

JUST SO YOU KNOW...

More information about The Saints can be found on the parents notice board on the entrance to The Saints or on the signing out table.

If you require further information or you wish to speak to a member of staff about any issues please feel free to arrange a suitable time for a chat.

We at The Saints value the families that we serve and aim to provide a quality service for all.

The Saints After School Club,
St. John's C of E School,
Church Street,
Blackpool.
FY1 3NX
07960363386

The Saints After School Club



Guidelines for parents / carers.

Please read and keep for reference.



Ofsted Registered

Registration number: 119595

The Saints After School Club.

St. John's C of E School,

Church Street,

Blackpool. FY1 3NX

Club mobile: **07960363386** +

jodie.shorrocks@st-john.blackpool.sch.uk

+switched on during school time for messages, phone calls taken between 2.45pm to 6pm.

Answer phone / text otherwise.

The Saints After School Club

ABOUT THE SAINTS

Welcome to our After School Club!

Throughout the rest of this handbook the word "Club" should be taken in reference to our After School provision.

Our club is based at St. John's C of E Primary and provides care for our children from Reception to Year 6.

All bookings should now be made through texting 07960363386 or by coming into the school hall at the end of the school day and speaking to Miss. Shorrocks. All sessions are to be paid in advance, we only accept cash. Unfortunately, if you have any outstanding debt on your account – this will need to be paid off prior to any new bookings being made.

We offer After School Care from 3.10pm to 5.30pm. The facilities used for our club include the main hall, library area and the playgrounds including the trim trail and Reception Class outdoor area

“Everyone Matters in God’s World”

The Saints exists to provide after school care for all primary school age children. The Saints is run by St. Johns C of E school and the day to day management is carried out under the supervision of:

Miss. Shorrocks, NNEB & NVQ L3 in PLAY WORK,

The Saints Supervisor.

Miss. Biczak, NVQ L3 in PLAY WORK,

The Saints Play worker.

All staff at The Saints hold up to date DBS clearances and attend regular courses related to the well being of the children attending.

The After School Club is run by St. John's School and is covered under their policies and procedures and OFSTED school inspection regulations.

The Saints After School Club.

USEFUL CONTACTS:

The Saints:

Contact number: 07960363386

(3pm—6pm), leave a message otherwise.

Email: Jodie.shorrocks@st-johns.blackpool.sch.uk



Ofsted:

If you want to tell us anything about your child's childcare, you can write to us at: enquiries@ofsted.gov.uk or Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you have a concern or complaint, you also can ring:

0300 123 1231

Gov.uk

<https://www.gov.uk/help-with-childcare-costs>



St. John's C of E Primary School

Email: admin@st-johns.blackpool.sch.uk

Contact number: 01253 807495



...Keep yourself up to date by checking out The Saints notice board located just outside the main school hall and notices on the signing out table or take a look at our page on the our school website.

COMPLAINTS:

In the event of a parent wishing to make a complaint about any matter relating to the Club, this should be addressed in the first instance to Miss. J Shorrocks, then the Headteacher, Mrs. N Galloway if the matter has not been resolved.

A record of the complaint will be kept and an account of the findings and actions taken will be notified to the person as per the school's complaints policy.

If the parent feels the matter is still unresolved contact should be made with the Chair of Governors.

IF YOU REQUIRE THIS PUBLICATION IN LARGER PRINT OR ARE UNSURE OF ANY INFORMATION PLEASE COME AND SEE A MEMBER OF STAFF WHO WILL BE HAPPY TO HELP.

ABOUT THE SAINTS

OUR AIMS ARE TO:

- Provide opportunities for children through play, to make choices, find solutions to problems and develop play at their own pace.
- Create a relaxed, pleasant atmosphere in which children develop social skills and self esteem.
- Develop opportunities for adults to listen to children and respect their views, opinions and concerns.
- Respond to children's needs.
- Provide opportunities for children to explore and understand the wider world, have a positive image of themselves and promote respect for different cultural and social backgrounds.
- Ensure the health, safety and well-being of the children in our care at all times.

PLEDGE TO PARENTS:

You will always be welcome to discuss our work, have a chat or take part in our activities.

We will:

- Keep you informed of opening times, fees and charges, programs of activities, menus & procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Listen to your views concerns to ensure that we meet you and your child's needs.
- Keep fees as low as possible.

*The term 'parent' includes guardians, foster parents and others who have care responsibilities for children.

GENERAL INFORMATION:

The Saints offers childcare services to all. Places are open to all children aged 4—11 years, priority is given to those who attend St. John's School and whose parent / carer is working or in training.

REGISTRATION.

All children must be registered with The Saints before they can attend the club. To ensure the health and safety of your child please provide all essential information, i.e. health conditions, contact numbers etc. It is the responsibility of the parent / carer to return the form complete with information required and ensure details are kept up to date.

If a child is taking medication, has a restricted diet or displays behavior which may require additional care or support this must be drawn to the attention of The Saints Supervisor as a more detailed form will need to be completed. Medication such as inhalers should be provided / kept at ASC for use as and when needed.

If there are adults who are legally barred from having contact with the child, a copy of the court order must be produced for The Saints.

BOOKINGS & PAYMENTS.

All bookings and subsequent payments (currently £6.50 per ASC session) should be made a week in advance, by Thursday of the previous week. A receipt will be given, this will be regarded as confirmation of booking. ASC bookings made on the day of the session required will be charged at £7 per session. Mini sessions are charged at £2.50 per child and run until 4pm - Mini session are only for siblings of children attending other clubs at St. John's CEP.

Advance booking is essential with payment to ensure that a place is reserved for your child and so The Saint's team can make the necessary arrangements and will know to collect your child.

If a booking has not been made your child will not be the responsibility of The Saints and will not be collected.

CONDUCT:

MISSING CHILD

If a child is booked in to an ASC session but fails to turn up checks will be made with the school office / the class teacher as to if collection has been made by someone else /if the child is at another club. A phone call will be made to the child's parent to inform them they were due in ASC and the session will still be charged.

If it is unknown where the child is checks around school will be made, the safety of the other children will remain paramount. On not locating the child after a through search parents will be contacted. Where needed the police will be informed.

EXPECTED BEHAVIOUR

Emphasis is placed on having fun, although obviously there have to be guidelines. We are sure that you will agree that there should be certain standards of behaviour expected from the children.

In order to deliver a quality service, it is important that children who do not behave in an acceptable manner do not disrupt other children. At no time will misbehaviour, bullying nor physical or verbal aggression towards other children or staff be allowed.

Positive behaviour is encouraged and praised.

LATE COLLECTION OF CHILDREN.

The Saints has the right to make an additional charge in the event of users persistently failing to collect their child within the specified times (£5 for the first 10 minutes or thereof, £5 for each subsequent 5 minutes or part thereof). This charge will be in line for additional staffing cover. Constant lateness or failure to pay the resulting charge will result in The Saints reviewing the offer of a place.

EXAMPLE OF DAILY ROUTINE / MENUS

	Staff:	Activity: (*)	Snack: (*)
Monday	Miss. Shorrocks & Miss. Biczak	Outdoor play. Laptops / I pads. Free choice.	Toast with a choice of spreads.
Tuesday	Miss. Shorrocks & Miss. Biczak	Outdoor play. Board games / puzzles. Free choice.	Crackers with a choice of toppings.
Wednesday	Miss. Shorrocks & Miss. Biczak	Outdoor play. Small world / role play. Free choice.	Selection of cereals served with fresh milk
Thursday (Not in the hall until 4.00pm)	Miss. Shorrocks & Miss. Biczak	Outdoor play. Laptops / I pads. Free choice.	Scones with various options of toppings.
Friday	Miss. Shorrocks & Miss. Biczak	Outdoor play. Chill out it's Friday! Free choice.	Fresh Sandwiches with fillings.

All staff at The Saints work at St. John's CEP.

Children have opportunities to play outside daily, weather permitting.

We aim to provide a range of healthy food and drinks and make snack time a social time.

The food we provide at the Club is not intended as a substitute for a main evening meal. Individual dietary requirements and parental preferences are met wherever possible.

Fresh water provided throughout the session.

Parents must inform The Saints of any dietary needs / allergies on their child's registration form.

ILLNESSES / ACCIDENTS / INCIDENTS:

SICKNESS, EMERGENCY & APPOINTMENTS.

We request that children who are poorly do not attend The Saints and that parents notify us via text. If a child becomes poorly we will contact the parent or the emergency contact to arrange for the child to be collected as soon as possible.

Refunds cannot be given because of a child's illness unless the place can be filled. Staffing costs still have to be met.

Children who are absent from school due to illness should not attend ASC until they return to school.

Any child with any kind of infectious disease eg. Mumps, measles or chicken pox, contagious skin complaints, gastroenteritis and flu etc, will not be admitted to The Saints until it can be verified that the child is no longer infectious.

While at The Saints all children are encouraged to wash their hands before eating and after using the toilet / messy play.

Anti bacterial gel, tissues and wet wipes are always available.

ACCIDENTS / INCIDENTS.

If an accident / incident occurs while at The Saints parents / carers will be informed as soon as possible and the matter will be recorded.

At all times during the running of the club there is at least one qualified first aider present.

In the case of accidents, where possible, suitable treatment will be given and this will be recorded and an accident form handed to the Parent/carer at pick-up time. All head injuries are to be treated with caution and a bumped head letter sent home on all occasions. In the event of a serious bang to the head Parents/Carers shall be contacted to collect the child as soon as possible. In an emergency, we reserve the right to remove a child to hospital accompanied by a member of staff if the parent or carer is not available.

ADMISSIONS / CANCELLATIONS

AFTER SCHOOL CLUB SESSIONS.

Price: £6.50 per session advanced booking / £7 Daily.

Session: 3.10pm to 5.30pm.

Children attending The Saints are collected by a member of staff at The Saints meeting point in the hall. Reception children are collected from their class.

All children are escorted from their classes by their teachers.

Children come into the hall where the register is completed.

While at The Saints children have opportunities to play, relax, join in crafts / activities and have lots of fun!

A healthy snack is provided during the session and fresh juice & water is available throughout.

CANCELLATIONS

If a session needs to be cancelled by school due to unforeseen circumstances parents / carers will be informed as soon

Possible via contact numbers provided. Payment will be rolled over. (see unforeseen closure)

In the event of parents / carers needing to cancel a booked session at least 48 hours notice is required. Payment for the session will still be taken if notice isn't given as costs need to be covered for staffing and resources.

Cancellations must be made in person to ASC staff in the hall or by text / by phone using the ASC's number 07960363386.

UNFORESEEN CLOSURE

In the unlikely event that The Saints has to close, parents will be informed and payments for the session will be rolled over or refunded.

ARRIVAL & DEPARTURE

1. On arrival to ASC a register is taken by ASC staff
2. Parents are requested to adhere to the core times and to notify Staff of any occasions when the times at which their child will arrive or be collected will be different.
3. Parents are asked to inform staff if any adult other than the known parent or carer will be collecting the child.
4. In the event of a person unknown to staff or someone who was not expected arriving to collect the child, a password system will be used. If the password is not known or is incorrect the parent/carer/emergency contact of the child will be telephoned.
5. In cases of parental separation, only when one parent is denied the right to collect the child by a court order this will be upheld by the staff.
6. On departure all parents or carers are asked to sign and enter the pick-up time on the signing out form..
7. In the event of a child being left the After School Supervisor will telephone all emergency contacts.
8. If, despite several attempts, they are unable to contact anyone a member of the school's Senior Leadership Team would be contacted and informed and they would then contact social services.

The Saints closes at 5.30pm, all children must be collected by 5.45pm at the very latest.

- Persons collecting children must be over 16 years of age.
- Persons collecting must be named on the child's registration form.

Parents / carers are asked to wait near the hall door, where they are visible, to be recognized by a member of staff before being let into The Saints. All children must be signed out before leaving.