snack and then join our hall setting/main playground with our Year 1 to Year 6 pupils. We provide consistency in a safe and stimulating environment that meets their needs as well as giving them the opportunity to mingle with our older children.

Club activities

Examples of Outdoor Play:

Football, Dodgeball, Ball Games, Skipping, Hoops, Basketball, Daily mile, Rounder's, Den Making, Skittles and Parachute games etc.

Examples of Indoor Play:

Dodgeball, Snooker, Table Football, Hoops, Knex, Lego, Construction kits Movies, Music CD'S Karaoke, Puzzles, Jigsaws and board games, Role Play Dressing Up, Cake and Biscuit Decorating, Drawing Painting Cutting Out/ Gluing Model Making and Crafts, Table Top Toys Floor Toys, and Cars etc.

We have a different optional activity for the children to take part in, taking on board their input for what activities they would like to do.

We are proud to share with you what the children do at club, we regularly update our display boards and the website with their achievements in our photo gallery, as well as our club newsletter.

Contact/collection of children

Children can only be collected by the person on the registration form. If you send someone else, then prior notice must be given; for example, if Grandma or Grandad are having them round for tea and will be picking them up, you must notify us of this. The person collecting must have the **pickup password** assigned on the registration form. We will **not** release children if we have not had your permission.

Upon collecting your children in an evening, if we are **not** informed that, for whatever reason, you choose to collect your children from class and they are on the register as attending, your children will be collected as normal from class and brought to club.

If you turn up at the classroom door at 3.30pm you may be redirected to the main entrance door to collect them from the club provision.

If they are not attending due to illness, appointments, holidays etc. club requires notification **as well as the school office**. We are a separately run service within school for the school children.

Important

If your child is not attending the club for any reason you can contact Mrs. Chalk, Club Leader or Mrs Griffiths-Hand, Deputy club leader, by email at baasc@allsaintsbury.com, by phone on 07704323984 between the hours of 7.30am to 9am and 3.15pm to 5.45pm, outside of these hours a voicemail message can be left. You can also speak to us in person with the Club leader or Deputy Club Leader. **Messages via children will not be accepted.**

Staffing levels

The club is rigorous on the importance of maintaining adequate staff / child ratios, ensuring the children are cared for safely and given adequate attention and support in line with safeguarding procedures. Our staffing ratio for EYFS – Y1 is 1:8 and children in Y2– Y6 is 1:15 as a maxim.

Snacks at our club

Being a healthy club is very important to us and we also value our children's ideas and opinions on what snacks they would like to have.

Staff hold up to date food hygiene qualifications to prepare and serve food. Any dietary requirements will be carefully monitored. As a club we understand that some children have allergies and intolerances to certain foods, we are here to support these children and be able to provide an alternative. We also have vegetarian and vegan options available. Please make sure you inform club staff of any significant changes to your child's diet.

Breakfast club

All children will be offered a light breakfast snack on arrival. Toast, bagels, pancakes, and crumpets with dairy free butter. We offer fruit, yogurts, breadsticks and cheese. Water is always available. We can also cater for specific dietary needs for example, a vegan diet or gluten free diet.

After school club

The children will be offered a light healthy snack on arrival to the club from school. Wraps and sandwiches with a variety of fillings for example, cheese spread, butter, or sugar free jam. We alternate our menu each evening to provide a variety of different foods. We also serve a selection of sliced fruit and salad. We can provide vegan alternatives or options for specific dietary needs if required. **Please note this is a light snack to keep children going until their evening meal at home.**

Illness

Any child who becomes ill whilst in the club will be made comfortable away from all the other children to avoid spreading any infection and the parent will be immediately contacted.

Medication

If your child needs any medication during club hours you will need to fill in a medical consent form with details of the time it should be taken and the dosage.

PLEASE NOTE: The BAASC Leader/Deputy Lead will only give **medication prescribed by a doctor that has to be administered 4 times a day**. The BAASC Leader will not administer non-prescribed medicine such as Calpol, paracetamol, antihistamines or cough medicines etc. If your child takes inhalers in school, the club staff will be aware of this and have access to their Inhaler should your child require it.

Safeguarding

BAASC recognises the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures.
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe.
- By developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily.
- During BAASC sessions all exterior gates and parameters are secured and locked.
- Access for parents regarding BAASC is via the main school gate and into the main entrance school door.

More on Safeguarding can be found on the school website BAASC Tab in our Safeguarding policy.

Further Policies and Procedures

Our Handbook and Agreement has been created to provide you with the information you need to understand how BAASC operates, and has touched upon a number of topics which are explained in greater depth by the school's formal policies and procedures. All policies are available to view on the All Saints School Website under the BAASC tab.

We look forward to you joining our provision and should you have any further enquiries please don't hesitate to contact us at baasc@allsaintsbury.com