



KNOWSLEY VILLAGE PRIMARY SCHOOL



AFTER SCHOOL CLUB

POLICY DOCUMENT

From Sept 2022

This policy document details the information parents should read and agree when opting for a place in AFTER SCHOOL CLUB for their child. This policy outlines agreed procedures to be followed by parents when a place in After School Club is provided to pupils by Knowsley Village School. After School Club is an Ofsted registered service as it is part of Knowsley Village Primary School, which is Ofsted registered. The Policy was agreed by Governors on 13.07.22

Appropriate policies and procedures are in place within the After School Club setting and are available to peruse on request. You will be asked to **sign** this policy document in addition to any other relevant policy documents and or agreements you have read.

This is a non-profit organisation and charges are used to pay for staffing, food resources and activities. Therefore, there will be a charge for After School Club (Extended Provision).

All school policies and procedures will apply to After School Club. These are available on request or on our school website.

Charging From September 2022

- After School Club Charges: **£5.00** a session from 3.20pm until 5.00pm
- Payment should be made weekly or in advance monthly or half-termly. (Cheques should be made payable to Knowsley Village Primary School). Parentpay is also available.
- Payment is required for all booked sessions, pre booked or emergency session booked on the day, even if the child does not attend.
- Payment for After School Club should be made via the payment options available, the school office or via Parentpay. A receipt will be provided if cash is given in.
- One week's **paid** notice is required if a regular, non-emergency place, in After School Club is to be terminated by Parents. Parents will be given one week's notice if a place in After School Club is to be terminated by Knowsley Village Primary School due to non-payment.
- In the event that non-payment for After School Club the allocated place in After School Club for the child will be withdrawn until the debt is cleared. Every effort will be made by the school to recover any debts or outstanding charges.
- In the unlikely event that After School Club is cancelled by Knowsley Village Primary there will be no charge and as much notice as possible will be given to parents.

Collection of children:

- Children attending After School Club to 5pm must be collected promptly. There will be a charge of £20.00 per 15 minutes late collection after 5.00pm. Continuous late pick up will result in the place being withdrawn.
- If a parent is to be late a telephone call should be made to 0151 289 5349.
- If a child is to be collected by someone other than their parent, it is imperative that the parent/carer inform us of this in advance.

Behaviour

- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter and the place may be withdrawn.

Accidents/Medication

- In the event of an accident we will initially contact the parent/carer or thereafter the nominated persons from the Emergency Contact Form provided. It is important that details we hold are accurate. Any changes should be notified immediately.
- Records will be kept of any Accident / incident resulting in an injury.
- If a child becomes ill whilst in After School Club, it may be necessary for the parent to collect them.
- Any medicines required or brought into school during After School Club should be recorded on the appropriate forms.

Snacks:

- During After School Club a nutritious healthy snack will be provided. Any special dietary needs, reported to us will be noted.

Activities

- After School Club will provide age appropriate experiences & activities for children whilst they are in our care.



KNOWSLEY VILLAGE PRIMARY AFTER SCHOOL CLUB POLICY

Please provide your signature to confirm you have read and agree to this policy.

Contract between Knowsley Village Primary School and

Parent/Guardian Name: _____

Signature of Parent /Guardian: _____ Date: _____

Childs Name: _____ Class: _____

Childs Name: _____ Class: _____

Childs Name: _____ Class: _____

After School Club from 3.20 pm until 5.00 pm @ £5.00 per session

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Contact Number: _____

Emergency Contact: _____

Medical information completed and attached. **YES/NO**



KNOWSLEY VILLAGE PRIMARY SCHOOL MEDICAL INFORMATION FORM

Dear Parents/ Carers,

We are committed to catering for the needs of your children. We would like to update all internal medical records and systems to ensure that all information is correct and up to date so that our systems and files are clear. Please complete this questionnaire and return it to school as soon as possible. Thank you for your assistance.

Name of Child		Class	
Name & address of family doctor.		Clinic attended	
Does your child suffer from, or is attending hospital to investigate, any of the following conditions? If so, please give details of symptoms to watch for and what treatment is necessary should symptoms arise whilst your child is at school.			
Condition	Symptoms	Treatment	Medication necessary in school
Allergies			
Asthma			
Convulsions			
Ears			
Eczema			
Eyes			
Hay fever			
Syndrome			
Other illnesses (Please state)			
If there is any reason why your child may not be able to participate fully in Physical Education (PE) at school, please give details below. Continue on the back if necessary.			
If you consider that there is something else which may effect your child's health, please let us know below;			