



Registered Charity Number: 1022602

## Combe After-School Club – Policies & Procedures

This document is intended as an overview of key information relevant to Combe After-School Club (ASC). If you have any questions not covered by this document, please contact [info@combepreschool.co.uk](mailto:info@combepreschool.co.uk) or call 01993 898813.

### Opening hours & Admissions Policy

Combe ASC is open from 3 – 6 pm Monday to Friday during school term time. It is open to children aged from 4 to 11 years old, attending Combe Primary School or other primary schools within the local area. Children will be welcomed from all social, cultural and religious backgrounds. Admission of children with additional needs will need to be assessed on an individual basis after consultation with the parents and staff to ensure that all needs can be met within staff ratios and in accordance with the Disability Discrimination Act. Every effort will be made to accommodate children with additional needs.

### Booking & payment policy

#### Fees & Sessions

In order to be as flexible as possible to accommodate the fluctuating requirements of working parents, we can offer two payment plans:

*Regular* – £12.50 / session. Where regular days or pattern of days are required. (£5 sibling)

*Ad-hoc* - £15/session. For occasional and last-minute use. (£5 sibling)

- Regular users will be billed at the start of each half term. Fees are for the reservation of regular days and no refunds or credits will be given in the case of cancellation and holidays.
- Regular users may book additional sessions at the same session rate. These will be charged on the next bill.
- Ad-hoc users will be charged on a 'pay-as-you-go' basis.
- Payment is per child per session or part-session.
- Please specify your payment plan when you register your child.

#### Booking

If you need to contact ASC (swapping or adding sessions for example), we'd be grateful if you could get in touch by email in the first instance at [info@combepreschool.co.uk](mailto:info@combepreschool.co.uk). If you need to speak to someone, or you need to inform us of changes on the day your child is attending, please call **01993 898813** or **07768 811630**. Please note that this mobile phone number will use an answer service outside of Club hours, but all messages will be monitored.

N.B PARENTS SHOULD ALSO NOTIFY PRIMARY SCHOOL IF THERE IS A CHANGE TO THE REGULAR COLLECTION OF THEIR CHILD, AS PER NORMAL SCHOOL POLICY REGARDING COLLECTION. THIS INCLUDES CANCELLATION OF REGULAR CLUB DAYS OR ADDITIONAL DAYS BOOKED.

We will not accept bookings from parents who have not already registered their child with the Club.

### Sick Child Policy

Parents are encouraged not to bring children into the club with infectious diseases or those unwell from coughs, colds and sore throats until they are recovered and the incubation period has lapsed. If infectious diseases or head lice are detected then all parents will be contacted with advice on treatment.

If a child becomes unwell whilst they are attending the Club, then the parents/guardians will be contacted to collect the child. If they are not available then the emergency contact (as indicated on the registration form) will be used. Until they are collected they will be separated from the other children to reduce the risk of infection and to encourage rest.

If a child attending Club requires medication of any kind, their parent or carer must complete a **Permission to administer medicine** form in advance. Staff at the Club will not administer any medication without such prior written consent. Staff only administer medicines that are prescribed by a doctor, and can not give over the counter medicines such as Calpol.

### Snack

We will provide a healthy snack for the children, which they will be encouraged to prepare themselves. This will vary from toast to crumpets and wraps as well as fruit and vegetables. Children will have constant access to clean fresh drinking water.

### Arrivals & Departure Policy

#### ARRIVALS

We recognise that the safe arrival and departure of the children in our care is paramount. A member of Club staff will collect the children from Combe Primary School at a designated collection point agreed with primary school staff. After being checked on a register, they will be escorted back to Club premises (a 5-10 min walk away). If required, a second collection will be made at 4pm for children attending school clubs.

We will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts throughout the session.

#### DEPARTURES

Children can be collected any time between 3 and 6 pm.

Children can only be collected by an individual who has been authorised to collect them on their registration form.

The child's parents or carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.

The parent or carer **must notify the Club** if they will be late collecting their child. Persistent late collection may incur an additional fee.

No child will be allowed to leave the Club unaccompanied unless by prior arrangement.