

*St Anthony's  
Catholic  
Primary School*



*Mighty Ants  
Childcare Policies*



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## **AIMS AND OBJECTIVES STATEMENT**

*Our aim is to provide good quality childcare.*

*We want our children to feel happy and secure in a relaxed and anti-discriminatory atmosphere, where they can establish good relationships and build their self-esteem.*

## **ADMISSIONS**

### **Aims**

*We aim to provide an inclusive environment which caters for the needs of all children, including:-*

- *Children from all religious and social groups*
- *Children from all cultural and ethnic groups*
- *Children with, or without disabilities*

### **Admissions Criteria**

*The Admissions Policy adopted by Ants is based on the following rules:-*

- *Children on the school roll or who have been offered a school place*
- *First come, first served based, depending on the places available due to staff/child ratio's*
- *Children registered disabled, or disadvantaged, will be considered for a place, according to their individual circumstances and the ability of Ants to provide the necessary standard of care.*
- *Children of St. Anthony's Catholic Primary School staff members*

### **Availability of places**

*The availability of places will take into account staff/child ratios, the age of the child and the registration requirements. Children who are young in their year will not be disadvantaged.*

### **Registration**

*Before a child can be left in the care of St Anthony's Ants, parents must complete the Child Information Record/Medical Information Form and an Agreement form. These will be given to all parents who express an interest in any St Anthony's Ants provision.*

## ARRIVAL AND DEPARTURE OF CHILDREN

It is the policy of St Anthony's Ants that staff to give a warm welcome to each child as they arrive at any of the clubs offered.

Please ensure you are prompt to arrive at the end of a session, as it can be upsetting for children if they are the last to be collected. If, due to unforeseen circumstances, you are delayed, please contact Ants as soon as possible on the mobile, so that we may reassure your child that you are on your way. Please refer to the Terms and Conditions regarding late collection charges.

A child will NOT be allowed to leave any session with anyone other than the expected person, without prior notification and photo ID. In extenuating circumstances, a phone call to school will be accepted, however a password will be required, and a phone call may be made home at the time of collection. The person collecting will always be required to sign the register.

Children will only be allowed to go home with a designated person above the age of 16.

### **Before School Breakfast Club**

#### Signing in

It is the responsibility of parents/carers to sign their child in on the Register, at the time they arrived.

On arrival, parents/carers are asked to ensure that their child has entered the building, that a member of staff has welcomed them and that they have signed their child into the club.

Until children have entered the premises, their safety is the responsibility of parents/carers.

If parents/carers want their children to arrive at before school club unaccompanied, this will only be allowed for year 5 and year 6 pupils with prior consent agreed in writing. **Ants and school staff are not responsible for children until they have entered the building. Unaccompanied children arrive at their own risk.**

Unaccompanied children will sign themselves in on the register.

Children are encouraged to organise their belongings, with the support of their parents/carers. Parents/carers are welcome to speak to a member of staff.

#### Signing out

When children depart from before school club into main school, they are signed out of Ants by a member of Ants staff.

#### Breakfast

Your child will be provided with breakfast at Breakfast Club. It is your responsibility to let us know if there are any changes in allergies or your child's diet.

## **After School Club**

### Signing in

At the end of the school day, children attending after school club will be collected by a member of Ant's staff from the school hall. Ants staff will register the children, while additional members of staff will assist settling children into a variety of activities available.

### Signing out

When children are collected by parents/carers from after school club, the time of the parents/carers arrival is recorded on the register by a member of Ant's staff. The parent/carer must sign to confirm this time.

### Tea – After School Club

Your child will be provided a snack when they arrive at After School Club. This normally consists of fruit. Tea is served at 5pm. It is your responsibility to let us know if there are any changes in allergies or your child's diet.

## **LOST CHILD**

Our children's safety and well-being is of the highest importance whilst they are in the care of Ants. Every due care and attention is given to the children and all sessions operate in a secure environment with an appropriate child/adult ratio. However, in the unlikely event of a child going missing whilst in our care, the session Supervisor will inform appropriate members of the school staff and search the immediate area, including playground, classrooms, cloakrooms and toilets. Other adults will be asked to search further areas, such as the surrounds of the school grounds for a period of 5 minutes.

The assistant should stay in the room with the other children in the session.

If the child has not been found during this time, the session supervisor will contact:

- The Head Teacher or Assistant Head Teacher or DMS.
- The Police – dial 999.
- The parent/carer.
- The session supervisor will carefully record the details of where the child was last seen, by whom and at what time.
- The Chairperson of the Governor's Childcare Committee, as soon as possible.

Following the incident, and as soon as practical, the session supervisor must write a report of the incident, gathering as much pertinent information as possible from those people involved. This must be submitted to the Childcare Committee and the Head Teacher and there will be a comprehensive review of the current procedures.

## UNCOLLECTED CHILD

Our children's safety and well-being is of the highest importance whilst they are in the care of Ants. Each session booked in Ants ends at a specific time. Children become increasingly more concerned when their parent/carer is later than expected. All children should be collected at latest by the time specified on your agreement sheet. If you are delayed, please inform Ants on either the 07952 801439, as soon as possible, so that we may reassure your child that you are on the way.

In the event of an uncollected child at the end of a session, and no communication has been made by the parent within a reasonable time delay, the following actions will be taken:

- Every effort will be made to contact all the named persons on the child's contact list to arrange collection of the child. The child will then be cared for in St Anthony's Ants until they arrive.  
**Additional charges will be incurred, see terms and conditions for full details.**
- In the event that we are unable to contact any of the named contacts or the contact person being unable to collect the child, it is our duty to inform Social Services and/or the Police and liaise with them concerning the care and well-being of the child.

Following the incident, and as soon as is practical, the club supervisor will write a report of the incident, gathering as much pertinent information as possible from those people involved. This must be submitted to the Childcare Committee and the Head Teacher and there will be a comprehensive review of the current procedures.

## MOBILE PHONE AND CAMERA USE

St Anthony's Catholic Primary School does **NOT** allow the use of staff personal cameras or mobile phones within the school apart from the school staff room.

Parents/carers are also not allowed to use their cameras or mobile phones once inside the premises.

Please refer to St. Anthony's mobile phone and camera use policy.

## PARTNERSHIP WITH PARENTS & CARERS

The staff of Ants value our relationship with parents/carers and are committed to working in partnership with them to provide top quality play and care for the children.

We aim to:-

- Welcome parents/carers to discuss our work, have a chat or take part in our activities.
- Keep them informed of our opening times, fees and charges, programme of activities, procedures.
- Be consistent and reliable, allowing parents/carers to plan their time with confidence and peace of mind.
- Share and discuss the children's achievements, experiences, progress and friendships.
- Ask permission to take the children on outings and for special events.
- Listen to the views and concerns of parents/carers to ensure that we continue to consider and react to their needs. We welcome visits from parents/carers.

## **CONFIDENTIALITY**

*It is a legal requirement for Ants to hold information about the children. The information is used for registers, invoices and emergency contacts. This information is kept in a locked cabinet when not in use and only accessed by Ants staff.*

*The staff, through their close relationship with the children, will inevitably learn about the children's families. This information is confidential and parental permission will be sought before it is released.*

*Likewise, everyday incidents and conversations that occur during our sessions are also considered confidential. However, there may on occasion be the need to share with other staff e.g., Head Teacher or Deputy Head or other DMS.*

***If a child is considered at risk, the St. Anthony's Child Protection Policy will override confidentiality.***

*Please refer to St. Anthony's child protection policy for further information.*

## **FIRST AID**

*Staff in Ants and St. Anthony's Primary school are first aid trained.*



## TERMS AND CONDITIONS OF ANTS

- 1) All fees are payable monthly, via ParentPay ([www.parentpay.com](http://www.parentpay.com))
- 2) The invoice must be paid within 10 working days of it being received by the parent/carer.
- 3) A £10 surcharge will be made for late payment of invoices.
- 4) Failure to pay the invoice will result in the exclusion of the child until full payment is made.
- 5) Unpaid debts will be referred to Solihull MBC for debt collection – this can lead to County Court Judgments and affect credit ratings as it is pursued through the courts.
- 6) No child will be accepted at the club without the completed Child Information Record/Medical form and Agreement form.
- 7) Full fees are charged for absence and early collection of a booked session.
- 8) Fees are charged on a “per child, per session” basis.
- 9) Adhoc bookings are possible at a minimum of 24 hours notice, subject to places being available.
- 10) Alterations to bookings are subject to availability and a minimum of 24 hours notice. In the event that alterations cannot be made 24 hours in advance, alterations to bookings will be made at the discretion of the school.
- 11) Children must be collected at the agreed time or extra charges will be applied at the discretion of the school (£5 for every fifteen minutes that a child is late to be collected). If a child attends under a 2 or 3 year old funded place is collected late, St Anthony's reserves the right to charge the parent for the following session at the standard rate.
- 12) Fees are subject to an annual review at the start of each academic year.
- 13) Serious and/or continual non adherence to the school's behaviour policy will result in exclusion from Ants.

If your child is due to attend any Ants session and is unable to do so for any reason, **you must** notify us as early as possible for the safety of your own children.

A child will NOT be allowed to leave any session with anyone other than the expected person, without prior notification and photo ID. In extenuating circumstances, a phone call to school will be accepted, however a password will be required, and a phone call may be made home at the time of collection. The person collecting will always be required to sign the register.

## BEHAVIOUR

Please refer to St. Anthony's school behaviour policy.

## COMPLAINTS

Please refer to St. Anthony's school complaints policy.

## HEALTH AND SAFETY

Please refer to St. Anthony's school health and safety policy.

## **APPENDIX 1**

### *Declaration by Parent/Carer*

*I have read and understood the Ants Policy document.*

*Name of child.....Year group.....*

*Signed..... (Parent/carers)*

*Name..... (Parent/carers)*

*Date.....*

## APPENDIX 2 - CHILD INFORMATION RECORD/MEDICAL INFORMATION

This form **must** be completed **before** your child is left at St. Anthony's Ants.

Child's full name: ..... Year Group: ..... Date of birth: .....

Address (where child normally resides): .....

Home Tel Number: ..... Email: .....

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Parent/Carer (1) Name: ..... Relationship to child: .....

Parent/Carer place of contact: .....

Telephone number: ..... Mobile: .....

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Parent/Carer (2) Name: ..... Relationship to child: .....

Parent/Carer place of contact: .....

Telephone number: ..... Mobile: .....

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Emergency contact (1): .....

Emergency contact (2): .....

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Any special dietary requirements: .....

Any allergies/health or medical conditions that should be known about: .....

.....

Injections received: .....

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Child's doctor: ..... Tel. Number: .....

Address: .....

Any other relevant information: .....

Signed: ..... (Parent/Carer)

### **Medical Treatment Consent Form**

In the event of an emergency and your child ..... being considered to be in need of medical treatment whilst in the care of St. Anthony's Ants, I agree that he/she can be taken to hospital for medical attention. I understand that every effort will be made by the staff of St. Anthony's Ants to contact me.

Date: ..... Parent/Carer Signature: .....

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## Appendix 3 - Ants at St. Anthony's Catholic Primary School

### MONTHLY BOOKING FORM

Agreement between the parents of ..... and St. Anthony's Ants.  
This form **must** be completed **before the first of each month** - before your child is left at any St. Anthony's Ants session.

Name of child:

.....

Address (where child normally resides):

.....

.....

.....

I wish my child to attend the following sessions and agree to pay the required fees.

Email address:.....

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club £6.00					
Wrap around 12.00-15.00 £13.50					
After School Club 15.15-16.15 £6.00					
After School Club 15.15-17.15 £7.00					
After School Club 15.15-18.00 £8.00					

**Declaration:** I confirm that I have parental responsibility for the above child.

**I have read and agree to the attached Terms and Conditions.**

Parent/Carer name: .....Signature:

.....

Date: .....

**Payments to be made via ParentPay ([www.parentpay.com](http://www.parentpay.com)).**

Unfortunately, there will be **no** reimbursement for any sessions missed. Due to staffing ratios we cannot accept any child who has not been booked into a session.

## APPENDIX 4 – MINIBUSES & TRAVEL

Regulations introduced in 1997 made it compulsory for any coach or mini-bus first registered after October 1988 to be fitted with seat belts on organized trips. The basic requirement is for a lap belt to be fitted to each forward seat that may be occupied by a child between 3-16 years of age. The seat belt's anchorage should meet the requirements of the Road Vehicles (Construction and Use) Regulations 1986.

After 1<sup>st</sup> May 1996, where coach and mini-bus seats are fitted with seat belts, only 1 child per seat will be the requirement.

A single seat belt must not be used by more than one child, nor should a belt be placed around a child on an adult's lap.

In the front seats of mini-buses and seat in coaches which are in line with, or forward of the driver, it is the driver's responsibility to ensure that:

- Children aged 3-11 and under 1.5 metres in height use an appropriate child restraint if it is available, or if not available, an adult seat belt.
- Children 12 & 13 and younger children 1.5 metres or more in height use a seat belt if one is fitted and available to be used.

In the rear seats of most mini-buses, it is the driver's responsibility to ensure that the above requirements are met.

In the rear seats of coaches and larger mini-buses, each child sitting in a seat fitted with a belt should use it.

Records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

### CONSENT FORM

I give consent for my child to go on outings with the Mighty Ants – this may entail the use of coach travel, taxi services, mini-buses or cars.

Signed.....Parent/Carer Date.....

Name of child/ren.....