

Tunstall C.E. (Aided) School



After School Club Information

Food and Drink

Statement of Intent and aim:

Snack time is considered a valued part of our club. Eating represents a significant social period for children and it gives them the opportunity to learn about healthy eating. The aim behind this is to provide healthy and nutritious food, which meets each child's dietary needs and the guidelines that have been laid down by the food standard agency.

Methods:

- Before any child attends the after school club any dietary requirements or allergies will be recorded from the parents/carers, this information will be collected when the parents/carers complete the registration form for their child.
- We regularly ask that parents keep the club updated with any changes to dietary requirements or allergies.
- We provide healthy and nutritious food avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservative and colourings.
- We provide opportunities for children to experience foods from a variety of cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We have great variety in our menus and are nut free as we are a nut free environment; we also take into account the eating practices of their cultures.
- We use snack times as a way to help children develop independence through making choices for themselves.
- We have fresh drinking water readily available to the children as well as fresh juice and milk
- In order to protect the children with food allergies, we have rules about sharing and swapping their food with other children, we also have a rule that only food supplied by the after school club can be eaten during our sessions.
- Staff are present at all times and will participate with snack times where it is possible for them to do so.
- All of the food (cold) is served at the correct temperature in accordance with the guidelines set by Food Standards.
- A folder containing all food ingredients including allergies will be accessible to parents/carers in accordance with new guidelines.

Equipment and Resources

Statement of intent and aim:

We believe that to heighten the quality of our club we should provide the children with safe, clean, attractive, stimulating resources, toys and equipment. The aim behind this is to provide children with resources that will help to consolidate and extend their knowledge, skills, interests and aptitudes.

Methods:

In order to achieve this we:

- Provide play equipment and resources that are safe and conform to the relevant safety standards
- Provide a sufficient quantity of equipment and resources for all of the children
- Provide resources that promote all areas of learning and development, which will be either child or adult led.

- Select books, equipment and resources that promote positive images of people of all colours, cultures, ethnicities and abilities, are non-discriminatory and avoid any racial or gender stereotyping
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenges and meet the needs and interest of all the children.
- Provide furniture that is suitable for the children and our environment
- Regularly check the resources and equipment that are available to the children at each session and ensure they are put away at the end of the session. We repair, clean or replace any unsafe, worn out, dirty or damaged resource sand equipment.
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenge is offered.

Fees and Fines

Statement of intent and aim

Tunstall after school club charges for its services and relies on parents making payments on time. Where payments are made late or children collected late, resulting in additional costs to the club, penalties will apply as detailed below.

Details:

- All payments should be made via the Teachers to Parents online payments system.
- Childcare vouchers are accepted.
- The club runs during term time only (not open on Staff Development Days)
- The after school club will start at 3:20pm until 6pm.
- Children can be picked up before 6pm; however, no refund will be made.
- Bookings cancelled on the day or “no shows” will still be charged.

Pre-booked Sessional costs:

- We expect parents/carers to book and pay for the sessions they wish their child to attend in advance
- Each after school club session will cost £8.50, whether or not the whole session is attended by the child.
- Childcare vouchers are also accepted where appropriate.

Children collected late from sessions – costs:

When a child is collected late, after the agreed session ends at 6pm, there will be a fee that must be paid. This fee is to contribute to the cost of the two members of staff that must care for your child until a parent/carer arrives to collect the child. The cost of this fee is £5.00 per 15 minutes that the parent/carer is late.

Late payment

The financial viability of the afterschool club is dependent on prompt payment which should be paid in advance.

Non-collection of child

Statement of intent and aim:

In the event that a child is not collected by an authorised parent/carer at the end of the session, a set of agreed procedures will be put into practise. This procedure will ensure that the child is cared for safely by an experienced and qualified practitioner who is well known to the child. The aim of this is to ensure that the child receives a high standard of care in order to cause as little distress as possible in the event that the child is not collected by an authorised parent/carer.

Methods

Parents/carers will be required to provide specific information which is recorded on our registration form, including:

- Home address and telephone number
- Place of work address and telephone number
- Mobile telephone number
- Any information about a person that should not have access to your child legally
- A password is required by the collecting adult so that we know they have been authorised by the parent/carer
- Medical conditions/allergies

If a child is not collected at the end of the session by a parent/carer the following set of procedures will be put into action:

- Parents/carers are contacted at home/work
- If this is not successful, the adults who are authorised by the parent/carer and whose telephone numbers are recorded on the Registration form will be contacted.
- All reasonable attempts are made to contact the parents/carers or the nominated carers.
- The child will not leave the premises with anyone other than those who are named on the Registration Form or a nominated carer who knows that child's password.
- If no-one collects the child after half an hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local social services department advising them of the situation
- The child stays at the setting in the care of two members of staff until the child is collected either by the parents or a social worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- A full written incident report will be recorded on the child's file.