



St. Thomas More Catholic Primary School

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Early Bird and Double Club Policy

Early Bird and Double Club exist to provide high quality out-of-school hours childcare for our parents. It provides a range of healthy and creative activities in a safe environment.

The club operates from 8.00 – 8.35am and from 3.15-6.00pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is available on the school website.

All parents must sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending St Thomas More School are eligible to attend club.
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view on our school website
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Before school club

- Parents/Carers are required to bring their child to the office.
- Children will be sent to class at 8.35am

After school club

Infant children

- Infant children will be escorted to meet the Double Club staff by a member of school staff.

Junior children

- Junior children will be met by a member of the Double Club staff in the junior space.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, a member of Double club staff should be made aware.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards
- Informing parents about individual achievements.
- Double Club awards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parent to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Double Club staff.
- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury and action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing or uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection of £5.00 for every 5 minutes past 6.00pm per child. This charge will be added to SchoolMoney.

Booking Policy

Bookings for either club must be made in advance and for a full term. During the second half of each term you will be contacted by the school to see if your child wishes to keep their place for the next term.

Payment is due in advance for the half term ahead via SchoolMoney. If you do not pay by the due date stipulated on SchoolMoney your place will be withdrawn and could be offered to another child.

If you wish to pay by childcare vouchers, please email the school office. Overpayment via vouchers will not be refunded.

There will be no refunds in the case of missed sessions. If your child has a School Residential Visit planned, we will not charge you for the days that they will miss Early Club or Double Club. All other sessions will be charged for regardless including any snow days or enforced school enclosures.

As children are already registered in school, we will not require any additional registration forms to be completed for Early Club and Double Club.

Related Whole School Policies

- Child Protection Policy
- Safeguarding Policy
- Equal opportunities Policy
- Health and Safety Policy