

YSGOL Y DDRAIG



Welcome to After School Club

As outlined in recent correspondence sent to parents, we are reintroducing our after school care for children in Reception to Year 6.

The After School Club will be available from **Monday – Thursday** in the first instance and will run until **4.30pm**. Places are subject to availability and we will be operating on a first come first served basis. Please reserve your place/s a week in advance by emailing the school at ddraig@valeofglamorgan.gov.uk with the title AFTER SCHOOL CLUB BOOKING. We will monitor a waiting list if this is required.

After School Club will be a fixed fee of £6.00 per day
All siblings after the first child will be charged £4.00 per day.

If you wish to cancel any booked places it is important for you to give at least twenty four hours' notice, otherwise you will be charged. Only unforeseen absences will be credited the following week. Online payments can be made via ParentPay using your ParentPay account, please remember to filter your payment into the After School Club section, or alternatively, you can pay with cash or a cheque made payable to Ysgol y Ddraig. No refunds will be given for missed sessions due to unexplained absences.

After School Club will be located in the school hall. Reception to Year 3 children will be collected from their respective classes at the end of the school day and escorted to After School Club by a member of staff. Years 4 - 6 children who are attending After School Club will make their way to the Hall once they have been dismissed from their classes. You may collect your child from the back doors of the school hall.

Children may only attend if we have a completed registration form and their place has been confirmed. Please note we do not charge a "retainer" for holiday periods or inset days.

We are unable to provide any snacks at this time but please feel free to provide a snack from home. Drinks will be available during the session.

Activities

We pride ourselves on providing a first class service where emotional and social development of each child is paramount. Each day the children will participate in a selection of activities such as art & craft and a variety of games. We have a selection of board games, jigsaws and construction kits available for the children to play. Also, there are areas where your child can relax and read a book. Computer games will also be available for the children to play, but rest assured these will be of a suitable age and this time will be limited as we will be encouraging the children to socialise and complete activities that will keep them motivated and inquisitive.

Wherever possible and weather permitting, outside activities will be provided using a variety of PE equipment to develop skills and teamwork.

Staff

All members of staff are employed by this school and are experienced child care practitioners who are committed to their job. We will have a minimum of two staff working at all times. All staff working at the club are DBS checked and there will always be a member of staff present with a valid first aid certificate.

Arrival and Collection of Children

Your child will be collected from their classes and escorted to the club at the end of the school day. If they are not in school that day then you will need to inform us as soon as possible. We request that a collection consent form is completed if you wish any other authorised person to collect your child(ren) from after school club. We will only release children from our care with the registered carer or the named adults on the consent form. Therefore, if an alternative adult is to collect your child then we will need to be informed. When collecting your child please park on the main road and **not** on the school premises.

Equal Opportunities

We value all children from different cultures and backgrounds. Every attempt will be made to meet any requirements necessary.

We see full inclusion as a great acceptance of other children and full details can be found in our Special Needs Policy.

Health & Safety

Health and safety is very important and there are many checks we will regularly carry out to ensure the environment is continuously safe for all children.

Checks will include:

- A daily register will be kept to ensure we can account for every child.
- Inspection of the toys and equipment.
- Inspection of electrical sockets to ensure they are safe.
- Inspect the premises for faults / hazards and report it immediately to the head teacher.
- Check that all outside areas in use are free from debris.
- Regular fire drills to ensure the children know what to do in the event of a fire.

Illness

Your child will not be allowed to attend club if they are ill and we would expect a telephone call to be informed of their absence. If a child is ill whilst in our care we will telephone the main carer or one of the emergency contact numbers on our records to arrange the collection of the child.

Policies

After School Club policies are readily available for inspection and they are kept in a folder on the premises during opening times.

And finally.....

Please return all the relevant forms to the school office. Once your application form has been accepted you will be contacted to confirm your place(s). If you have any further questions or queries, then please do not hesitate to contact the office.

Should you wish to contact a member of staff **during After School Club hours** our contact number is 01446 792479.





Ysgol y Ddraig After School Club



Terms & Conditions

Club Availability

After School Club is open **Monday to Thursday until 4.30pm** (term time only). We do not charge a “retainer” for holiday periods.

Fees

After School Club places must be reserved and paid for the week ahead on a Monday. Only unforeseen absences will be credited the following week. Online payments can be made via ParentPay using your ParentPay account, please remember to filter your payment into the After School Club section, or alternatively, you can pay with cash or a cheque made payable to Ysgol y Ddraig. Payment will be required immediately for any additional sessions booked. No refunds will be given for sessions missed due to absence. Failure to meet payments will result in the termination of the child's place at the Club. If you are late collecting your child from Club, a late collection charge of £6.00 may be imposed - this is at the discretion of the Club Manager. Notice will be given before there are any increases to our fees.

Termination / Cancellation / Change

We require one week's notice should you wish to cancel a place in Club for any reason. Parents will remain liable for fees throughout the notice period. If a parent withdraws their child during the notice period the fees shall still remain payable. We reserve the right to terminate a place with immediate effect if any fees are not paid by the due date, or if a parent/carer or child displays abusive, threatening or inappropriate behaviour.

Personal Property & Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by the staff to ensure the children's belongings are not lost or damaged. It is the parent's responsibility to clearly name all items of clothing. We suggest that all toys, books or other equipment are left at home.

Liability

We do not accept responsibility for any loss suffered by parents as a result of the After School Club being temporarily closed or the non-admittance of your child due to sickness. Also, we do not accept responsibility for children whilst in their parents are on Club premises. We will make every effort to keep parents and/or children's property in good order. Liability for damage of such property is excluded except when caused by our negligence.

Accidents & Illness

We reserve the right to administer basic first aid and treatment when necessary. Parents will be informed of all accidents and will be required to sign an accident book. In the event that a serious accident occurs that requires hospital treatment, all attempts will be made to contact the parent but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatments.

We will administer prescribed medicines providing a "Medical Consent" form has been completed by a parent/guardian. However, the first dose of medicine must be given at home and parents must take all medicines home at the end of each day. We may require parents to withdraw their child from the Club if it is considered that the child is not well enough to attend. Parents are requested to inform the Club if their child is suffering from any illness, sickness or allergies before attending the Club. We have a realistic attitude to the needs of working parents, but we reserve the right to contact parents if their child becomes ill during their time in After School Club.

Security

Under no circumstances will the child be expected to leave the Club with anyone unknown to the Club staff unless the parent has previously made alternative arrangements by telephone. The child(ren) in our care will only be released to an authorised adult who is listed on the collection consent form.

General Information

Parents are requested to inform the Club of any food, medicine, activity or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide written details of the severity of the reaction/allergy and must continue to inform the Club about any changes to this information. We will require parents to withdraw or remove their child from the Club in the event that the parent is not completely honest about the child's condition or is found to have withheld important information.

Agreement

These terms and conditions represent the entire agreement and understanding between the After School Club staff and the parents. Any other understandings, agreements, warranties, conditions, terms or representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions and written notice will be given of any changes made.





Ysgol y Ddraig After School Club



Contract

Name of Child/ren _____

Name of Parent/Carer _____

Address: _____

Name of person responsible for payment _____

- Fees: Fixed fee of £6.00 per day.
All siblings after the first child will be charged £4.00 per day.
- All places must be reserved via email a week in advance and all payments made in advance.
- I am fully aware I will need to pay for all days booked.
- There is no retainer for holiday periods or inset days.
- Parental consent, application forms and collection consent forms have been completed and attached.
- This agreement is subject to review every year.

☐ I have read, understood and agree to the Terms and Conditions in this information pack (please tick).

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Ysgol y Ddraig After School Club



Consent Form

Please read through the following information carefully
as it forms part of the contract.

Child's Name: _____

Date of Birth: _____

Please list below any allergies, special dietary needs, cultural/ethnic requirements or any other special requirements that your child may need.

I give permission for the above named child to have any necessary emergency treatment.

I give permission for the above named child to go outside to play on the school premises.

I give permission for the above named child to have photographs taken by After School Club staff.
The photographs will only be used on the school premises.

I agree to cover the cost of any breakages caused due to reckless or inappropriate behaviour.

I am aware that After School Club staff cannot be held responsible for the loss or damage of personal belongings.

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____



Ysgol y Ddraig After School Club



Collection Consent Form

Please complete this form if you wish any other authorised person to collect your child(ren) from After School Club. We can only release your child to a named person on this list.

Name of child(ren): _____

Name of authorised person	Relationship to child

In the event that I am unable to collect my child(ren) from After School Club I will contact the school with my alternative named person from the above list.

Parent/Guardian Signature: _____ Date: _____

Print name: _____ Relationship to Child: _____



Ysgol y Ddraig After School Club



Registration Form

Please complete and return to the school office

Child's name:				Year:	
Address:					
Please circle the days you wish your child to attend after school club.					
Monday	Tuesday	Wednesday	Thursday	Friday	
Other information					
Please provide details of any other information you feel relevant to your child's attendance at the After School Club sessions:					
Contact details in case of an emergency					
Name:				Phone number:	
Relationship to child:					
Name:				Phone number:	
Relationship to child:					
Name and address of Doctor:					
I confirm that I would like my child to attend the After School Club sessions and agree to the terms and conditions.					
Signature of Parent/Guardian: _____				Date:	
Print Name: _____					