



HIGHFIELD SOUTH FARNHAM



**EXTENDED HOURS
CHILD CARE
FACILITY
2020/2021**

OUR AIM

The aim of Highfield South Farnham Child Care Facility is to provide high quality after-school child care for the children attending the school.

The children will be looked after by Child Care Assistants who are committed to generating an atmosphere of care and respect within a safe and secure environment.

We hope that parents with children at the school will feel confident to use the facility, secure in the knowledge that their children will be happy and safe.

WHAT DO WE OFFER?

The After School Care Facility looks after children who attend Highfield South Farnham School. From time to time special arrangements will be made for children to use the Facility during In-Service Training days. Arrangements for these days will always be made in advance. It will not be possible to use the Facility on all school closure days

Breakfast Club: 7.45am – 9.00am

After School Care: 3.15pm – 6.00pm

WHERE WILL IT TAKE PLACE?

The children will be cared for within the spacious Nursery building. This is equipped with a television, computer, books and games. From time to time the children will use other areas of the school, in particular they may use the school field when weather permits.

WHAT DO THEY DO?

The children are given a broad range of activities which will include chess, draughts and other board games. There will be the opportunity for children to work on their homework or to read quietly. A television is available.

When the weather is fine they will be allowed to play on the school field. The Child Care Assistants will encourage co-operative play.

The children will be provided with a drink and biscuits.

HOW DO THE CHILDREN KNOW WHERE TO GO?

Breakfast Club: Please delivery your child to the Nursery building. Pupils will be collected by staff and delivered to their classroom in time for registration at 8.45am.

After School Care: School children will assemble in the School Hall at 3.15pm where the Child Care Assistant will check them against the register. They will then be taken by the Assistant to the Nursery Building.

WHO LOOKS AFTER THE CHILDREN?

The children are cared for by Child Care Assistants who are DBS approved.

WHEN DO I COLLECT MY CHILD?

You may collect your child whenever you are ready (up until 6.00pm)
(See *how much does after school care cost*)

WHERE DO I COLLECT THEM?

The children may be collected from the Nursery at 6.00pm or before. If you know you will be collecting them earlier please let us know so that they can be ready.

WHAT HAPPENS IF I AM LATE?

In the unlikely event that you are unable to collect your child by 6.00pm please contact the school. Your child will be kept safely until you arrive (N.B. There may be a separate charge for this - see charging policy).

WHAT IF I WANT SOMEONE ELSE TO COLLECT MY CHILD?

It is very important that you make clear arrangements to collect your child and that we know who is to pick them up. In the event that we are unsure about this we will not allow your child to go away with a stranger. Please make sure your child knows who is collecting him/her.

WHAT IF MY CHILD GOES TO A SCHOOL CLUB?

If your child goes to a school club and you wish them to use the Child Care Facility afterwards then you simply book them a place as normal and your child reports to the Care Assistant after the club (normally at 4.15pm). Cost for a short stay (until 16h30) in after school care is £7 or £15 for a long stay (last collection 6pm)

HOW DO I ARRANGE FOR MY CHILD TO TAKE PART?

In the first instance contact the school office where the necessary arrangements will be made.

HOW FAR AHEAD DO I NEED TO BOOK?

You may book a place by contacting the school office no later than 12 noon on the day you wish your child to attend. It is always helpful to give as much notice as possible particularly if you are hoping to use the Facility on a regular basis.

Should you find you need the facility after 12 noon we would always try to accommodate your child.

HOW MUCH DOES AFTER SCHOOL CARE COST?

Charges from September 2020 will be at the following rates:-

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|-----------------------|-----------------------------------|
| 07.45 – 8.45am | £7.50 (breakfast supplied) |
| 3.15 - 4.15pm | £7.00 (short stay) |
| 3.15 - 6.00pm | £15.00 (long stay) |

Payment must be made online at the *time of booking* through the ParentPay software.

LATE COLLECTION/CANCELLATION CHARGES

If a child is not collected at 6.00pm we reserve the right to charge £2.00 for each 15 minutes thereafter.

We also reserve the right to charge £2.00 for a late cancellation of the session (after midday on the day of attendance).

If your child attends an after school activity before going to the After School Club a full session fee of £10.00 will be payable.

PAYMENT USING CHILDCARE VOUCHERS

You may wish to pay for your childcare session using childcare vouchers. Childcare vouchers are an employee benefit available to all eligible working parents. Using childcare vouchers supplied to you by your employer is a simple and easy way to pay for childcare with Tax and NI free funds making childcare more affordable.

WHAT IF A CHILD HAS AN ACCIDENT?

Clearly the best way to avoid accidents is to have a disciplined approach to child care. The children are not permitted to take part in high-risk activities. However, accidents do happen and on each evening at least one of the Child Care Assistants will have First Aid training. In the event of a serious accident an ambulance will be called and you will be informed. Please make sure that your contact numbers are up to date.

MEDICAL CONDITIONS

If your child suffers from any medical condition please make this known on the registration form at the time of booking initially. If subsequent issues arise please make sure we are informed.

PROBLEMS OR CONCERNS

In the event of you having concerns about any of the arrangements with Child Care this should initially be taken up with the Child Care Assistant who will probably be able to deal with the matter at the time or refer it to the Head of School. In the event that you have a major concern please contact the Head of School who will be able to deal appropriately with your concern and resolve the matter with yourselves.

BEHAVIOUR POLICY

The children are cared for in an atmosphere of care and respect. Each child is positively encouraged to enjoy the privileges of being within the group in addition to understanding that they have responsibilities towards other children and adults. We firmly believe that if children are looked after in a supportive and caring environment they too will learn the values of sharing and caring for the attitudes and well-being of others.

If a child's behaviour is considered inappropriate they will be admonished in an appropriate manner and it will be made clear they are expected to respond positively. In the rare event that a child does not adjust their behaviour the child's parent will be asked to support the Child Care Assistant. If the behaviour is considered to be a risk to the safety and well-being of other children or adults then the child will not be admitted to the Child Care Facility until a clear indication is given by the parent and child that the inappropriate behaviour will stop.

EQUAL OPPORTUNITIES

As with all activities within the school due care is taken to work within an equal opportunity framework. The school has adopted Surrey's Equal Opportunity Statement and this applies to the After School Child Care Facility.

Highfield South Farnham School Child Care Facility is registered with OFSTED.

HIGHFIELD SOUTH FARNHAM AFTER SCHOOL CHILD CARE FACILITY
REGISTRATION FORM

CHILD'S NAME

DATE OF BIRTH **CLASS**

ADDRESS

.....

TELEPHONE NUMBER

NAME OF DOCTOR

TELEPHONE NUMBER

MEDICAL INFORMATION WE SHOULD BE AWARE OF

.....

EMERGENCY CONTACTS

TELEPHONE NUMBER

1

.....

2

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SECURITY COLLECTION DETAILS

For your child's safety we require prior notice from you if you require someone, other than yourselves, to collect your child from nursery. By giving us the following details, you consent for collection of your child from the named substitutes below.

| Collectors Name | Relationship to the child | Contact Telephone No: | Identification |
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