



SEPT
2023

After School Club

Handbook



1896
Developing All Of Me

Welcome

PARENTS' HANDBOOK

Welcome to Scarcroft After School Club (SASC). We hope that your child enjoys their time with us. The club is located across the school as follows:

RECEPTION: The Activity Room

Year One to Year Six utilities The Dining Hall and The Lower Hall

We use the inclusion room to help those children who struggle to negotiate after school club due to specific needs. (i.e anxiety)



OUR STAFF

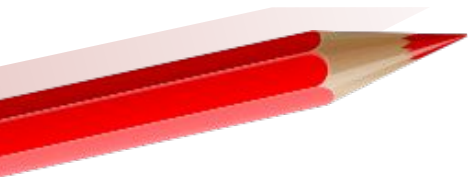


The After school club is run by staff who are committed to providing high quality childcare, where children are happy and safe in a stimulating environment.

All staff are suitably qualified and experienced in childcare.

All staff hold an enhanced DBS disclosure and are trained in the following areas:

- CHILD PROTECTION
- FIRST AID
- FOOD HYGIENE
- HEALTH AND SAFETY



Miss Holding is our Extended Services Coordinator and is always happy to help with any queries. You can contact her directly through the After School Club email asc@scarcroft.southbank.academy

Our aims

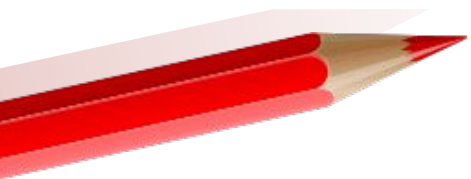


We aim to develop in our pupils a sense of Wonder, and an ability to think, and question, and act accordingly.

Scarcroft After School Club strives to provide childcare opportunities and play facilities for any child who attends Scarcroft School. The club aims to provide a high quality, affordable service and maintain high standards of childcare.

The aims of our club are to:

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely, which meets their individual needs.
- Encourage children to have positive attitudes and good behaviour, respecting both themselves and other people.
- Promote positive relationships with parents and families and work in partnership with them to provide high quality play provision.



Settling In



We are aware that you may have anxieties when you leave your child in the care of others. It is our aim to create a safe and supportive home-from-home environment for your child.

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore, your child will be given time to settle in at their own pace, and encouraged to feel welcome, safe and confident in a new environment. We strongly encourage you to visit the club with your child during the week before they are due to start.

Sometimes events in your child's life away from SASC will affect their behaviour. Please keep us informed so that we may be sensitive to your child's needs. SASC aims to work as a team with the school and your family so that we can provide the best environment for your child's care.



If there is anything in any of these areas that we can help with, please get in touch so that we can discuss it in confidence.

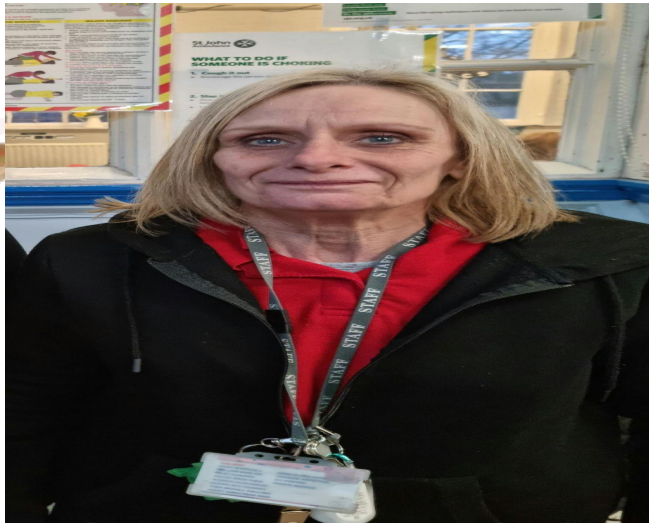
Collection



COLLECTION OF CHILDREN FROM SCHOOL

The staff will collect the children attending ASC from inside the school building at the end of the school day.

There are very few additional after-school activities currently taking place within the school grounds. If your child attends an after-school activity, eg French, Football etc, the AS Club staff will arrange to collect your child directly from that activity and escort them to the ASC. Please let the ASC team know of any clubs your child will be attending.



SNACKS



At 3:45pm a healthy snack and drink is served to the children, water is available at all times. It's a rolling three week menu. Chef King prepares the food for the children and all allergies and dietary requirements are catered for.

Week 1	Mon	Tues	Wed	Thurs	Fri
	Chicken	Tomato	Waffles &	Crumpets	Pizza
	Burgers	Soup	Beans		
Week 2	Mon	Tues	Wed	Thurs	Fri
	Sausage	Cheesy	Fish	Tomato	Chicken
	Rolls	Garlic	Cake &	Soup	Gyros
		Bread	Salad		
Week 3	Mon	Tues	Wed	Thurs	Fri
	Cheese &	Fish	Vegetable	Pasta	Hot Dogs
	Onion Slice	Finger	Soup		
		Sandwich			



RESOURCES/ACTIVITIES



There are a large variety of activities for the children to take part in if they wish. The ASC Supervisor sets out the activities in specific areas, ie Reading area, Chill out area, Construction area, Art area etc. Resources are varied and are changed on a half termly basis. The children are also able to play outside in the playground, weather permitting.

REGISTRATION

SASC operates from 3.00pm until 6.00 pm term time only. **The club will be closed on teacher training days.** (These dates are shown on our website and are issued regularly on the school newsletter. Paper copies of school term dates are also available from the leaflet dispenser in the school office.)

A registration form must be filled in for every child attending the club. This provides us with emergency contact details and important information about your child, such as allergies, medical details or dietary requirements. It is vital that we are able to contact you if your child becomes ill or has an accident. It is also important that we have a contact number in the case of an emergency preventing you from being able to collect your child.

We will ask you to renew the registration form each September as a way of checking to see if any changes have taken place. However, it remains your responsibility to keep the club informed if there are any changes to these details such as mobile phone telephone numbers, during the course of the year.

Please help us to keep our records up to date.

Medication & Sickness



MEDICATION

Whenever possible, children who are prescribed medication should receive their dose at home. If it is necessary for medication to be taken during the school day, **it is your responsibility to inform ASC staff that medication needs to be collected from the office.**

Should children require medication for an ongoing condition (eg Inhaler, Epipen or Insulin) separate medication should be provided to the Extended Services Coordinator, in addition to that kept in the school building.

Staff at the club will not administer medicines other than in the case of medical conditions eg, inhalers, epipens.

SICKNESS

If your child is unable to attend ASC due to illness, then you **must let the ASC Team know**, you can email the club: asc@scarcroft.southbank.academy or you can **text** or **ring** the AS club on telephone number: **07368189379**. An answering machine is available out of club hours. **This is extremely important to prevent staff spending time searching for your child.** Please note that if your child does not attend the club, for whatever reason, refunds are not given.

If your child is taken ill at the club, the extended Services Coordinator will ring you and explain what the symptoms are. You will also be asked to make arrangements so that your child is collected and taken home as soon as possible.



Payment of Fees

Club fees for this academic year are **£9.00 per child per session**. This includes the healthy snacks and drinks as mentioned.

Fees payable are invoiced at the start of each half-term and parents have **30 days to pay** from the date of the invoice. The fees will appear on your **ParentPay account**, payments can be made using your **ParentPay account, Bacs, Childcare vouchers and Tax Free Credits**.

Late payment will result in your child's place in the After School Club being reviewed and possibly revoked.



CANCELLATIONS

If you no longer require a place at ASC, please inform the school in writing/email. Parents are required to give at least **2 week's notice**.

Payment Method

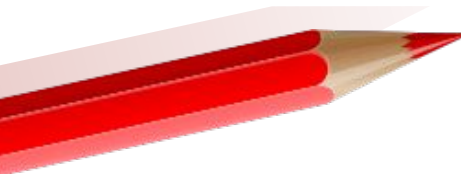


If you wish to pay by Childcare vouchers you may need the following information:

Ofsted Number: 121282

Edenred Account No: P20113943

Please contact the school office if you require further information on childcare vouchers.



Paying by Bacs:
Ref: ASC-Your child's name
Lloyds Bank
Acc: 44393368
Sort: 30-63-64

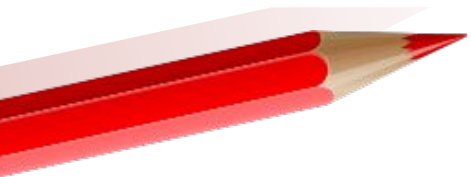
For any further information on payment methods please call or email the school office:
scarcroft.primary@york.gov.uk or asc@scarcroft.southbank.academy

Waiting List



SASC operates a waiting list if the club becomes full at any time. If you wish to request a place, please contact the school office. When a waiting list is in operation, whenever a place becomes available it will be offered to the child at the top of the waiting list. We will make every effort to accommodate children on the waiting list as soon as possible.

Anyone requiring extra days or wishing to change the days their child attends will be added to the waiting list, if their needs cannot be met straight away.



Absence/ Absconded



A Child who has not arrived at the Club

If no message is received from you to say that your child is not attending, the Extended Services Coordinator will:

- Check with the Admin team to ascertain whether your child has been at school that day – if they have not, we will assume they are with you.
- If your child has been at school, the Admin team will check the electronic register, to see if your child has gone home early.
- If that is not the case, the Extended Services Coordinator will ring you immediately, using the emergency contact information.
- If you cannot be reached, the Extended Services Coordinator cannot ascertain that your child is safe, the ASC will inform the Senior Leadership Team. The Senior Leadership Team will instigate a search of the premises and grounds before ringing the Police.



A child who has absconded

If we believe a child has gone missing from the AS Club, the Extended Services Coordinator will:

- Inform a senior member of the school staff
- Talk to all school staff
- Search the premises and grounds
- Contact parents, use emergency contact numbers where a parent is unavailable
- Ring the Police

Parental Collection



COLLECTION OF CHILDREN FROM THE AFTER SCHOOL CLUB

All children at After School Club are located within the main school, to collect your child please go to the Scarcroft Green gates at back of the school.

If your collecting your child/children before 4:30 pm please call **07368189379** to talk to a member of staff. A member of staff will then collect your child/children and bring them out to you. Please note that this could take several minutes as the children are located across the ground floor of the school and may be playing outside, they also have to collect their belongings. After 4:30pm the gates will be open and you can enter the school premises to collect your child/children by ringing the SASC doorbell and a member of staff will assist you in collecting your child.

If someone other than yourself is to collect your child, then please inform the club by phone or email, in advance. Where parents wish older siblings to collect children from SASC, please inform the school in writing.

PLEASE NOTE: That the Extended services coordinator and play workers will not release your child into the care of any person not on your child's registration form, if not previously informed by you. If an unregistered person is sent to collect your child they will not be released to them, until contact is made with yourself by telephone. Please inform the club in writing of any change of persons who you have given permission to collect your child.



UNCOLLECTED CHILD

If a child has not been collected by 6.00 pm, SASC staff will:

- Attempt to contact you.
- If you are unavailable, will use other emergency numbers.
- If staff cannot make contact with anyone using all the numbers provided, they will wait until 6.15 pm before contacting a senior member of the school staff to inform them of the situation.
- If your child remains uncollected and no information is available to staff about the circumstances, we will have no alternative but to **contact Social Services**, who will arrange for your child to be safely looked after.



Late Collection Fees



We understand that there may be rare occasions when you are unavoidably delayed. In such cases, we ask that you make contact with us at the earliest opportunity to explain the situation. If you This helps us to reassure your child so that they do not become anxious. For such rare one-off occasions there will be no charge.

If you anticipate being late, please phone the club as soon as you know this is the case on. If you can call before 5:45pm it means we will not call you at 6:00pm: 07368 189379.

If a child is regularly **collected after 6.00 pm**

- The club staff will discuss the problem with you in the first instance.
- The school will **charge a late fee of £10** for every subsequent occurrence.

If the matter is not satisfactorily resolved, the club reserves the right to **withdraw the place.**

Complaints Procedure



Our club is committed to providing a safe, stimulating, caring and accessible service to you and your child. We always aim to provide a high quality service for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know. Our full complaints procedure is available to view in the club. Please ask the club if you require a copy. Under normal circumstances the SASC Co-ordinator will be responsible for managing complaints. However, you also have the option of contacting the Head teacher, Mr Edwards.

EQUAL OPPORTUNITIES

SASC provides a welcoming and caring environment for your child, which promotes and reflects cultural and social diversity and is equally accessible to all.

We will ensure that our services are open and available to all parents and children in the school community regardless of race, ethnicity, nationality, gender, language or disability.


SAFEGUARDING

All staff receive an enhanced DBS (Police) check as they are appointed. Staff also receive regular training in matters relating to Safeguarding & Child Protection. A secure entry system ensures that there is no unauthorised entry to the club. Clear collection procedures ensure safe transfer from the school building and collection from the club by an authorised person only. Appropriate risk assessments and emergency procedures are in place. A range of policies are available to parents on request, or via the school's website.

Address

Telephone Number:
01904 806635

Club Mobile:
07368 189379



Scarcroft Primary
School
Moss Street
York
YO23 1BS

Email: scarcroft.primary@york.gov.uk
asc@scarcroft.southbank.academy

