



## **SVS Afternoon Daycare (ADC) Policy & Procedures**

### **INTRODUCTION**

Smart Vision Schools Afternoon Daycare (ADC) is run due to the considerable interest shown by Foundation Stage parents requiring children to be picked up later in the afternoon and those with siblings in Primary.

Only children attending Smart Vision School Foundation Stage can attend the Afternoon Daycare.

### **1.AIMS AND OBJECTIVES**

To provide an Afternoon Daycare service which supports working families and those requiring later pick up due to siblings being in Primary section by providing a safe, healthy, creative and useful environment for children from 01:00PM to 02:30PM on school days.

The Afternoon Daycare (ADC) will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the smooth running of the day.

The club is not providing the same service as full school provision delivered during the school day. The school is not competing with the full range of activities that these providers arrange.

### **2. STAFFING**

Staffing will include a minimum of two adults (Teachers/Teaching Assistants) appointed as staff of the afternoon daycare. Maximum adult/pupil ratio is 1: 10 with daycare classes not exceeding 20 children.

### **3.THE ROLE OF THE HEAD OF DEPARTMENT**

The Head of FS is ultimately responsible, though the FS1/FS2 Coordinators may act on her behalf. It is not expected that a member of the senior management team is on site whilst the Daycare is in operation, though usually this is the case.

### **4.BEHAVIOUR**

The Daycare is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the school's (FS) Behaviour Policy. The same rules / expectations and procedures apply that are the basis of the School's Good Behaviour Policy.

The following additional points should be noted however:

- Attendance is not a statutory requirement.
- Children who significantly misbehave and are consistently put on the behavior tracker in line with the FS behavior sanctions and stages will be, after one written warning, removed from the register and payment reimbursed should it be appropriate.

## **5. REGISTRATION and PAYMENT**

To attend the afternoon daycare, parent/carers need to book and pay for places in advance in termly blocks. Sessions run from 01:00PM to 02:30PM on school days.

- All bookings must be made 24 hours in advance.
- Bookings must be made through the school accounts office.
- Accounts office will pass on registration to FS receptionist and FS Head. FS Receptionist to add to the ADC Attendance Register and class teachers.
- On registering a place, a parental contract must be completed. No child may use ADC unless the contract has been completed.
- Contact numbers and emergency contacts must be kept up to date.
- Money is not refundable for absence due to illness or other family commitments.
- Parents may reserve places every day of every week or for a specific combination e.g. every Monday or every Wednesday etc. but payments will not be adjusted as fees are charged on a termly basis.
- Places are limited, though depending on demand, provision could expand in the future.
- Price is set annually charged per term and PAYABLE ONE TERM, HALF TERM OR MONTHLY.
- The Daycare is unable to take incidental one-off bookings.

## **6. ORGANISATIONAL PROCEDURES**

In summary the arrangements are as follows:

- Class Teachers/Assistants should write any important messages or notes on the Important Messages (Accidents, Incidents etc.) form which accompanies the ADC Attendance Register/Late Pick Up form.
- Daycare Attendance register must be taken daily and all children marked according to school attendance policy.
- Any Late pickups from school or in the afternoon when ADC is finished must be recorded on the Late Pick up forms and signed by parents when child is collected.
- Daycare will be held in assigned FS1/FS2 classrooms with access to class outdoor environment, Indoor and outdoor Playgrounds as well as school cafeteria.
- All children attending must be dropped to the daycare class by their class teacher/teaching assistant by 01:10pm following normal class dismissal.

- Children attending other after school activities must report back to afternoon daycare class. Children must be taken back by the staff on duty for the after-school activity. The only exception is if the after-school activity runs after the ADC.
- Children will enter ADC leaving belongings in the bag cubby holes outside the assigned class.
- Children will have access to the in-class toilets.
- Children will have one snack break during their stay in ADC which will be eaten in the school Cafeteria. Parents are required to send children with a snack for ADC.
- The activities will be varied and well-conceived and to include (Story time, arts & Crafts, Free play and use of the Interactive Whiteboard).

## **7. ATTENDANCE & PICK UP/COLLECTION**

- The school admin team will set up the daily attendance register so that daycare staff are secure in the knowledge of which children should be attending and on which days including mode of transport for pickup/collection (Bus/Parent).
- All children attending must be dropped to the daycare class by their class teacher/teaching assistant by 01:10pm following normal class dismissal.
- If a child is in ADC due to late pick up from school parents must be contacted by 01:15PM by lead teacher/assistant or school receptionist. Parents must sign the late pick up form on collecting the child and if this happens repeatedly parents will be charged pro-rata.
- Parent/Carers are responsible for ensuring the safe collection of children at the club on time 02:30PM with at 10-minute grace period up to 02:40PM
- Collection is from the FS1/FS2 assigned class entrance door via main school entrance and through to the FS Department.
- Parents/carers may collect at any time up to 02:30PM with a grace period of 10 minutes allowing up to 02:40PM.
- Regular late collection will not be accepted. Parents/carers will be asked to sign the late pick up register. If a child is picked up late consistently, parents will be contacted. If late collection continues a written warning will be issued. If late pick up still continues following a warning letter it will result in a place being withdrawn and payment returned on a pro-rata basis.
- A member of staff must stay on site with a child until collected. If a child is not collected by 02:45pm children are taken to the main school reception where the supervising lead teacher/assistant or receptionist will contact the parents to find out where they are (All Childs Parent/Carer contacts must be used to ensure contact is made). Child will remain at main reception with supervising teacher/assistant until child is collected. Parents must sign the late pick up form giving reasons for the late pick up. If there is no response from any of the parents/carers or emergency contacts, the supervising teacher/assistant will contact the Head of FS/Principal who will follow procedures in line with the schools safeguarding policy.

## **8. UNRESERVED ATTENDANCE**

No child may attend ADC without prepayment. If a child arrives to ADC, parents will be immediately contacted and asked to collect the child.

If a child is picked up late from school and are in ADC as a result parents will be required to sign the late pick up form giving reason for late collection. If this happens on repeated basis parents will be charged on a pro-rata basis.

## **9. DIETARY REQUIREMENTS**

Staff must make themselves aware of any pupils with special dietary requirements including allergies. These are displayed clearly in each classroom and indoor playground. Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements and through the nurse.

## **10. STAFF ABSENCE**

Staff who are on duty for ADC and are absent will be covered by other teachers/assistants as per the rota/buddy system. ADC will always be covered in line with the ratios 1:10 and no more than 20 children per class.

## **11. SAFEGUARDING**

The Afternoon daycare is subject to all the same regulations, processes and procedures as described in the school's Safeguarding Policy and in all associated health and safety, employment, and child protection policies. The ADC is also subject to all relevant risk assessments displayed in the rooms.