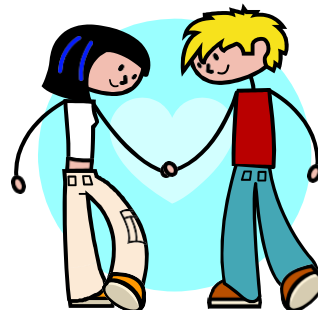




*Welcome to the
4ward sports
After School club*



After School Club

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Club Manager Owner of 4ward sports

Mission statement ;

*Hi everyone!
You may know me as Mr Ward, but you guys can call me Neil.*

As part of our coaching business we offer after school childcare. Our aim is to provide a safe, caring, environment for all children after what can be a tiresome day at school.

As you know all children are different and we hope to provide something for everyone. Relax with some reading, be creative with lego and arts and craft, energetic playing games with friends, learn new skills such as archery.

The only structure we have is the timing of our snacks and an allotted time outside in the fresh air. After that, children are allowed to explore everything we have to offer.

We also like to keep an open line of communication with parents to enable child feedback and ways to improve the club

I'm always open for a chat so please don't hesitate to contact me if you wish to speak

*Thank you
Neil Ward*



Admissions Policy

Our policy will be based on first come first served basis. We will, however, give priority to the following:

- * Children who attend the school*
- * Siblings of children already attending the Club*
- * Children of full time working single parents requiring full time care on a regular basis*
- * Children of full time working parents requiring full time care on a regular basis*
- **

Children of Parents who are training in order to go back There will be a waiting list in operation and every effort will be made to ensure this is administered fairly.

The children will be given a light snack and drink during the After School Club.

Mission Statement

After School Club is open to children aged between 4 and 11 years, regardless of race, gender, religious beliefs or abilities/ disabilities.

Our long term vision is of an out of school club that provides a safe, stimulating, culturally enriching environment where our children can learn, develop socially, physically, intellectually, creatively and emotionally through structured, informally presented activities.



Further to this it is agreed that:

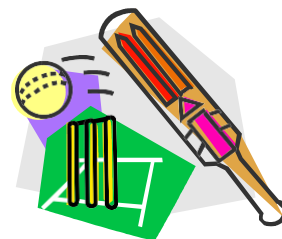
- *Staff will provide this service for children needing formal out of school care.*
- *Staff will do their utmost to combat all forms of discrimination.*
- *Realistic short programmes of work shall be constructed, discussed and assessed by all the staff.*
- *Staff will be aware of health & safety issues and procedures.*

Activities

After School Club we aim to provide a range of activities that are chosen by both staff and children. The children will also be given the opportunity to complete their homework or complete their reading diaries with help from the members of staff.

By being in an environment that encourages them to explore new opportunities it will enable children to develop socially, physically, emotionally and creatively through playing.

The co-ordinators are here to support the children by providing appropriate play materials in a safe environment.



Provision for Snacks



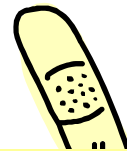
Part of our service is to provide the children with a drink and a snack during their time in the After School Club. We are aware of different dietary needs relating to culture of health practices. These needs will be catered for.



First Aid/Accidents



A qualified First Aider will be on site at all times. All events will be recorded immediately detailing date, time, nature of accident, name of the children and the action taken. Parents will receive a letter detailing the accident and action taken.



Fire Procedure & Evacuation

In the event of a fire the children will hear the school bell ring constantly, the same as during school time. This has been done so as not to confuse the children.

They will then be escorted off the premises by the members of staff and register taken. The children will enter the building after it has been thoroughly checked.



Child Protection Procedure

After School has a legal and moral responsibility to act on and report any child protection issues.



If at any time your personal details change, please let the Manager know immediately so that we can keep our records up-dated.

Medication

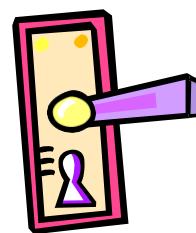
We are not allowed to administer any form of medication.

We are able to keep inhalers in a safe place until the child needs to use them. Parents must inform the After School and fill out a form detailing what medication the child is on. Can you please ensure inhalers are marked clearly with your child's name on.



Safety

In the interest of your child's and your safety, please ensure that all doors are shut behind you when entering and leaving the premises. DO NOT OPEN ANY DOORS for any other adult requiring entry-instead please inform a member of staff. Please DO NOT go to your child's class after school. If you need to see your child's class teacher then an appointment needs to be made before school. Thank you



Collection

When collecting children from After School Club, please use the glass doors at the rear of the school hall

If a child has not been collected 10 minutes after the planned time from After School Club the following steps will be taken:



1. Telephone parents/guardian on their home number.
2. If no contact is made at home, we will then telephone work or study number.
3. If contact has still not been made by 5.40 pm, then the
4. Manager has the right to contact Social Services.
There may be late charge fees for collection of children.

Attendance

When you register your child, you must indicate the specific days you will be using the After School via the app.

You will then be required to pay for these days whether your child attends or not.

Fees are payable for any absences (illness/missed sessions/other absence/religious observance) taken during term time. We ask for 24 hour notice if you wish to cancel your child's place. If no notification is given (that you no longer require a place) then the fees will be charged to you.

Fees



The cost of the After School Club is £5.50 until 4:15 and £11.00 to 5:15 This will be reviewed annually. We need to receive payments regularly to maintain funds.

Payments to be made via bank transfer only when agreed with 4ward sports staff
Always use the booking system.

NatWest
ACC 15894037
Sort 60-24-52



If you are a lone parent working at least 16 hours per week you may also be entitled to tax credit. Phone 0345 300 3900 or log on to www.hmrc.gov.uk

Complaints Procedure

If a parents/guardian has a complaint about After School club, A staff member, or the conduct of children, then the following procedure should be followed:

- ⇒ *An immediate approach should be made to one of the Club Co-ordinators or Manager.*
- ⇒ *The initial complaint should be made verbally and then confirmed in writing*
- ⇒ *All matters will be dealt with promptly and in the strictest confidence.*
- ⇒ *If you are not Satisfied with the response then a meeting will be arranged with the head and yourself to discuss further action.*
- ⇒ *Any complaints can also be forwarded to our local authority, Ofsted.*

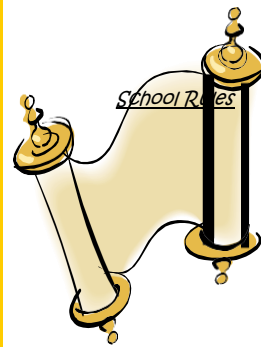
*Alexandra
House 33
Kingsway
London WC2B
6SE
08456014771*

*COMPLAINTS?
STRICTEST CONFIDENCE
GUARANTEED*

General Rules

Children at the After School Club will follow School rules!!!!

1. *Do as your told the first time*
2. *Keep hands and feet and all other objects to yourself*
3. *Call others by their given name*
4. *Speak to everone with respect*
5. *Put your hands up if you want attention*



4ward sports have the right to cancel a child's place if it is thought that the child is endangering themselves/others or regularly displaying unacceptable behavior at the club.

Parents will be notified of any unacceptable behaviour, confirmed in writing, so that strategies can be put in place to try to rectify the situation. However, on the third occasion, where a parent has had to be informed of their child's poor behaviour, the place will be withdrawn.

The children must also:

1. *Play nicely*
2. *No shoes on the mat*
3. *Call everyone by their given name*
4. *Don't break the toys*
5. *No fighting, including play fighting*
6. *Keep hands and feet to ourselves*
7. *No bullying*
8. *Share the toys*
9. *Have fun*



Charging Policy

This policy is to inform parents and staff of the procedures that are followed when dealing with all aspects of fees paid to the After School Club..

The app must always be used for bookings.

Sickness

If a child is taken ill then the Club must be notified immediately. Parents will be required to pay full fees in order for the child's place to remain open. This is necessary in order for the Club to finance itself.



Other Absence

As with sickness, the Club must be informed of absence for any other reason. Parents will be required to pay full fees in order for their child's place to remain open.



Late Payment

If payment is not made then a letter will be sent informing parents that their child's place is at risk. Parents will then be given 24hrs to bring the fees up to date. If this does not occur then the parents will be notified that their child no longer has a place and the details will be passed on to the school.



Charging Policy continued

Late Collection

Parents must collect their children by 4:25 (4:15 pick up) or (5.25pm (5:15 pick up) Any parents arriving after this time will incur a charge. These are as follows:

<i>10-20 mins</i>		<i>£ 10.00</i>
<i>20-30 mins</i>	<i>-</i>	<i>£20.00</i>
<i>30+ mins late</i>	<i>-</i>	<i>£45.00</i>

If any child is still on the premises after 5.45pm and the After School Club has been unable to contact the parents/guardians then the Co-ordinators / Manager have the right to contact Social Services.



Three lates could result in your child's place being withdrawn.



Working Family Tax Credit

4ward sports OFSTED

Registered company number 10105847

Setting reference 2700690