

Blagdon Nursery School



Extended Services Policy

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Statement of intent

Blagdon Nursery School believes in creating a safe, welcoming and stimulating environment for all the children in our care. We believe that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents/carers, we aim to provide an affordable and convenient wrap-around care service. Breakfast, afternoon childcare, after school and holiday clubs are made available to children in the foundation stage.

Our intention is to provide a service in which parents/carers can feel confident and assured that the staff are dedicated and motivated to provide high quality childcare.

The clubs will cater for up to 16 children at a time, ensuring that there will be a staff to child ratio of one member of staff for every 8 children at all times.

The activities and facilities provided are designed to help each child reach their full potential. Building upon Blagdon Nursery high quality provision of care and education, the clubs are set up to have a friendly, relaxed, yet purposeful atmosphere.

1. Attendance and fees

The days of the week and sessions required can be booked on a two termly basis, this will be the pattern of attendance invoiced, taking into account any closures.

Before registration, parents/carers will be given the following information:

- The availability of places
- The cost of the sessions
- Be asked to sign an agreement

Parents/carers are required to complete and return the following forms before children attend any of the sessions:

- Agreement for Extended Services
- Booking form

Where a term time place has been booked we require one months' notice should a parent/carer wish to withdraw a child from a service

Holiday Club:

Parents whose children have special needs should discuss attendance at the Holiday Club with the headteacher or SENCO prior to booking places as financially we are unable to fund a 1:1 support.

Children who are in nappies may stay for half day sessions, to attend a full day children must be dry

Children may come to holiday clubs who attend other settings during term time, but priority will be given to Blagdon children

Subsidised places may be offered to children in receipt of Pupil Premium at the discretion of the headteacher .

Fees:

The standard fees for attending the sessions are on the booking forms

The following conditions are also in place:

- All fees must be paid in advance in accordance with their invoice
- Fees can be paid by electronic transfer
- Places will be withdrawn at the end of a term of no payment received.
- If fees are in arrears for more than a month, an additional charge of £30 will be made and the child is unable to attend until fees are paid up to date.
- A £30 admin charge will be incurred for unpaid cheques returned by the bank and all future payments must be in cash or via BACS
- The clubs accept childcare vouchers

- No refunds are made if a child is sick or absent
- Refunds will only be given if we cancel a session
- There is a fee for late collection of a child:
 - First 15 minutes £5.00
 - And for every 5 minutes thereafter a further £5.00 per child will be charged.

2. Arrivals and departures

- Attendance is recorded in the register.

At the end of the sessions staff will carry out the following checks to ensure the safety of children:

- Only persons known to staff will be allowed to collect the child. If someone unknown is collecting the child, staff must be notified by the parent/carer in advance
- If the person collecting is running late, staff must be notified before the end of the collection period by the parent/carer person.
- Children will not be permitted to leave the premises unaccompanied.
- Children will not be permitted to leave with a person not deemed suitable.

3. Missing child procedure

Blagdon has procedures in place to ensure the safety and wellbeing of all the children in our care. If, at any time, a child cannot be located, the following steps will be taken:

- All staff will be alerted that a child is missing.
- Staff will conduct a search of the premises and the surrounding areas.
- At least one member of staff will stay with the other children involved in the session, in order to prevent further problems and keep a calm manner.
- If the child is not located within 10 minutes, the police and the parents/carer of the child will be informed.
- The search for the child will continue until the police arrive.
- The headteacher or most senior staff member on site will liaise with the police and the parents/carers of the child.

4. Health and safety

All staff at Blagdon are aware of their responsibilities and duties in regard to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

5. Illness and injury

All staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury the following procedures will be followed:

- If a child becomes ill, the parents/carer will be contacted and asked to collect their child.
- If a child is complaining of illness, but the staff member does not believe it is serious, they will monitor the child until the end of the day.
- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the day.

If a child suffers a major injury or falls seriously ill, the following procedures will be followed:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them.
- The parents/carers of the child will be notified immediately.
- Following the incident, staff will conduct a review of the incident in order to prevent any such incident from occurring in the future.

6. Medication

We are aware of the importance of administering prescribed medication to children. We also understand that parental consent is crucial. With this in mind, we have the following rules in place for giving medication to children:

- Before any medication is given, the child's medical forms will be checked to see if the medication has been approved by the parent/carer.
- When a staff member administers medication, another member of staff will witness the process.
- Details of the process will be recorded on the child's medication form.
- If a child refuses to take the medication, the member of staff will not administer it. The parent/carer will be notified during collection.
- If a certain medication requires training to administer, only staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, the changes will be recorded on the medical forms. Parents will sign the forms again before any change in procedure.

7. Behaviour

The extended services sessions will be subject to the existing Behaviour Policy. Any disciplinary issues will be reported to parents/carers of the child.

Continued bad behaviour may result in the child being banned from the clubs.

Any outstanding fees paid by the parent/carer will be returned if a child is banned.

8. Uncollected children

We will do our best to ensure the effective communication between staff and parents/carers. If a parent/carer is up to 15 minutes late, the following procedures will be followed:

- The parent/carer will be reminded that they must notify staff if they are running late.
- The parent/carer will be warned that repeated late arrival will result in penalty fees, or loss of place.

If the parent/carer is over 15 minutes late, the following procedures will be followed:

- A member of staff will attempt to contact the parent/carer using the details provided on the registration documents.
- If contact is not made a message will be left. The member of staff will then attempt to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child will be supervised by two members of staff.
- When the parent arrives, they will be informed that they will be charged a late collection fee

8.1. If the parent/carer is more than 30 minutes late, the following procedures will be followed:

- If a member off staff has not reached the parent/carer, or an emergency contact, they will contact the local social care team for advice.
- The child will remain on the premises with a member of staff, or will be placed with the local social care team.
- If the child has left the premises with the local social care team, a message will be left informing the parent/carer of the child's location.

9. Emergency evacuation/closure

In exceptional circumstances the extended services sessions will be closed.

The reasons for any closure could be, but are not limited to:

- Serious weather conditions
- Serious accident, illness or incident
- Unforeseen staff shortages
- Heating failure
- Burst water pipes
- A fire

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted.

- All children will be evacuated from the building and taken to the designated emergency assembly point.
- A member of staff will collect the register and check that all the children are at the emergency assembly point.
- If a child is missing from the emergency assembly point the emergency services will be informed.
- Parents/carers will be contacted to collect their child.
- All children will remain at the emergency assembly point until they are collected by their parent/carer.
- If a child has not been collected, staff will follow the uncollected child procedures.

Review: Jan 19

Signed by:

J. Budge

Headteacher

03.01.17

Date:

E. Jackson

Chair of governors

Date: January, 2017