

The Whartons After School Club Parent/Carers Information Booklet

The Whartons After School Club
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The Whartons after School Club is an Inclusive Setting

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Introduction

This document is intended for parents/carers who are considering accessing the Whartons after School Club (WASC) for their children aged 4 to 11 years old.

What is Whartons after School Club (WASC)

WASC is a charity organisation, which provides after school care for children aged 4 to 11 years. The club is open from 3.15pm to 6.00pm Monday to Friday on a non-profit making basis. WASC is managed by a voluntary committee made up of governors and parents and is organised on a daily basis by a team of paid staff. The Club aims to reflect and meet the needs of parents and children from The Whartons Primary School who require regular after school care. The group operates an equal opportunities approach to all areas of its operation and management.

Parents are encouraged to volunteer to serve on the committee.

Whartons after School Club:

- runs from the end of the school day until 6.00pm, Monday-Friday, during term time

What happens at WASC

Children are offered a wide variety of activities every night. A typical evening will consist of:-

- snack and refreshments
- A chance to chat with playworkers and other children about their day
- A quiet space to read
- Assistance with homework if required
- Imagination time, in the form of dressing-up, role play and puppets
- A wide range of arts and crafts
- Themes and cultures: Christmas, Easter, Hanukah etc
- Construction: Lego, K'nex etc
- Sports: team games, ball games, Parachute, skipping etc
- Board games: Bingo, Connect 4, Jenga, Jigsaws, Ludo, Draughts etc
- Indoor Sports: Table football etc.

Booking your child's place

A place for your child/children should normally be booked at least one week in advance. Similarly, one week's notice must be given for a cancellation. All places booked must be paid for in full, with the exception of a child not attending through illness

Admission Policy

No discrimination will be tolerated on the grounds of ethnicity, sex religion, social background or disability. Every parent/carer must complete a booking form (attached) to enable their child to attend.

Staff

All staff employed by WASC are interviewed to establish their suitability, which complies with the Children Act 1989 and includes a Criminal Record Check.

Staff will maintain privacy and discretion in accordance with the WASC Confidentiality Policy and the WASC Privacy Notice,

The majority of the Clubs staff are trained in First Aid.

All staff undertakes NVQ Training as and when funding becomes available. Extra training such as Health and Safety, Paediatric first aid, Food Hygiene, Child Protection etc is done when it is offered by relevant bodies. Staffing ratios are met as set out by the National Day Care Standards for out of school care (the regulated body known as Ofsted)

Arrival and Departure of Children

A member of staff will meet children from their classrooms and taken to the hall to register before being taken to the middle classroom. All children must be collected by 6.00pm on the day. A charge may be made for children collected after 6.00pm. The Club telephone number is

07931597531. During out of club hours leave a message on the answer phone.

Each parent is expected to make their own emergency provision for collection of their child /children.

WASC should be notified if a change is foreseen. Children must be collected by a known responsible adult. If anyone arrives and tries to collect your child without your prior consent then the child will not be released to that person.

Child Protection

The staff employed within the club will treat in confidence any information regarding a family member of an individual child.

The staff are always ready to discuss with you any concerns you have about your child. Our first concern will always be the welfare of your child. As a care provider for your child, we are required to follow the local protection procedures. As carers for your child we will at all times try to share with you any concerns we may have about your child. However, there may be times when we have to talk to an outside agency before we talk to you.

Food

As each child is offered a snack and refreshments on arrival at the club it is very important that the staff are made aware of any allergies that the child may have to food or drinks.

Administration of Drugs

Prescribed drugs can only be administered on prior written authorisation of parent/guardian.

Detailed information must be given to the Club Manager as follows:

- Parent/Carers written permission for medication to be given

- Clearly labelled medication

- Name of medication

- Dosage to be given

- Time to be administered

- Details of emergency administration (if any)

The First Aid officer/Club Manager will not administer medication without this information and alternative arrangements will have to be made by you in the event of this procedure not being followed.

Any medication administered is recorded by the Club Manager and parents are requested to countersign at the end of the session.

Parent/Carers will need to ensure that the expiry date of any medication has not elapsed.

All medication will be stored in a safe place away from children.

Children who are able to administer their own medication i.e. asthma inhalers/epi-pens can do so, with supervision from staff. Parent/Carers consent to this must also be held at the club. The same procedure of record keeping and storage applies as with non-self-administered medication.

Children with additional needs

The Club actively promotes that they will provide an inclusive service for all children and aims to provide equally and fairly for the needs of children who require after school care. WASC will not discriminate against any child or parent on the grounds of race, colour ethnic or national origin, gender, disability, age, social class, religious beliefs or HIV status. Membership of WASC is open to all eligible children subject to fair and equal completion of the waiting list.

Discipline

Staff will encourage children to behave in a positive and appropriate way. We believe children need to develop self-control and be able to express all their emotions in an acceptable way. The club will act as a 'reasonable parent' and in accordance with the law. Persistent inappropriate behaviour will not be tolerated. Failure to behave in an acceptable manner will result in the withdrawal of a place at the club. Neither staff nor parents will use physical punishment on the Club premises.

Club Fees/Sustainability

How ever WASC came into existence it needs the prolonged support of the whole community if it is to continue to offer its services to the future generations of school children from this school. The WASC committee and staff will regularly review itself to make sure that it is offering what is needed. It will seek the opinions of children as well as parents/carers to achieve this.

Fees will be payable within two weeks of 4 weekly invoice being sent out. (Or weekly/monthly/termly in advance if preferred). **Accounts must be**

settled at the end of each month. Regular, prompt payment is required to ensure the financial viability of the club.

Persistent non payment or lapsed payments of fees will result in fees having to be paid in advance before a place is granted.

Arrangements for attending the club following other after school activities will be available.

Fees per session based on the following:-

TIMES	1 st Child	2 nd Child	3 rd Child
3.15 to 6.00	£9.10	£16.85	£24.24

If you have any difficulties in paying in full please speak to The Club Manager who may be able to arrange another suitable arrangement of payments.

UNIVERSAL TAX CREDIT.

To find out more you can contact Inland Revenue by phoning 08003289344

What Next

If you wish to register your child for a place at the club please complete an registration form.

If you wish to discuss any aspect of this booklet please contact:

The Club Manager on whartonsafterschoolclub@gmail.com

A full copy of WASC policies and procedures are available at the club for you to read. Please contact the Club Manager.

Complaints Procedure

The WASC committee believe that children and parents are entitled to expect courtesy and prompt careful attention to meet their needs and wishes. We aim to work in partnership with parent/carers and welcome suggestions on how the club can be improved at any time.

It would be expected that in the case of any complaint or grievance the problem should be resolved at an early stage and that any complaint will be taken seriously and dealt with fairly and confidentially.

If this should fail:

A parent/carer will be encouraged to inform a member of staff of any concern he/she may have.

Any complaint or grievance should be referred to
The Club Manager or the Chair of the Club's Committee for speedy
resolution.

You may also contact Ofsted at: Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 03001231231 Fax: 08456404049

e-mail: enquiries@ofsted.gov.uk

web: www.ofsted.gov.uk