



**Galampton
C of E
Primary School**

**After School Club
Parent
Handbook**

To book a place, please login to your child's ParentPay account and you must also ensure you have completed details on this link –

<https://forms.office.com/Pages/ResponsePage.aspx?id=FkOwMXOgB0GsGRvWX2mN->

Mission Statement

Our aim is to provide the children with a happy, safe, warm and stimulating environment where they are able to play, learn and develop freely.

Objectives

- By providing a programme of activities which is interesting, educational, stimulating and fun.
- By encouraging children to take a responsibility in their club and participate in the programme planning.
- By listening and responding to the views and concerns of the children, parents, staff and governors.
- By promoting a positive relationship with parents/carers and work in partnership with them to provide a high quality play provision.
- By ensuring that the club is accessible to all children attending the school.
- By providing a staff team that is experienced, well trained and hold an up to date Child Enhanced Disclosure & Barring Service Check.
- By carrying out regular monitoring and evaluation of our services to ensure the club continues to meet the needs of children, parents/carers and the school.

Times and Fee:

£8.50 per child - Monday to Friday, 3.15-5.30pm

If we find that children are repeatedly collected late from the club, additional charges will be incurred and applied to each child's ParentPay account (details can be found within the after school club promise)

Pledge to Parents / Carers

We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work, have a chat or take part in activities.
- Keep you informed of opening times, fees and charges, programmes of activities, policies and procedures.
- Be consistent and reliable.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Information for Parents / Carers

- All parents will be required to complete a virtual consent form for the child / children, detailing any special requirements that the co-ordinator needs to be aware of.
- The after school club adheres to the after school club policy (which can be found on the school website).
- As an Ofsted registered provision, parents will be able to claim their childcare costs alongside their tax credits (if eligible) or employer childcare voucher scheme.
- Children are not allowed to leave the after school club unless accompanied by their parent / carer / nominated collector who are known to staff and named on the after school club "forms details".
- Children should be collected promptly. If a parent / carer is unable to collect their child/children, they must inform the co-ordinator as soon as possible by phone (01803 842628, option 7). No child will be allowed to leave the premises with person or persons unknown.
- All sessions must be pre-booked in advance. There are a maximum of 20 spaces available. All bookings must be booked through ParentPay by Midnight, the night before. Sessions are to be paid in full at the time of booking otherwise the booking is not valid and drops off the system. Debts cannot be carried forward.
- We cannot refund sessions if a child is absent due to illness. When a session is booked, it is held open for that child whether they attend or not (please remember to cancel your booking the night before if it is not required).
- Please ensure you have read all policies and procedures before your child / children attend.