

## ARRIVAL AND DEPARTURE

Cast Club collect Reception and Year 1 children from their classrooms at the end of the school day. Children in Years 2-6 make their own way once they have been dismissed by their class teachers. The children are signed in and out by the daily register.

A designated parent, senior school sibling or Carer will be allowed to sign your child out of CAST Club. We would prefer to know any changes for collection in advance but we fully appreciate that circumstances change. A call or text message to our direct line is acceptable.

CAST club runs from the end of the school day until **5.30pm**. MONDAY TO FRIDAY, during term time.

**It is essential that children are collected promptly at 5.30pm. After which time the school will be closed.**

## PUNCTUALITY

The designated person to collect your child or Parent arriving late will incur a fixed sum of £4 for every 15minutes or part there of to cover the cost of providing supervision and a place of safety for your child for up to half an hour after the end of the session. After this time if there has been no contact, the appropriate authorities will be contacted.

## COMPLAINTS PROCEDURE

Cast Club Management are entitled to expect courtesy and prompt, careful attention to meet their needs and wishes. The aim is to work in partnership with Parents/Carers and we welcome suggestions at any time on how the group can be improved. Parent/Carers are encouraged to inform a member of staff of any concern they may have.

**If you wish to discuss any aspects of this booklet please contact either Mrs Trotter or Mrs Bird**

## CLUB CHARGES

**The cost per session per child is £8**

The payment for Cast club is through Parent Pay. This will be enabled on your account once your child is registered.

You need to register so that your child can attend by completing a registration form. If you intend to use the club on a regular basis you will need to tick the days you require. If for any reason your child is not going to attend, you will be required to give 24hrs notice or you will be charged, including illness.

Parents who wish to use it on an adhoc basis will also need to register and tick the adhoc box. You will be required to give 24hrs notice to use the club and will be charged if your child does not attend the session.

# CAST CLUB

## Charville After School Time

**Information for Parents/Carers**

PHONE NUMBERS



CAST CLUB DIRECT LINE 07841 370003 [FROM 3.10- 5.30]

SCHOOL LINE: 0208 845 3473/1707



## CONTENTS

- Introduction
- Overview
- Staff
- Admissions Policy
- Routine
- Food
- Child Protection
- Arrival and Departure
- Punctuality
- Complaints Procedure
- Club Charges

### INTRODUCTION

This document is intended for Parents/Carers who are considering accessing after school care for their children from reception—Year 6 who are currently attending Charville Primary School.

### CAST CLUB OVERVIEW

Cast Club [Charville After School Time] is a non profit making childcare organisation that offers high quality childcare, at affordable prices, on school premises.

### CAST CLUB STAFF

All our staff are trained in Child Protection, Equal Opportunities, Special Needs, Health and Safety and Behavioral Management. Our staff have all been checked by the Criminal Record Bureau. Staff will maintain privacy and discretion in accordance with the confidentiality policy. Mrs Trotter, Mrs Bird, Mrs Henry, Mrs Smith and Miss Endersbee are all trained in First Aid. The staff are constantly undertaking further training. Staffing ratios are met as set out by the National Day Care Standards for out of school care [ the regulated body known as Ofsted].

### ADMISSIONS POLICY

Cast Club have a maximum number of places it is able to offer. Cast Club is open to all children currently attending Charville Primary School, from Reception to Year 6. No discrimination will be tolerated on the grounds of ethnicity, sex, religion, social background or disability. Every Parent/Carer must complete a registration form to enable their child to attend.

### CAST CLUB ROUTINE

Children are offered a wide variety of activities at every session of cast club. A typical session could consist of:

- \* Refreshments
- \* A chance to chat with the staff and other children
- \* A quiet area for reading, drawing relaxing
- \* Homework support if required
- \* Construction toys: Lego, building blocks
- \* Sports: indoor and outdoor team games and individual skill developing activities
- \* Board games :Monopoly, Jenga, Draughts etc.
- \* Structures sessions of Arts & Crafts.

### FOOD

Every child is offered refreshments within CAST Club, it is very important that the staff are made aware of allergies that the children may have to any food or drink when they first join. We start with a drink, toast, sandwich or fruit at 3.15pm we have a second break at 4.30pm where children are offered a drink and fruit. Children are also encouraged to eat anything that they have left in their packed lunches.



### CHILD PROTECTION

The staff employed within the CAST Club will treat in confidence anything that they are told about a family member or an individual child. If the staff have any concerns about the care that a child is receiving or if they see or hear anything that makes them believe that a child is at risk or in danger of abuse in any form, they have a duty of care to report their concerns to the schools Child Protection Officer [ Mrs N Kelly], who will then proceed along the required investigative route ensuring the confidentiality policy is adhered to at all times. **THE SAFETY AND WELL BEING OF EVERY CHILD IS PARAMOUNT AND WILL BE THE PRIORITY OF CAST CLUB AT ALL TIMES.**