PLEASE KEEP THIS CONTRACT FOR YOUR INFORMATION

Mereworth After School Care Service

Mereworth Community Primary School

39 The Street

Mereworth

Maidstone

Kent

ME18 5ND

TEL: 01622 812569

(Between 8.15am & 5pm)

EMAIL: office@mereworth.kent.sch.uk

Welcome to Mereworth After School Care Service.

In this brochure you will find all the details you will need regarding our out of school care service.

PLEASE READ THROUGH OUR DETAILS CAREFULLY, INCLUDING OUR POLICIES

Care Service Opening Times:

Term Time- 3.10pm – 6:00pm for KS1 & 3.20pm-6:00pm KS2

Supervisors:

Miss Natalie Fulton

Mrs Jane Leadbetter

All staff work within Mereworth Community Primary School and have an excellent rapport with the pupils and teachers.

Fees

Times	Price
3:10-4:45pm	£5.00
4.45 – 6:00pm	£5.00
3:10 – 6:00pm	£10.00

Collecting your child

We will not permit your child to be collected by anyone under the age of 16 years old (even if you have given permission).

Children are to be collected via the staff entrance located next to the staff car park (directions available). The School Office is unable to let you in through the front gate. You must also exit the same way via the staff entrance.

If you need to contact the School in the event of an emergency the School Office can take your calls until 5pm, after such time the only staff available are the After School Team who will aim to answer the phone as soon as possible, your patience is much appreciated.

Late Collections

After 6.00pm, ***an extra fee of £5.00*** will be charged. We are aware that parents/carers can be unavoidably late; as a result, staff will remain at the school until 6:15pm. After this time, in order for the School to close, Social Services may need to be informed. We ask that you keep us informed if you are going to be late and where possible organise for someone else to collect your child at 6.00pm.

Deposit

A deposit equivalent to one week's fee must be paid at commencement of the service, and it is returnable when terminating that contract or offset against any outstanding bills.

Retainers

If your child/children are absent due to any reason on contracted days, other than illness, full fees are due.

A retainer fee will only be applicable if one month's notice is given. This will be applied at the Head Teacher's discretion for exceptional circumstances.

Termination

One month's notice of termination of contract is required in writing, or payment in lieu of four full week's fees.

Activities

Although structured activities are offered, our policy is to encourage children to develop and join in with their own ideas using their physical, cognitive and social skills. Our planned activities are often used to enhance learning of a particular topic we are covering. Reading time and completion of homework is actively encouraged daily, unless parents have stipulated for their child to complete this at home. We work hard to promote an inclusive atmosphere in our care service where all children can engage in an activity offered and contribute to our planning. Examples of typical daily activities are:

- Sports activities (indoor/outdoor)
- ICT
- Games
- Arts and Crafts
- Malleable materials (Dough, clay etc.)
- Library access
- Film night Friday
- Cooking

Behaviour Policy

After School Care service recognises the importance of using effective behaviour management strategies and promotes children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst at the After School Care Service we expect children to:

- Use socially acceptable behaviour
- Comply with the club rules, which are compiled by the children attending the club
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the club

Encouraging positive behaviour

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Certificates for exceptional accomplishments
- Offering a variety of play opportunities to meet the needs of the children attending the club
- Re-enforcing the school 'Good to be Green' Behaviour Management strategy that is in place throughout the whole School.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at the care service will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from reoccurring and will inform parents so that you work in partnership with staff.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity session.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a reoccurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

- Children continuing to make the wrong behaviour choices will then be subject to the School Behaviour Management System, and will be put onto the appropriate colour. This will be communicated to the class teacher.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child in accordance with the **Suspensions and Exclusions** policy. The reasons and processes involved will be clearly explained to the child and parents.

Physical intervention

Physical intervention will only be used as a last resort, when staffs believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the Head Teacher will be notified and an incident log will be completed. The incident will be discussed with the parent or carer as soon as possible.

All serious incidents will be recorded on an Incident log and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause. Where causes of incidents indicate possible abuse, child protection procedures will be implemented.

Child Protection

If we are concerned that a child is or maybe at risk in any way, we are required to report our concerns to Social Care.

The Designated Teachers for Child Protection at Mereworth Community Primary School is Amanda Lavelle (Head Teacher).

Complaints

If parents have any complaints to make they should speak to the senior member of staff present. If their concern is not resolved, please contact the Head Teacher Amanda Lavelle, who will try to reach a satisfactory conclusion.

Records

All children's details are kept locked away and any confidential information is strictly kept on a need to know basis, only senior members of staff need to know such incidents. Please inform staff of any changes to contact details or medical requirements outside of this.

Equal Opportunities

The After School Care Service operates an equal opportunities policy, the procedure for which include both children registered with us, and members of staff. Children are invited to participate in all activities regardless of ability, age or gender. We fully expect to operate all activities with a non-sexist policy, promoting positive images in everyday situations and will operate all activities in a fair co-operative framework.

We welcome and encourage parent/carer views.

Aims of the policy: Our policy aims to challenge discrimination in all areas of the care service. We aim to ensure that the care service reflects and meets the needs of the community and incorporates equal opportunities into all areas.

We aim to ensure that the premises are accessible for all members of the community.

We aim to consider equal opportunities in all areas of the service and the activities.

We aim to establish specific activities to promote equality of opportunities.

Our staff have the right to carry out their duty of care to all children without fear of facing verbal or physical abuse.

Please be advised that by signing your child/children up to Mereworth After School Care Service you are agreeing to up hold the policies stated in this contract.