



OBS AFTERSCHOOL CLUB & STAY AND PLAY CLUB (FORMERLY KIDS CLUB)

OPERATIONAL POLICY

OFSTED REGISTRATION NUMBER : 138740

DOCUMENT ORIGINS			
Organisation	Old Basford School	Version date	Autumn Term 2024
Owner	Laura Duffin	Approved by (If applicable)	Governing Body
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DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
Autumn Term 2025	Laura Duffin	Stay and play club provision Inc. times/cost
Autumn Term 2024	Laura Duffin	Name changed to OBS Afterschool Club to differentiate from afterschool activity clubs
Autumn Term 2023	Laura Duffin	No significant changes made. Policy made easier to read
Autumn Term 2022	Vicky Shaw	Changes made to reflect 2022 fees payable

INTRODUCTION

Welcome to the OBS Afterschool Club and Stay and Play club provision. Following a consultation with our parents in February 2019, it was decided that there was sufficient need for an afterschool club for our pupils. Many parents supported the need for this flexible childcare option. Children who attend Old Basford School are eligible to attend the club. In addition, we now support parents who require a shorter stay provision called our Stay and Play club.

The purpose of this document is to inform parents/carers about the service provided by the club and to give details about how the club operates.

OPERATING TIMES.

Our Afterschool club provides provision between the times:

Monday to Friday from 3:20pm - 6:00pm. The club will not operate on bank holidays, school holidays or school closure days. The club operates during term time only.

All children should be collected by 6.00pm. There will be a late collection fee of £2.00 per minute per child and then a further £5.00 if pick up is after 6:15pm.

Our Stay and Play club provide provision between the times:

Monday to Friday from 3:20pm - 4:15pm. The club will not operate on bank holidays, school holidays or school closure days. The club operates during term time only.

All children should be collected by 4.15pm. For any children collected late the full After school club fee of £12.00 will be applied.

Parents are also requested to inform the office if their child will not be attending that day. If your child is not attending school, please ensure you also inform the office about your OBS Afterschool Club or Stay and Play booking.

PREMISES AND EQUIPMENT.

The OBS Afterschool Club and Stay and Play club will be based in the Community Cottage.

The children will be permitted to use the playground, school field and equipment during set times and will be fully supervised by the OBS Afterschool Club staff.

The aim of the club is to make OBS Afterschool Clubs a fun place to be. Children are offered a wide range of activities, rest, relaxation, reading, puzzles, crafts, computer games and a range of more physical activities.

The OBS Afterschool Clubs provide a range of activities that appeal to children of all ages and stages of development. The programme for activities will vary and we encourage the children to make their own suggestions for things to do.

STAFFING.

The clubs are registered for approximately 30 children on any given day. Inclusive of both Afterschool club and Stay and Play club.

OBS Afterschool Club staff have a variety of training and experience. They pride themselves in being open, friendly and supportive towards both children and parents. All OBS Afterschool Club staff are first aid trained.

The club supervisor is Miss Shelley Lawson.

Any queries or concerns should be discussed with Miss Lawson who will try to resolve any issues as they arise whilst treating matters as confidential.

FOOD AND DRINK.

The OBS Afterschool Clubs provide a snack for all the children. The snack is not meant to replace the evening meal, for example it could be a sandwich, fruit, a biscuit and juice. For health and safety reasons please do not send your child with a packed meal to consume at the club. Children are asked not to bring food, drinks or sweets into the club. Due to the potentially serious nature of nut allergies peanut butter will not be served.

REGISTRATION.

Parents/carers of children attending the clubs will be required to complete a registration form. Upon completion, this registration serves as an agreement to comply with the policies of the club. The office must receive a registration form before a child can be allocated a place.

We would prefer if possible that it is parents who collect the child but realise this is not always practical. Please let the staff know in advance of any changes. It is important that you state the names of the individuals who are authorised to collect your child on your registration form.

Review of contact details is performed on an annual basis. However, contact details do change at other times, where details change please inform the supervisor.

ALLOCATION OF PLACES.

Places will be allocated on a first come first served basis. We ask parents/carers to book places for their children for the days which they wish to use regularly. This can be done using the booking form when registering alternatively by contacting the school office.

The club will offer adhoc sessions where space is available, however the club cannot accept responsibility for providing alternative childcare in the event that all places are allocated.

Parents/carers are requested not to bring children into the club without prior booking of sessions, as this is extremely distressing to the child when space is not available. All sessions must be confirmed at least 24 hours in advance.

HEALTH AND SAFETY.

Our intention at our OBS Afterschool Clubs is to provide a safe, caring and comfortable environment for the children and staff. To support us in this we require parents to complete a registration form, which includes details of emergency contacts and any known allergies etc. This information will be kept confidential at all times except in the interest of protecting the child.

A basic first aid kit is available and there is a certified first aider on site at all times. In the case of a medical emergency an ambulance will be summoned and the parents/carers advised. In the event of a transfer to hospital a member of staff will accompany the child in the absence of a parent/carer.

Only medications prescribed by a doctor (e.g. inhalers and Epipen) can be administered by staff. Should staff require specific training in the administration of such medication, in the interest of safety, it may be necessary to delay admission to the club until such training has been successfully completed. For prescribed medication please ensure that it is in its original packaging when handing it to OBS Afterschool Club staff.

If your child has any food allergies it is important that you complete the relevant section on the registration form so that this can be brought to the attention of the supervisor for her to advise staff.

No child will be accepted into the club if they are ill. If the child becomes ill during the session the parents/carers will be notified immediately and asked to collect their child.

REFUSAL.

The Headteacher has the right to refuse or cancel any child's registration whose parents/carers are regularly paying late, regularly collecting their child late and repeatedly disobey the operational policy. Verbal warnings are given first, followed by a letter and if further action is needed a meeting with the head teacher.

BEHAVIOUR POLICY.

Expectations of behaviour are high with respect underpinning everything. The OBS Afterschool Club will follow our whole school behaviour policy. All children will be expected to follow this policy. Difficult or poor behaviour is not generally a major problem at OBS. However, the club needs to ensure that all children using the club feel comfortable, relaxed and able to enjoy themselves. If a child's behaviour is persistently unacceptable and becomes disruptive to the effective running of the club, the child may lose their place at the club. Parents/carers will be kept fully informed of any concerns that the staff may have.

The decision to refuse a place to a child rests with the Headteacher in collaboration with the OBS Afterschool Club Supervisor.

CHILD PROTECTION.

As a child care provider, we are under an obligation to keep the children in our care safe from any child abuse.

If we suspect a child is being abused or the child has reported it to us, we will take it very seriously and the school's safeguarding and child protection policy will be followed. This can be found on our school website under Key Information, Policies.

If you have any concerns about one of the staff, please inform:

Mrs Duffin - Headteacher

FEES.

OBS Afterschool Club is self-funded: **Afterschool club 3:20pm – 6.00pm = £12.00 with a snack per day**

Stay and Play club 3:20pm – 4:15pm = £3.50 with a snack per day

No charges will be made for bank holidays or school closure days. If you do not use the pre booked days because of illness or holidays (days off school), we are unfortunately unable to offer a refund or carry a credit forward.

Fees are payable in advance and are to be made on Arbor. Full payment must have been made by the end of each half term. Failure to do so will result in the place being withdrawn.

Adhoc sessions must be paid for in advance or where very short notice is given on the day of the session. Children will not be accepted for adhoc sessions that have not been paid for.

If you wish to withdraw your child from the club; three weeks' written notice is required.

PARKING

There is no parking available on the school site for OBS Afterschool Club parents.

QUERIES AND COMPLAINTS.

Please help us to make OBS Afterschool Clubs run as smoothly as possible, where the children enjoy and are happy to attend and that parents/carers are confident to use. Please do this by providing constructive feedback about issues that concern you and by actively supporting the club by keeping to the rules of the operational policy.

If you have any complaints, please speak to Mrs Lawson first and then if not satisfied make an appointment to see the Headteacher.