STOKE ROW C OF E PRIMARY SCHOOL

AFTER SCHOOL CARE POLICY

Policy reviewed and agreed by:	Finance and Resources Committee
Date:	September 2026
Next review:	September 2027

Introduction

After School Care exists to provide high quality out-of-school hours childcare for our families. It provides a range of stimulating and creative activities in a safe environment for our children within our ethos of 'building the confidence and skills to achieve their best' It is run by members of school staff. It will operate Monday to Thursday during Term Time with the exception of Bank Holidays and Inset Days.

There are 2 flexible options for parents;

1. Club activity/Short session from 3.15 – 4.30pm
2. Full session from 3.15 – 6pm

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. A price-schedule is available from the school office and school website. The pricing is reviewed on an annual basis.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Stoke Row C of E Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents receive a link to this policy which is available to view via our school website. They can request a paper copy.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded using the School printed register for each session.

Capacity

- Short Session: The current session capacity is 15 children.
- Full Session: The current session capacity is 15 children.

Arrival

- Children in all year groups are picked up by staff members and taken to the club.
- Children's attendance is recorded using the School printed register for each session.
- Parents/Carers must inform Club staff if their child is going to be absent by phoning the school office, emailing **afterschoolcare@stoke-row.oxon.sch.uk** . Parents are required to let the club know if a child is not attending for safeguarding reasons. No refunds can be given as school costs do not diminish with illness. The staff/office will ring home if a child they are expecting does not attend.

During

- We alternate inside and outdoor activities depending on weather, clubs and child initiated requests. Children attending until 6pm will be provided with a drink and a snack.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded. Late fees will automatically be added to accounts if necessary.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Behaviour

- Whilst attending After School Care the children are expected to follow the school ethos and rules. The school Behaviour policy applies at all times.

First Aid

- The school First Aid and Medication policies apply at all times.
- Parents/Carers of any child who becomes unwell during After School Care will be contacted immediately. If a child is sent home during school hours, the school office will inform the ASC Leader of their absence.

Missing Children

In the event that a child goes missing, the schools policy on Missing Children will be followed specifically:

- The ASC Leader will contact the missing child's parents
- The ASC Leader will search the inside of the buildings and delegate an outside search to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected Children

If a child has not been collected by 6.00pm the parents will be contacted in the first instance by

telephone. Any additional contacts the parents have provided will be contacted by telephone in the second instance . If these contacts are unavailable after one hour, the police and Social Services will be informed.

Payment of Fees

Fees are to be paid in advance when bookings are made on a termly basis by the first day of each term. Fees and bookings will be made via **invoices raised by the school office.**

Parents can change or cancel session up to 1 week prior to the specific session without incurring a charge. **Any change or cancellation after this point is non refundable.**

We also accept childcare vouchers.

Related School Policies

The ASC facility is an extension to the school so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding Policy
- Health & Safety Policy
- First Aid Policy
- Medication Policy