

# Avalon School



# AVALON

# BEFORE & AFTER SCHOOL



Dear Parents / Carers,

This leaflet is designed to provide basic information about how the Avalon Before & After School Care operates.

Our aim is to provide high quality wraparound care for children who attend Avalon School where families may wish to leave and collect their children outside of the normal school day. The provision creates an informal 'family' environment where children from Reception to Year 6 can interact, play and relax together.

### Staffing

Before School Leader: Mrs S Varey

After School Leaders: Mrs Gardner, Ms Johnson and Mrs Franco

### Terms and Conditions

#### Registration

Before attending the provision for the first time, parents / carers will need to complete a registration form, which includes details of contact numbers and emergency contact numbers, medical conditions, allergies and any dietary requirements or additional needs. Children will need to re-register at the start of each new academic year.

#### Bookings

Children can attend the provision daily, on regular days or on an ad hoc basis. Bookings are made by completing a booking form, available from the school office. We do recommend that parents book in advance, however in some cases it may be possible to make a late booking up to 3pm through the school office. After school office hours, telephone bookings can be made via our answer phone message service.

#### Session Times

Avalon Before & After School Care currently operates on normal school days during term time, but not on holidays or INSET days. If the school is closed due to emergency circumstances, for example extreme weather conditions, the club will not operate and parents will be informed as soon as possible.

<b>Session Type</b>	<b>Session Times</b>	<b>Additional Information</b>	<b>Cost of Session</b>
Before School	7.45am to 8.30am	Includes breakfast snacks	£4.75
After School Session Infant	Until 3.30pm	Includes light snack	£4.00
After School Session A	Until 4.30pm	Includes light snack	£6.50
After School Session B	Until 6pm	Includes light snack & light Tea	£11.25

Please note that all children must be collected promptly at the end of each booked session. There is no reduction for early collection. **Late collection after 6pm may result in a surcharge of £20.**

### Before School

'Before School Club' is open from 07.45am to 08.30am and will be based in the school hall. Children attending the club will be offered a choice of cereals or toast and a drink, which is included in the session charge. At 8.30am the children will be escorted to their classroom where they will be supervised by their form tutor until registration at 8.50am.

### Payment

Parents will receive monthly invoices in arrears, during the first week of each month which will indicate the amount payable and we request that payment is made within 14 days of the date of the invoice. You will have an opportunity to raise any queries prior to payment; however non-payment of Avalon Before & After School Club fees may result in withdrawal of the facility to you. Preferred methods of payment will be by BACs or cheque. Childcare Vouchers may be used for payment; please see the school office for further details.

### Collection Procedure

Please note that staff cannot release a child into the care of an unauthorised person. If someone other than the parent/guardian is to collect the child then they must use the password supplied on the registration form. Any adult, who does not know the password, will not be permitted to collect the child, unless staff are notified otherwise by the parent / carer.

All children must be collected and may not leave the club alone. An authorised adult must sign the child(ren) out of the club.

### Activities

We will provide a varied programme of supervised activities. These will include free play, games, arts & crafts, indoor and outdoor play, computers and quiet activities such as reading or homework.

### After School Snacks Etc

Children have a light snack of fruit and vegetables etc and drink when they arrived at After School which is included in the session charge. Those children attending until 6pm (session B) will sit down for their light tea at about 4.40pm. The light tea will include a variety of food on different days such as sandwiches, toast, crumpets or crackers (with a variety of fillings), fresh fruit and vegetables and a drink which is included in the session charge. Parents / carers are asked to inform club staff of dietary requirements and allergies on the registration form, or as soon as any changes occur.

### Safeguarding

- Staff are appropriately qualified and have medical and enhanced DBS clearance to work with children.
- Staff are qualified First Aiders.
- Child ratios are adhered to and if appropriate additional support will be sought from other staff in the school.

- Class teachers have a list of who is attending the After School Club each day. They will ensure that the children arrive safely at the club. If children are attending an extra-curricular activity and then going on to Avalon After School Club they will be taken over to the club base room (over in Nursery) to be signed in.
- Children can only be collected by adults that parents / carers have notified school about. If the person collecting your child changes at short notice, please phone the school office to confirm your consent to this arrangement.
- Children must be signed out on collection.
- All accidents are recorded. If an accident has occurred, the adult collecting the child will be informed and issued with an accident form.
- Please advise the school office in advance if your child will not be attending a session you have booked for whatever reason, e.g. illness, going home with a friend etc.

### Medicines

Avalon Before and After School Club follow the school's policy for the administration of medicines. Please see the school website or contact the school office for further details.

### Policies and Procedures

All activities of the Before and After School Club are risk assessed. The club follows all school policies and procedures.

### Complaints

If parents / carers have a cause for complaint they should initially discuss the matter with a member of staff from the Before & After School Club. If an issue is not resolved to their satisfaction, parents / carers should then contact the Headteacher and put their concerns in writing. The school's normal complaints procedure would then be followed and is available on request, from the school office.

### **Contact Details**

Avalon School Office: 0151 625 6993

Email: [schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk)

