

# **Welcome to the Rush Common Before and After School Club (BASC)**



## **Introduction**

The Club is open to all children over the age of three, attending Rush Common Primary School/Preschool and is inspected as part of the school Ofsted. It exists to offer a childcare service for working parents and for parents wanting, for whatever reason, to delay collecting their children at the end of the school day. The club provides children with flexible opportunities for play, activities and relaxation in a co-operative, supportive atmosphere. The emphasis is on leisure activities to ensure that the children do not see the Club as an extension of their working day in school.

## **School links:**

The Club works very closely with the school, which allows two-way regular communications. This link is particularly strong with the Foundation Stage and Preschool, enabling younger children to settle in well.

## **When and where does the Club operate?**

The Club is based in its own premises, which are situated on the playground, we also use a room within the school building.

The Club runs every weekday morning from 7.30am - 8.30am, each afternoon from 3.00pm - 5.00pm and extended sessions are run from 5.00pm - 6.00pm term time only.

## **Car Parking**

Please consider local residents when parking in the front of the school.

## **What happens at the After School Club?**

The policy of the Club is to offer opportunities for self-initiated play, co-operative team games and a range of organised activities, such as art, crafts, music, computing, sewing etc. Each day there are organised activities in which the children may decide to participate or they may simply decide to 'do their own thing' with the materials and equipment available. The club also provides facilities for children to independently tackle homework tasks, if they wish. There is a reduced range of activities offered during the Before School Club, due to time constraints.

The Club recognises the importance of play, so the Play workers are guided by the children's ideas. The needs of all children, of all ages and cultures are constantly monitored to ensure they are amply provided for. Play workers are trained to give

constructive support to all children in mixed age and ability groups, so that they all enjoy varied, stimulating and appropriate play.

At the end of each session, children are expected to help clear away, ready to be picked up promptly at 5.00pm, or in the case of extended session 6.00pm.

## **Waiting List**

If the Club is fully booked, we can place your child's name on a waiting list until a place becomes available.

## **Fees**

Before School Club: The fee is £6.60 per child.

After School Club: The fee is £13.20 per child.

Extended Sessions: The fee is £6.60 per child (from 5.00pm – 6.00pm)

Prior booking is essential.

Prompt pick up is required for any session your child attends; otherwise, a late collection charge will be incurred.

The level of fees are set by the Registered Person and reviewed annually against future strategic plans and any other broader considerations of relevance.

Childcare vouchers are accepted by the Club, as a method of payment. Ask BASC staff for details.

Payment is required in advance, as detailed under Bookings; otherwise, we reserve the right to withdraw the child's registration.

Invoices for each term will be generated and sent to you via Parentmail, the schools online payment system. If you haven't registered for Parentmail, please speak to the school office for assistance.

## **Bookings**

Regular places must be booked in advance, please ensure you are familiar with the terms and conditions in this booklet, updated booklets are available on the school website.

Please complete a booking form and hand it in at the BASC. Fees are due in advance of each term/session, as dated on your invoice.

Non-payment of fees will result in a place at the club being terminated. This is in accordance with the Club's Fees Policy.

If places are available, casual bookings can be made less than one week in advance or on the day. Fees for casual bookings are due at the time of booking. A registration form **must** be completed.

## **Cancellations**

Should your child be unable to attend any of his/her pre-booked sessions, please ensure that a member of BASC staff is informed, either send a text message to the BASC mobile phone or inform us in writing or via email.

Four weeks' notice is required to change sessions or withdraw your child from Before/After School Club. There is no provision for refunds or credits against cancelled sessions.

## **How to Join the Club**

If you would like to use our facilities, this is all you have to do:

1. Make sure that you are familiar with the information in this booklet.
2. Complete the Registration Form (available from BASC)
3. Complete the Booking Form (available from BASC)
4. Place completed forms in an envelope and hand it in at BASC.
5. All contracts are subject to annual renewal at the end of each Academic Year.

We look forward to providing a comfortable, happy place for your children to relax and have fun at the beginning and end of the school day.

## **Collections**

Children must be collected promptly by 5.00pm. or in the case of extended sessions being booked by 6.00pm. Charges will be made for late collection; continued late collection could result in the loss of your child's place at BASC in accordance with our Admissions Policy.

We will only allow children to leave the premises in the custody of a person named on the child's Registration Form or have written parental permission. If you or your nominee is collecting your child for the first time, please make yourself known to our staff.

**Enter school via the coded gate, ring the doorbell and enter the lower playground. Your child/children will be brought out to you.**

**If you are unable to collect your child from a session, you must let us know who will.**

***Please make sure your children know they may not leave the premises unless they are collected by you or your nominees.***

**On both entry and exit please close all gates behind you**

## **Registration**

Before School Club: Please enter school via the front coded gate, ring the doorbell as you come through second gate no earlier than 7.30 a.m. Your child becomes the responsibility of BASC staff once they are registered within the club by parent/carer. Children are their parents' responsibility until this time.

At the end of the school day our Play workers collect the R/Year 1 children on our attendance list from their classrooms and take them to the Club. All other children make their own way there for registration. Children attending after school activities e.g. football, netball, choir etc. need to have informed BASC staff and should register when they return to the Club, at which time they will be in our care. We are responsible for children who are registered in, paid for, and in the care of our staff.

## **Contact Numbers**

During the school day, you may leave a message with the School Office.

The telephone number is **01235 533583 (School Office)**

After 3.30pm the number is **07904275975 (BASC Mobile)**

You can leave a text message on the BASC Mobile, or email us at

**[basc@rushcommon.school](mailto:basc@rushcommon.school)**

## **Snack**

After registration, we provide a drink water and fresh/dried fruit. Your child is welcome to bring in a small snack from home. We encourage healthy snacks and we do not allow snacks to be eaten in BASC.

## **Who pays for the Club?**

Running costs such as Play Workers' salaries, materials and equipment are met by the fees for the service. We aim to keep the fees as low as possible.

***Inappropriate or anti-social behaviour will not be tolerated, the procedures followed are:***

1. Child will be spoken to, if deemed necessary parents / carers will be spoken to.
2. If behaviour persists parents/carer will be told that if behaviour continues their place at club could be lost, this will be confirmed in writing.
3. Continued inappropriate or anti-social behaviour will result in your contract with BASC being terminated.
4. Any warnings written or verbal will stand for the duration of a child's time in BASC.

## **Policies**

The Club has the following Policies/Procedures in place:

### **Policies/Professional Practice Documents:**

1. Pupil Behaviour and Discipline Policy (School Policy)
2. Complaints Policy (School Policy)
3. Safeguarding and Child Protection (School Policy)
4. Equal Opportunities (School Policy)
5. Accident and Incident Investigation (Professional Practice Document)
6. Fire Emergency Plan (Professional Practice Document)
7. Mobile phone Policy (Professional Practice Document)

### **Procedures:**

1. Admissions
2. Uncollected children
3. Missing children
4. Medication

Our premises have a strict No Smoking Policy.

All policies/procedures are available on school website or from BASC.

## **Comments, Problems or Queries**

In the first instance, any problems should be addressed to the BASC Manager. This informal approach is nearly always the quickest and most effective way of resolving your concerns. If you feel that your concern has not been resolved, then it is important to ask the school for the complaints procedure. This explains what you should do next. The school will use the following processes and will advise you:

- To speak with or write to the head teacher who will look into your concern.
- To write to the Chair of Board of Directors if you are unhappy with the head teacher's response or if the matter concerns directors.