



DAYCARE POLICY

Introduction

The Daycare is run by Loughton Manor First School staff and exists to provide high quality out-of-hours childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe and familiar environment. Daycare also includes a healthy breakfast or meal.

The club operates from 7.45am – 8.30am and from 3.00pm - 6.00pm Monday to Friday term time only, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending our Daycare provision and is also available on the school website.

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

Staffing

To ensure continuity of the school's high quality of care and expectations, we employ play workers who are part of our school day staff team. Our Daycare Manager, Claire Dimmock is an experienced teaching assistant. She works with pupils throughout the school and is well known.

- We ensure that all our staff are fully police checked through the DBS.
- Our staffing ratio is 1:8.

Admissions

- Only children attending Loughton Manor First School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at Daycare.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- We reserve the right to refuse registration or to cancel registration for children with ongoing discipline problems or who fail to abide by our school's Relationships Policy.

Payments

- Payment is to be made by Parentmail, Childcare vouchers, cash or cheque.
- The Headteacher monitors outstanding balances on a weekly basis. Non-payment or persistent late payment may result in the loss of the child's place or may result in legal action being taken.
- All absences must be paid for.

- Bank Holidays, Inset Days, the last school day before Christmas and the last school day of the academic school year are not charged for.
- Parents/carers can collect their children any time between 3.00pm and 6.00pm although the charge is for the full session.
- Collection of a child after 6.00pm will incur a late penalty fee of £5.00 for each period of 15 minutes. Persistent late collection will result in the loss of the child's place.
- Should parents/carers wish to withdraw or reduce their child's hours from Daycare they will be required to give four weeks' notice in writing. Failure to do this means that they will still be charged.
- Records are updated weekly on a rolling basis.
- Parents/carers paying by a voucher scheme will have their account updated as soon as the payment has cleared on our bank statements.
- All accounts are available to be viewed through Parentmail.

Arrival and Departure

Before School Daycare (Breakfast Club)

- Parents/carers are required to bring their child *directly* to Daycare and a member of the Daycare team will sign them in. You should enter via the external doors to the right of the main school entrance, press the doorbell on the left hand side of the double doors and a member of the Daycare Team will greet you.
- Children of Nursery and Foundation Stage 2 will be escorted to their relevant year group areas at 8.25am by the members of the Daycare Team and are handed over to members of the area staff. Year One and Two children calmly walk themselves to their year groups where they are met by their year group staff.

After School Daycare (After School Club)

Collection of Children

- Nursery and Foundation children are escorted to Daycare by a member of staff.
- Year One/Two children are escorted to Daycare by a member of the year group team.
- The Daycare staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- Parent/Carers can collect their children any time between 3.00pm and 6.00pm
- When a child is collected at the end of or during a session, **they must be signed out by a member of staff** and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents must inform Daycare staff if their child is going to be absent.
- Parents/guardian **must** ring the Daycare phone number on **07497927875** should they know they will be late to collect, to minimise distress to the child and disruption to staff.

Daily Routine

Morning session

- 7.30am - a member of the Breakfast Club team arrives to set up.
- 7.45am - subsequent members of Breakfast Club arrive ready to greet the parents and children.
- 7.45am – 8.30am - parents/carers arrive with their children at the Daycare entrance where they are greeted by a member of the Breakfast Club team.
- 7.45am – 8.15am - children wash their hands and can take a seat at the breakfast table to enjoy a selection of healthy breakfast options, **before** choosing to play.
- 7.45am – 8.20am - the children who have already eaten may choose to play from a range of activities already set out.
- 8.20am - Tidy up time, encouraging the children to take responsibility for ensuring that the Daycare environment is left clean and tidy ready for use by others.
- 8.25am - children collect their coats and bags. Nursery and Foundation Stage 2 children are escorted to their appropriate areas by members of the Daycare team where they are met by staff from the respective areas.
- 8.30am - children from Year One and Two walk quietly to their year groups to hang up their coats and wash their hands before going into class.

Afternoon sessions

- 3.00pm - children are escorted to After School Club by members of the year group staff.
- 3.05pm - children place their coats and bags into year group labelled boxes, then can choose from a range of activities planned for that day, both indoors and out.
- 3.10pm - a member of the After School Club team will take the register, checking as to why a child may be absent.
- 3.15pm - children may choose to have a drink of milkshake or water.
- 4.00pm - 4.45pm - children wash their hands before sitting at the tables ready for a healthy meal chosen from the planned menu.
- 5.45pm - tidy up time, encouraging the children to take responsibility for ensuring that the Daycare areas are left clean and tidy ready for use by others.
- Any time between 3.00pm and 6.00pm parents/carers arrive to collect their children.
- Throughout the session, staff read with a few different children throughout the week. After that, there is a wide range of activities for the children to choose from, including junk modelling and many art and craft activities, dressing up and role-play, messy play and lots of outdoor play on our very popular collection of scooters and sports equipment.

Behaviour

Whilst attending Daycare children are expected to:

- Use socially acceptable behaviour as set out in the Relationships Policy.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose to participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents/carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner and in line with the school's Relationships Policy.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If necessary a child will be removed temporarily from an activity.
- Staff will inform parents/guardians of any behavioural issues.
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent behaviour.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and parent/carers.

First Aid

- All accidents will be recorded in the accident book and accurately reported to the parents/carers upon collection of their child.
- Any previous accidents during school hours will also be reported to the parent/carer.
- Accidents recorded must give details of: time, date, and nature of accident, details of the child involved, type and location of the injury, action taken and by whom.
- All accidents are to be dealt with by a qualified first aider.

Parents/carers of any child who becomes unwell during Club time will be contacted immediately. If a child is sent home during school hours, Daycare will be informed of their absence.

Uncollected children

- If a child has not been collected by 6.00pm and there has been no message from the parent/carers as to why, a call will be made to the first point of contact as set out in the data collection sheet.
- Any additional contacts the parents /carers have given will be telephoned if we are unable to reach the first point of contact.
- A late payment fee will be applied.
- If these contacts are unavailable after approximately one hour, the police and social services will be informed.

Related Whole School Policies;

- Relationships Policy
- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Health and Safety Policy.

Appendix 1

BREAKFAST CLUB

BOOKING FORM

Priority will be given to those booking a full week place at Breakfast Club. After allocation of these places, applications for a regular day of the week will be considered.

Application assumes acceptance of our terms and conditions.

All absences **must** be paid for. Should you wish to withdraw or reduce your hours from Breakfast Club, you will be required to give **four weeks' notice in writing**.

If paying via a voucher scheme, include your child's name

CHILD'S NAME: _____

YEAR GROUP AT TIME OF JOINING: _____

DAYS REQUIRED (Please circle)

Full Week Monday Tuesday Wednesday Thursday Friday

START DATE: _____

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____

Appendix 2

AFTER SCHOOL CLUB BOOKING FORM

Priority will be given to those booking a full week place at After School Club. After allocation of these places, applications for a regular day of the week will be considered.

Application assumes acceptance of our terms and conditions including incurring a penalty charge for a late collection.

All absences **must** be paid for. Should you wish to withdraw or reduce your contracted hours from After School Club, you will be required to give **four weeks' notice in writing**.

If paying via a voucher scheme, include your child's name

CHILD'S NAME: _____

YEAR GROUP AT TIME OF JOINING: _____

DAYS REQUIRED (Please circle)

Full Week Monday Tuesday Wednesday Thursday Friday

START DATE: _____

PARENT'S NAME: _____

SIGNATURE: _____

