

# Belton Playgroup



## After School Club Policy

All children who attend Belton Primary School are eligible to attend the After School Club.

- They will be collected by either 2 or 3 teachers, depending on numbers and ages of children.
- The teachers will have a list of children to collect and will liaise with the school staff if a child is not available to collect. We will take notice from the school that a child is not in school or has been sent home but will follow up with a call to the parents.
- If there is a child who is not on the list but does use the After School Club, we will ask school to contact the parents to see if they need to be collected. If the parents cannot be immediately contacted, we will take the child and both the school and After School Club will inform the parents where they are.
- Parents are requested to contact us if their child is unwell and not at school or is collected during the day.
- On arrival at the club children are able to have a light snack of Rice Cakes, Breadsticks, Crackers and Fruit and a drink. Tea is provided at 5pm for those children who are staying. There is a 3-week rotating menu which is available on the website. All allergies and intolerances are catered for.
- All children attending the After School Club must be booked in for the sessions that they will attend throughout the half term with prompt payment on receipt of invoice. They will need to be rebooked every half term unless they have specified that this is constant for the year.
- If the school clubs are cancelled and we have availability parents can ring on the morning, and we will do our utmost to accommodate them.
- Parents are informed that the children may get muddy or covered in paint and have the option to send spare clothes.
- We liaise with Miss Ebbs to ensure we share knowledge, learning and information of children in the Hedgehogs class at school as required by the EYFS.

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This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 26<sup>th</sup> April 2023

Signed on behalf of committee: *EWood*

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2024