



## **RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB**

Dear Parent/Guardian,

Welcome to Riverview C of E Primary School After School Club.

Our aim is to offer a secure, safe and fun setting that the children will look forward to coming too, at the end of the school day.

This information pack gives further details of our After School Club. If you have any further question, please feel free to contact us via the school office.

Organising care arrangements for children is vital for any working parent and we will do everything possible to give your child the very best care.

Yours sincerely

After School Club Team

# RIVERVIEW C of E PRIMARY SCHOOL

## AFTER SCHOOL CLUB

### FEES & ADMISSIONS

Fees are:

Full session 3:15pm - 5:15pm	£7.50
Siblings 3:15pm - 5:15pm	£6.50

- Fees must be paid **in advance** weekly on the first day of attendance or termly (Cheques made payable to **Riverview Primary School**)
- After School Club starts at 3:15pm and finishes at 5:15pm
- All bookings are taken on a first come, first served basis.
- Parents will be made aware of the Terms and Conditions and will be required to fill in and sign the Booking form.
- No child will be discriminated against; children with disabilities are welcomed as we have very experienced staff and appropriate facilities.
- Staff must familiarise themselves with any relevant personal information about any child with regard to medical conditions, home situations etc. and will keep all information confidential.
- **Families will be charged** for any booked afterschool club sessions that are missed, although we do understand that illnesses and emergencies do happen.
- Fees will only be refunded if the cancellation is made **the day before the session**.
- We are prepared to give medication providing a Medication Form has been filled in when registering and the medication is clearly labeled.
- Maximum of 20 places. Ratio is 1:10 and there will be 2 members of staff on duty.
- Children will still be able to join extra-curricular clubs if they wish and then go onto After School club when the club has finished. Please note full payment for both clubs will still need to be paid.

# **RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB**

## **THE AIMS AND OBJECTIVES OF THE AFTER SCHOOL CLUB**

The aim of The After School Club is to provide high quality, safe and friendly childcare for children living in the Epsom & Ewell area.

Our objectives are:

- \* To provide a nutritious snack
- \* To help children develop social and practical skills
- \* To promote and encourage children's self-confidence
- \* To encourage children to express themselves
- \* To provide opportunities for decision making
- \* To provide an environment for children to develop friendships
- \* To provide a safe and secure environment
- \* To promote learning through play
- \* To offer positive role models to children
- \* To build trust between children
- \* To develop an anti-prejudice and anti-discriminatory play environment
- \* To provide a place where children can have fun
- \* To promote inclusive play

The After School Club aims to offer appropriate play and activities to all children, whatever their race, culture, religion, means or ability.

# **RIVERVIEW C of E PRIMARY SCHOOL**

## **AFTER SCHOOL CLUB**

### **PROGRAMME SCHEDULE**

- Children will be dropped off by a member of staff to the door in the Children's Centre play area at 3:15pm.
- Snacks will be available throughout the session including cut up fruit and vegetables. (Any special dietary needs must be noted on the registration form)
- The After School Club programme of activities will differ from day to day, but will always take into account the child's own preferences. A quiet area will be available every day.
- Other activities will include: board games, puzzles, arts & crafts, lego, role play.
- A child will never be forced to join in any activity against his or her wishes.
- Reception and Year 1 children will be collected from their classrooms.

# **RIVERVIEW C of E PRIMARY SCHOOL**

## **AFTER SCHOOL CLUB**

### **BEHAVIOUR**

Each child will be treated with respect and concern for his/her needs. Guidance and discipline shall be positive, productive, non-punitive and appropriate to the situation and to each individual child's development.

#### **GUIDELINES:**

(Staff follow the school's Behaviour Policy which can be found on the website)

- Explanation and redirection will be the standard
- In severe cases the After School Club Manager will discuss with the child the reasons why his/her behaviour is unacceptable.
- A member of SLT can be called to assist with children's behaviour if necessary
- In the case of physical fighting, restraint by the club staff may be used, but never any form of physical punishment, and no physical restraint of any sort shall be used to confine the child.
- Parents will be notified of any incident involving their child where a serious breach of discipline has occurred and any action taken by the After School Club Manager to resolve it.
- If there is a persistent problem with a child, the After School Club Manager will consult his/her parents to discuss the issue and agree an appropriate course of action.

# **RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB**

## **EQUAL OPPORTUNITIES POLICY**

Riverview After School Club has formally adopted the Equal Opportunities Policy Statement of Riverview School.

### **Policy Statement**

The school is committed to providing an education for children which offers Equality of Opportunity for all and freedom from discrimination on grounds of race, gender, class, disability or faith. As a Church Aided School, Riverview is a Christian community which aims in every way to be inclusive of all people, and works to eliminate all forms of stereotyping and discrimination. As part of their commitment to this, the Governors have adopted the Surrey County Council Equal Opportunities Policy as the basis for the School Policy.

- \* No child should receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious beliefs, disability or the ability to pay, in any matter to do with out of hour care.
- \* Both staff and the management will ensure that the services they provide are accessible to everyone.
- \* This policy will be actively promoted through our decision making, employment practices and service provision and we will strive to monitor its implementation and its effectiveness.

# **RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB**

## **STAFFING AND SUPERVISION**

- The day to day running of The After School Club will be the responsibility of the After School Club leader, assisted by the play workers. The Club leader & workers will report to the After School Club Manager.
- A staff/child ratio of 1:10 will be maintained at all times.
- All staff employed will have experience of working with children on an individual and group basis. References will always be checked thoroughly and an additional DBS check will be carried out.
- The After School Club aims to provide continuity of staff to ensure children are cared for in a secure environment.
- Staff will also receive ongoing training in relevant subject areas.
- Staff will carry out food hygiene training.
- Staff will have Paediatric First Aid Training.

# RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB

## REGISTRATION FORM

<b>Full Name of Child</b>	
<b>Date of Birth</b>	

<b>CONTACT DETAILS</b>	
<b>Parent/Guardian Name</b> <i>(First Emergency Contact)</i>	
<b>Relationship to child</b>	
<b>Home Address</b>	
<b>Home Number</b>	
<b>Mobile Number</b>	
<b>Work Address</b>	
<b>Work Telephone Number</b>	
<b>Name of Second Emergency Contact</b>	
<b>Relationship to child</b>	
<b>Telephone number</b>	
<b>Address</b>	

<b>Days Required and collection times</b> <b>(Please tick)</b>	<b>Monday</b>	
	<b>Tuesday</b>	
	<b>Wednesday</b>	
	<b>Thursday</b>	
	<b>Friday</b>	



<b>Who will collect your child from After School Club?</b>	
<b>Name:</b>	
<b>Telephone Number:</b>	
<b>Additional Information:</b>	
<b>I consent to any emergency medical treatment necessary during the running of the After School Club including taking my child to hospital if necessary (Please circle)</b> <b>YES / NO</b>	

<b>MEDICAL INFORMATION:</b>	
<b>Details of child's GP: Include name, contact number and address of surgery.</b>	
<b>Does your child have any medical conditions we need to be aware of?</b>	
<b>Does your child suffer from any ALLERGIES?</b>	YES / None Known
<b>Details of ALLERGIES:</b>	
<b>Does your child use any medication?</b>	YES / NO
<b>If yes, please list all medicines taken on a daily basis:</b>	
<b>Will your child need to take any of these medicines while they are at The After School Club?</b>	YES / NO
<b>*IF YOU HAVE CIRCLED YES, PLEASE COMPLETE THE ATTACHED MEDICATION CONSENT FORM*</b>	

**Signed:** \_\_\_\_\_ **Parent's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# RIVERVIEW C of E PRIMARY SCHOOL AFTER SCHOOL CLUB

## MEDICATION CONSENT FORM

CHILD'S NAME: \_\_\_\_\_ D.O.B \_\_\_\_\_

ADDRESS: \_\_\_\_\_

1. I agree that, in the absence of a medically qualified person, an approved member of Riverview staff may administer medication to the child in the event that he/she has need of his/her medication.
2. Nominated and approved members of staff are: Project Leader, Deputy Leader.
3. The medication will be administered by a senior member of staff, assisted by another member of staff.
4. I agree that I will provide the medication prescribed for my child in the **original container** with the **name of the child, name of the medication** and the **dosage clearly visible** on the pharmacy's original label. I understand that the medication will be kept in a secure place.
5. I am fully aware that the above named personnel are not trained or formally qualified to administer medication.
6. **About the medication:-**

Medication (name of drug on packaging)	
Dosage (amount of medication, how many tablets, etc)	
How is the drug given (via mouth, nose, ear etc)	
Description of circumstances in which the medication should be given (times of day, appearance of certain symptoms etc)	
Should the dosage be repeated?	YES/NO
Under what circumstances, should the dosage be repeated?	
How long does the medication take to work and what signs should usually be seen?	

**IF THERE IS NO IMPROVEMENT AFTER THE ABOVE ACTION HAS BEEN TAKEN, THEN ANY MEMBER OF STAFF WILL SEND FOR AN AMBULANCE, AND ENDEAVOUR TO NOTIFY THE PARENTS OR CARERS.**

I accept that the staff will act in the best interest of my child. I understand, that although the staff are not *medically qualified* they will administer the medication as described above in a manner which may be reasonably expected of a responsible adult carer.

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Telephone numbers for Emergencies:

- 1.
- 2.
- 3.
- 4.
- 5.



**RIVERVIEW C of E PRIMARY SCHOOL  
AFTER SCHOOL CLUB**

**NON-PRESCRIPTION MEDICATION CONSENT FORM**

Calpol will only be administered with prior consent from a parent – we will only administer Calpol if your child has a temperature of 39 degrees + as the child may be at risk of convulsions.

Have you ever given Calpol to your child? Please circle Yes    No

*We will not administer Calpol if you have not, due to the risk of an allergic reaction.*

**I do / do not give consent for staff from Riverview CofE Primary and Nursery School to administer Calpol to \_\_\_\_\_**

**All medication administered will be documented.**  
**Parents must sign upon pick up to acknowledge**

**Full Name:**

**Signed:**

**Date:**