

## St Luke's 'LookOut' Breakfast & After School Club Information

This information booklet is designed to tell parents all they need to know about St Luke's Breakfast & After School Clubs, including the club's terms and conditions.

**Aims & Objectives** - We aim to provide a high quality After School Club that meets the needs of both parents and children. For parents, this means knowing your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones and to be able to try out new activities, to relax, to have fun and enjoy themselves.

At the Lookout Club, we believe all children have the right to play. Play is the basis to providing healthy development and the well-being of individuals. The club will provide a balanced structure of activities and play experiences.

### **Start and Closing Times**

**The LookOut Breakfast Club** welcomes children at either **7.30am or 8am** depending on the parent's requirement. KS1 children will be taken to their class and KS2 children once signed out, will take themselves to class between **8.30am and 8.45am**.

**The LookOut After School Club** opens Monday to Friday **3.30pm (Nursery), 3.10pm (KS1), 3.15pm (KS2) until 5.50pm**, during term time.

**School Inset days** the club does not operate during when the school is closed to pupils.

**Parents are expected to collect their children by 5.50pm.** Please see Late Collection/Non-collection. It is important parents let staff know who will be collecting and in the event the person is not an emergency contact please send details ensuring they know the password for collection.

**Severe Weather** - In the event of ASC/BC closure due to severe weather, parents will be informed via parent mail. In the event of any cancellation of a session by the school, a refund for that session will be made.

### **The LookOut Club**

**Arriving to the club** - staff of the LookOut ASC will collect KS1 (Reception, Year 1 and Year 2) children from their classrooms and escort them to the club.

Nursery children attending The LookOut remain in the Nursery setting, where they are supervised by Nursery LookOut staff.

All children are signed into the after-school club register on arrival to ensure accurate attendance and safeguarding procedures.

If children are booked into the LookOut on a day when they participate in an after-school activity (e.g.: football, basketball, etc.) they will be dismissed from the activity club and signed into the LookOut Club.

**Examples of Activities** - There will be a number of activities on offer during After School Club; Activities may include quiet reading, outdoor play, creative play and collaborative games, amongst other opportunities.

**Light Snack** - The club provides a snack on arrival and then a light tea at approx. 4.30pm, **this does not substitute an evening meal**. Fresh water will be freely available throughout the session.

**Ad-hoc Sessions** - Parents may sometimes require ad-hoc sessions (where places are available) but the After School Club & Breakfast Club require a minimum of 24 hours' notice and advanced payment. You can request an ad hoc session by emailing the club manager 24 hours prior to the session. The email is taken as a booking form and payment must be made once the booking has been confirmed as added to the system.

**Contact Numbers** - Parents can message the club mobile during school hours, if your request is an urgent one, please contact the school office, but please remember the office staff are busy – emails should not be sent to the school office if adhoc sessions are required or informing of a different person collecting.

**School telephone: 0208 546 0902 between 8.30am and 4.30pm**

**Club mobile 07597 415680 (Reception to Year 6)**

**Club mobile 07764 284387 (Nursery)**

**Club Manager** - [lfelic1@stlukes.rbksch.org](mailto:lfelic1@stlukes.rbksch.org)

**School office** - [office@stlukes.rbksch.org](mailto:office@stlukes.rbksch.org) in the event of an emergency

## **Procedures & Policies**

**Accident and Emergency Procedures** - If a child has an accident at either ASC or BC, we will endeavour to contact you as soon as possible. If emergency treatment is required, a member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

**Sick Child Policy** - If a child has any known medical condition or health problem, or has been in contact with infectious diseases then parents must comply with the exclusion guidelines in operation at the school, children are not permitted into the After School Club if they have left school unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return. Our policy of 48 hours absent from school will apply following any symptoms of sickness/diarrhoea.

**Loss of Property** - The After School Club will not be liable for loss of property (including toys from home) brought onto the premises by parents and/or children attending the Club.

**Admission to St Luke's 'Lookout' After School Club** – once parents have been offered a place an admission form alongside a booking form should be completed and returned prior to their child joining the club.

**Photographs/video** - Parents, who do not wish their children to be photographed or videoed in the club setting, must indicate this in the admission form. Photographs/videos may be used in the club's promotional material such as the school newsletter or school website

## **Payment and Outstanding balances**

**Fees & Payment** - Notice of any changes to fees will be given in writing as soon as possible by the club manager. Please note that fees will not be waived through absences, play dates and strike action. A 50% reimbursement will be added to individual account in the event of a pandemic etc.

**Payment methods** - Direct payments to Parentmail, Child Care Vouchers (CCV), National Savings. **We do not accept cash payments or cheques.** If the cost of a club(s) is not fully covered by **CCV then a payment must be made to pay all outstanding costs by either of the other methods.** This should be indicated on the Booking Form.

**Outstanding balances** - A written reminder will be issued incurring a **£10 fee**. If fees remain outstanding after the first reminder, a child's place can be withdrawn. Parents are responsible to check all bookings and balances – any concerns should be directed to the manager. **Outstanding balances for children coming off role** during or at the end of an academic year should be cleared by the leaving date. Parents will be responsible for the debt thereafter and will be sent accounts chasing the debt.

## **Late Collection and cancellation**

**Arrangements for picking up children** - Collection of children is by **5.50pm**. If you are unable to pick your child up, you must notify the After School Club staff by **5.30pm** with details of the nominated person who is to collect. If the person is not a nominated collector on your admission form then they will need the password given to the club.

In the event of a **late pick up** (after **5.50pm**), a charge of **£10 up to the first 15 minutes** and **additional 15 minutes** will be applied to cover 2 members of staff who are legally required to stay. This applies to each child per family. Please note that if a child has not been collected by **6.20pm without contact being made with parents or emergency contacts** it is the responsibility of the club staff to contact the Social Service Department.

**Cancellation** - Cancellation of a booking requires a half terms notice.

### **Parental Responsibility**

**Removal from the After School Club** - Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the Club Manager considers that the continued presence of the child is incompatible with the interests of the Club. There would be no refund of fees in these circumstances.

**Disclosures/Child Protection** - The Club Manager must be notified immediately, in writing, of any changes in contact details or relevant changes in family situations, or situations of risk in relating to the child for which any special precautions may be needed.

**Confidentiality** - Parents should agree to inform the Club Manager of any information necessary to safeguard or promote their child's welfare. The Club Manager will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

**Sunsmart** - It is the legal obligation of the parent to send their child/children with a water bottle to reduce chances of sunstroke and dehydration, a sunhat to reduce the glare of the sun on the face alongside an application of sun cream before arriving at school. Parents can send sun cream into school but this must be named. The child can reapply during the day. The club cannot provide sun cream due to allergies. Children cannot share sun cream unless they are family members.

**Parental Authority** - Parents authorise the After School Club to take all necessary action to safeguard and promote the welfare of the child.

**Parental Support** - Parents are expected to give their support and encouragement to the aims of the After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

**Complaints** - Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Club Manager immediately, following the school's complaints procedure.