



## Haimo After School Club Policy

### Mission Statement and Rationale

Haimo After School Club (HASC) is committed to finding solutions and seeking excellence. Our club's mission is to create a safe and happy place, where children have opportunities to explore and play in a positive environment. HASC is fully dedicated to providing equality of opportunity and inclusive practice for all of the children who attend. We are fully committed to stringent safeguarding and child protection policies and practice.

### Hours

- HASC runs during term time Monday-Friday, 3.30pm- 6.15pm.
- All spaces are subject to availability based on ratios.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 6.
- A member of staff will escort children to the club at the end of the school day.

### Admission, booking procedures and payment of fees

- Application Forms and Parental Agreements must be completed prior to a child starting at the club.
- Emergency contacts must be given before a child can attend the club.
- Fees can be paid on a monthly, termly or a pay-as-you-go basis via the School Office, but must be in advance by cash or Childcare Vouchers.
- If a session has not been paid in advance, the child will not be able to attend.
- If a parent is experiencing difficulty with payment of their fees, they should contact the HASC Coordinator as soon as possible.

### Debt Recovery

- Late payments, made via childcare vouchers, will be reviewed and a telephone call will be made to the parent/carer.
- If the debt remains unpaid then a reminder letter will be sent to the parent/carer.
- If no payment is forthcoming then the child will no longer be able to attend HASC.
- We acknowledge that, on occasion, families have financial difficulties and in these proven circumstances, the school will work hard with the family to agree a solution. The place may

be reinstated once all outstanding debts have been cleared, in agreement with the HASC Coordinator, and subject to availability.

### Venue

- HASC is based in the dinner hall, however different activities may be carried out in other locations within the school.
- If HASC is being based in a different location, a sign will be displayed on the entrance gate. Parents/ carers should call the HASC mobile telephone number to inform a member of staff they have arrived.

### Register and Collecting

- A register is taken at the start of each session and will be filed in the HASC folder at the end of each session.
- Records will be returned to the school office at the end of the half term for future reference.
- Parents should collect their children from the dinner hall, entering through the green gates on Haimo Road/ Westthorne Avenue.
- If a child is in a different location (e.g. Media suite, playground) a member of staff will arrange for them to come to the dinner hall.
- Parents are required to sign the register when collecting their child.
- If a parent is going to be late collecting their child, they must call the HASC mobile immediately and will be informed of the late fee cost.
- If someone else is collecting a child, the HASC staff must be informed by telephone.

### Late collection

- If a child has not been collected by 6.15pm, parents will be contacted in the first instance by telephone. The emergency contacts provided will be telephoned in the second instance. If these contacts are unavailable after approximately 10 minutes, the police and Social Care will be informed.
- If a child is picked up past 6.15pm, parents/ carers will pay a late fee of £5 for every 15 minutes beyond the collection time.

### Snacks

- Children will work as part of a group to prepare a healthy snack every day. Children will be encouraged to wash their hands before snack time.
- Any staff member handling food will have completed a Food and Hygiene course.
- Snacks will be served daily between 4.15- 4.30pm.
- Children will have access to milk, fruit and water throughout the session.

### Activities/ Provision

- A range of activities will be planned for each session for the children attending HASC. These may include role-play, creative, reading, cooking, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- Children will have the opportunity to suggest their own activities and engage in free play each session.

### Behaviour

- The behaviour plan will be followed by HASC staff at all times.
- Good choices will be rewarded and poor choices will result in an appropriate consequence.
- Parents/ carers must sign the terms and conditions of the behaviour plan and policy before a child can join HASC.

### Health & Safety

- Staff will follow Haimo School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the school procedures folder.
- All staff must make themselves familiar with the above documents.
- In case of emergency a member of the Senior Leadership Team will be informed immediately and procedures followed.

### First Aid

- There will be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be aware of the children who have medical or dietary requirements.

### Staffing

- All staff will adhere to the Haimo School staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15.

- All After School club staff are DBS checked. All staff must be familiar with the Haimo School Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Supervisor. In the event of the Supervisor being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments:

- 020 88504911 (School Office)
- [afterschoolclub@haimo.greenwich.sch.uk](mailto:afterschoolclub@haimo.greenwich.sch.uk) (email)

Enquiries/Contact during the session:

07538298482 (HASC mobile)

Signed: T. McIntosh HASC Co-ordinator

Date: January 2019

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