

https://www.churchdownvillageinf.co.uk/

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School Children (Reception – Year 2) Before and After School Club (BASC)

Handbook

The Club

Our before and after school club is run by school staff and provides the children with a fun and safe space to play and interact with their peers before and after school.

Sessions and Prices

Before School Club (Monday – Friday)

07:45-08:45	£5.50

After School Club (Monday – Thursday)

15:15-15:45	£2.75
15:15-16:15	£5.50
15:15-16:45	£8.25
15:15-17:15	£11.00
15:15-18:00	£14.50

After School Club (after a paid or free club – Monday – Thursday)

16:15-16:45	£2.75
16:15-17:15	£5.50
16:15-18:00	£9.50

After School Club (Friday)

15:15-17:00	£9.50
16:15-17:00	£4.00

Prices will be reviewed annually and communicated with parents in advance of any changes.

Staff

BASC is run by staff employed by Churchdown Village Infant School and therefore have completed all relevant safeguarding DBS checks. These staff members are consistent and familiar to the children as many work in other roles around the school.

Breakfast Club

Breakfast club starts at 7.45, children who arrive before 8.15am will have the opportunity to have breakfast, with a selection of cereals or toast. Children who arrive after 8:15am will need to have had breakfast at home. Children will be taken to class for the start of the school day.

After School Club

Children bought to BASC from their classes are offered a small snack. Children who attend BASC past 4:30pm are invited to bring a packed dinner into school. This needs to be in a labelled lunchbox and adhere to the school's no nuts policy. Children are encouraged to fill their own water bottles during BASC.

In both Breakfast and After School Club, children have access to a wide range of toys and activities where staff support and encourage play. In the dry weather, children also have access to the outside playground, including the adventure space.

Policies

BASC follows the school policies which can be found at www.churchdownvillageinf.co.uk or www.gloucslearningalliance.org.uk.

These include

- Safeguarding
- Health and Safety policy
- Parent/Carer Code of Conduct
- Medicines in School
- First Aid
- Complaints
- Behaviour

Booking

BASC is booked via your child's Arbor account 48 hours in advance. Due to staffing ratios, we are unable to operate a drop in facility, however if you need to make a last minute booking, please contact the school office to discuss availability. Please ensure you book any sessions you require, we may not be able to offer a place to children who are not booked in advance.

If your child attends either Breakfast or After School Club and the sessions have not been booked via Arbor, you will receive a phone call from the School Office. Booking in advance means you can secure a place for your child. There may be instances where if a session has not been booked in advance, we may require you to collect them. We have a maximum of 32 spaces per session and these are very popular.

Payment of fees

We appreciate that payment cannot always be made in full at the time of booking if these sessions are for a few months in advance. However, we would ask that you made a regular, monthly payment onto your child's wrap around care account on Arbor. If you chose to make the payment via Tax Free Childcare/Childcare Vouchers, please allow 14 school working days for this payment to appear on Arbor.

Absence

If you need to change or cancel a booking, we ask for 48 hours' notice or the session may be charged in full. We understand that there are unforeseen circumstances and emergency situations in which 48 hours' notice may not be possible and we will take these into consideration. Please contact the school office to cancel a session, this cannot be actioned on the Arbor app.

Drop off and Collection

BASC have their own drop off and collection point. This is located at the green gates situated after the main reception. Please use the bottom buzzer on the gate to notify BASC you have arrived. Please be patient when using the buzzer system, a member of staff will be with you as soon as possible.

If your child is due to be collected by someone not on your collection list, please ensure you email the school office to make them aware.

If your child has not been collected by the end of their session time, your booking will be altered to reflect the time of collection. If your child remains uncollected by 6:00pm, we will add a £10.00 charge for every 15 minutes your child is not collected.

Behaviour

We have high expectations of behaviour in BASC as we do in school. Our behaviour systems mirror school systems and parents will be informed of any behaviour incidents at collection.

Allergies and Medical Needs

Please ensure the school are aware of any allergy or medical needs before your child attends BASC. If your child will need special dietary foods whilst at BASC, please can we ask that you provide this to ensure we can meet the dietary need.

Emergency closure

In the event that BASC needs to close, parents will be notified via phone. If school is closed, BASC will also be closed. If a closure is actioned due to bad weather, please visit Gloucestershire school and library closures | Gloucestershire County Council where the announcements will be made.

Sports/curriculum clubs

We often run paid and free clubs directly from school. Information about these is sent from the school office. If you sign your child up for one of these clubs, they are able to join BASC after the club has finished at 4:15pm. These sessions are available for you to book on Arbor and the price reflects the reduced session length.

Parent Agreement

By booking your child into BASC, you are agreeing to the above conditions.