LYDGATE AFTER SCHOOL CLUB

PARENTS

HANDBOOK

**The Club is run by a Voluntary Management Committee made up of some of the Parents of the Children that attend the club.**

 **“Our aim is to provide affordable high quality child care in an after school setting for Working Parents”**

 **SEPTEMBER 2020**

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**Location of the Club**

**We are based on the site of Lydgate Infant School, Lydgate Lane, within the Dining Hall. The Club also has full access to the playground area.**

**INTRODUCTION**

Dear Parent/Carer,

Welcome to the Lydgate After School Club Handbook, for Parents and Carers. We hope this booklet will provide all the information you require about the service the Club provides. It aims to be a comprehensive reference guide to the Club, but please look out for updates and further information provided with your booking form and also at the ‘signing out’ desk.

If you have any questions about the Club that are not covered by the handbook, please call in to talk to the Staff or ring the Club on 07860852793.

**BACKGROUND INFORMATION**

Lydgate After School Club is based in the dining hall of Lydgate Infant School. The Club is registered with Ofsted for a maximum of 60 children each night/per session. The Club has access to the School’s large playground throughout the year.

The Club caters for children aged 4 – 7 years and offers a wide variety of activities. The sessions run from 3.10 pm to 6pm, although Staff arrive earlier than this to set up the play area. Most of the activities on offer are chosen by the Children, however specific activities are set up by Staff on a rotational basis to guide the children and ensure variety of provision. Sporting activities include indoor table tennis, pool and table football whilst outside there is cricket, basketball and football. Craft based activities such as clay modelling and glass painting are also available. Our Food activities are always popular with the Children. The Club has a quiet corner with a small library, and a TV and games area. We have a wide range of play equipment, from scooters to skates to dressing up clothes and boxed games.

Our experienced and capable Playwork Staff apply their different skills and interests in sports, crafts and drama, to provide a stimulating environment in which the children can play, socialize and relax. The Managers, Deputies and Play Workers are qualified to the required NVQ level, and have received appropriate training in First Aid, Food Hygiene and Child Protection. We adhere to local and national requirements for Staff training and Staff-children ratios. All Staff undergo a Disclosure & Barring Service check.

We are inspected regularly by Ofsted, and received a ‘GOOD’ grading in June 2018. Copies of the most recent Ofsted report are available via the Ofsted website.

The Club is run by a Voluntary Management Committee, drawn from Parents who use the Club. There is always a need for extra help to keep the Club running smoothly, and if you feel you could contribute please see the back of the handbook for contact details, or talk to the Manager or Assistant Manager. We meet once every half term, and hold an annual AGM. In addition to the Voluntary Management Committee, we employ a Book-keeper to oversee the finances of the Club.

**BOOKINGS AND CANCELLATIONS**

**Booking Procedures**

Bookings are normally made Half Termly in advance. Booking forms can be handed in at the Club or left in the Club’s post box via the School’s Reception desk.

The Clubs’ Book-Keeper issues invoices 3 to 4 weeks before the end of Term for the following Half Term. Parents/Carers are requested to return them by the date specified. Cancellation or Amendments to bookings can be made at this time and for a short period after the forms are returned.

Prompt payment assists the Club greatly with cash flow and administration. Payments should be returned to the ASC by the ‘to be paid by date’. For Parents/ Carers in financial difficulties, please contact the Club as soon as possible so that options can be discussed in confidence.

**Booking Priorities**

The Club is regularly over-subscribed, and at the beginning of the school year there may be a waiting list for the most popular evenings. We have introduced a procedure to ensure that as many people as possible are able to take up places at the Club. The policy is regularly reviewed by the Committee in the interest of fairness and effectiveness. The current prioritised criteria for September, for those people who return their booking forms by the deadline are:

1. Current Infant School ASC users
2. Siblings of current ASC users
3. Current infant school Children
4. Applications are prioritized according to the number of days requested
5. Booking 5 days a week
6. Booking 4 days a week

Any forms received after the deadline are dealt with chronologically.

Parents are offered as many days as possible depending upon requirement and availability. We try to offer everyone at least one day. Those parents who do not secure the days they require are placed on the Club’s waiting list.

Please note that following the allocation of places and subsequent payment, you will not be permitted to transfer your session to another day.

**Cancellations/Fees**

It is very helpful to Parents on the waiting list if Parents who currently have a place let the Club know about cancellations as soon as possible so that the place can then be re allocated.

TERMS AND CONDITIONS

* Fees are currently £11.00 per session
* You will be invoiced in advance and payments must be received by the date on the invoice
* Fees are non-refundable
* LASC reserves the right to withdraw places in the case of unpaid fees
* LASC requires 20 working days’ notice of cancellation of a place
* LASC Medical and Registration forms must be completed. All information given is securely held and is strictly confidential.
* LASC reserve the right to refuse or withdraw places given due reason
* Your child’s place will be given priority for the subsequent years they attend the school
* The decisions of the Management Committee are final.
* There are no refunds for cancellations.

**PARENT’S RESPONSIBILITIES**

**Registration**

Before any child takes up their place(s) at the Club, Parents/Carers should fill out a Health and Registration form providing as much information as possible. These Request forms contain a lot of useful information and they should be reviewed every year to ensure that they are accurate and up to date. A reminder will be sent out to this effect.

**Absences**

 If your child/children are not going to attend any booked places it is IMPORTANT you let the Club know as soon as practically possible.

1) For absences on the day including illness, please remember to notify the Club directly **as the school do not inform us**. The best way to do this is by sending a Text Message to 07860852793 (24Hrs).

1. You can also call us (07860852793) between 2:45 – 3:00pm

 For Planned absences please:

1. Text 07860852793 letting the Club know, alternatively you could leave a note for the Club at the School Reception desk.
2. Inform the Staff directly and they enter the information into the Clubs diary located at the ‘sign in’ area.

Staff are concerned for each attending child’s safety, if they do not turn up when expected to do so the Parent/Carer will be contacted at the beginning of the session to check that there is a reason for the absence. If the Parent/Carer cannot be contacted, we will report any unexplained absence to Social Services.

Please note the Club has a 24 hour text messaging service.

The phone is checked daily at 2.45pm when staff arrive.

**Signing Out**

The ‘signing out’ register is located on the table next to the main entrance door to the dining room. Please ensure you sign out in the space provided by the side of the name of the Child(ren) you are collecting and please write the time of collection. It is important that Parents/Carers carry out this procedure especially in relation to a fire drill, real or otherwise, as we need to ensure that all occupants of the building have been safely evacuated. The area near the signing out book is manned by a member of Staff every evening, so someone should always be available should you wish to discuss any concerns.

\*Please note, due to COVID-19 restrictions, we have introduced new safety measures when you are collecting you Child(ren). When you arrive outside to pick your Child(ren) up, please give us a ring on 07860852793 to let us know you have arrived. We will then get all your Child(ren)’s belongings ready and safely lead them out to you. This is to ensure no more than the necessary people access the Dining Hall (where the Club operates). Thank you for your understanding.

**Collection of Letters**

If your child’s name is **HIGHLIGHTED** on the Register when signing out, please check with Staff for information or letters, which may include notes, Accident Forms or Invoices. Notices and news about special events will also be displayed by the signing out register.

**Lost Property**

The Lost Property box is located in the School. Please ask at School Reception for an exact location

**School Activities**

**It is important that Staff know when to expect your children and if they do not arrive at the Club, Staff need to be informed.** If your Child is attending a School activity prior to coming to the Club (e.g. music lessons, sporting activities or a language club), you must inform the After School Club (ASC) before the session. If the activity takes place on a regular basis please let the ASC know **at the beginning of each new Half Term**. Additionally, if the activity is not running as expected, it is important to let Staff know about this too, so that your child is collected at the end of the school day; Text to 07860852793

**Cold Weather**

In cold weather please ensure your child has appropriate clothing with them. The Staff are willing to work outside in most conditions but are not prepared to take Children outside in very cold/snowy weather unless they have a warm coat, gloves/ hat /scarf and suitable footwear.

**Snacks**

The Club provides a healthy snack each day.This includes hot or cold food, the snack menu caters for all tastes. Children on a Gluten free diet are also catered for. All snacks are Vegetarian.

**Allergies**

If your child has any allergies please provide all details in full on the Health and Registration form. Types of allergies to think about include those to face paints, plasters, E numbers, as well as Food and Nut allergies.

**Late Collection**

You must collect your child by 6.00pm. In line with other local Clubs we will charge for late collection. You will be invoiced for £11.00 for collection after 6.00pm and a further £11.00 every 20 minutes after this in order to cover the additional Staff payments. Late arrival invoices are issued on arrival. If you are delayed by an emergency please telephone the Club if at all possible so Staff can let your child/children know.

**Illness/Injury**

If your child arrives from School unwell, or becomes unwell or injures themselves during a session, a Parent/Carer will be contacted and asked to collect their child as soon as possible.

In order to comply with Safety regulations you will be asked to sign an Accident form if you child has suffered an accident whilst at the club.

**Parking**

**Parents/Carers are NOT permitted to use the car park situated outside the LASC premises. The driveway entering/exiting the LASC premises is only for pedestrian use during LASC opening hours. This is to ensure the safety of both Children and Parents/Carers.**

**CLUB POLICIES**

Lydgate After School Club has policies and procedures to cover a variety of issues.

The Policies include:-

Sick Children

Bullying

Admissions/Bookings

Behaviour

Equal Opportunities

Child Protection

Confidentiality

Data Protection

The Policies are located on the Registration desk each day. A copy of any of these policies are available from the Club, please ask a member of staff for details.

**CHILDREN’S RESPONSIBILITIES**

Staff at the Club will do everything they can to ensure that whilst children are in attendance they have an enjoyable time in a safe, caring and stimulating environment. In return the Club expects the following:

* Children will try to be polite and kind to everyone
* Children will try to take care of resources and property belonging to the Club and School
* Children will respect the rights of others to play
* Children will share equipment fairly and responsibly
* Children will respond to reasonable requests from all Staff
* Children will help clear up
* Children will not fight or tease others whilst at the Club

Every effort is made to uphold these rules with the help and support of all the Children who attend the Club. Where these rules are not adhered to, the Child’s parent will be informed so that we can work together to rectify the situation. If the issue is not resolved the ASC will then follow the Behaviour Policy.

**The Committee**

**The Club is managed by a Voluntary Management Committee (VCM) made up of Parents and Carers of the Children attending the Club. The Management Committee is a vital part of the Club and a nominal number of Committee Members must be in place or the Club would cease to function. It is therefore of the utmost importance that each year new Volunteers come forward to maintain continuity of the service offered by the Club.  The Committee meet once every half term to discuss the business of the Club. VMC meetings are held on week day evenings at the After School Club and are scheduled to last one hour.**

Our current Committee members and their specific responsibilities from October 2019 are as follows:

Voluntary Management Committee (VMC)

Chair: Vickie Riley

Vice Chair: Currently Vacant

Treasurer: Corinne Howse

Secretary: Melissa Marin

Staff attending Committee Meetings;

Manager: Roziana Gunny

Book-keeper: Nicky Higgins

Administrator: Dafina Staykovska

We welcome your feedback on any aspect of the Club’s activities and organisation. To speak to a Committee Member please leave a message at the Club or speak to the Club Manager Roziana Gunny.