



After School Club Provision at Birchgrove Primary - 2024/2025

Dear Parent/Guardian,

We would like to take this opportunity to invite you and your child/children to take advantage of the After-School Club Provision at Birchgrove Primary School which is hosted by Superstars.

We understand that childcare outside of school hours can be a costly burden, so with that in mind Birchgrove Primary School and Superstars have partnered up to provide a safe, cost effective solution that is in line with your child's school day.

Our focus at the club is to build confidence, improve skills and simply have lots of fun!

Our unique club aims to support child development, meeting the social, physical, intellectual, creative, and emotional needs of each individual child. We achieve this by delivering an array of play and learning activities in a child centred environment. These activities include multi sports, drama, art and crafts, music and team building tasks.

The Birchgrove After-School Club Manager is Coach Fran and she has worked at the school for 12 years making her a firm favourite with the children. Fran and her team are fully qualified, Enhanced DBS checked, First Aid and Child Welfare Protection trained. Fran and her team pride themselves on being extremely friendly, caring and supportive towards all the children.

Times: Finish of school until 17:30 (flexible collection times available)

Days: Every evening of the school week

Cost: £8.50 per session (includes a healthy snack)

How to book: Book online at <https://webcollect.org.uk/superstars>

If you have any further questions or queries now or throughout the year please do not hesitate to contact Coach Fran. We look forward to another fun filled year.

Yours sincerely,

Fran Mears- Club Manager

Mobile: 07572223716 Office: 0345 2413682

Email: fran.mears@super-stars.org.uk

The aim:

The aim of Birchgrove After School Club is to provide quality, accessible out of school childcare offering a range of play activities in a welcoming child centred environment. We aim to meet the social, physical, intellectual, creative and emotional needs of each individual child and incorporate equal opportunities into all areas of our work.

Contact Information:

Superstars,

Pencoed Technology Park,

Bridgend,

CF35 5HZ

Setting contact number: 07572223716- **please use to inform managers of any absence.**

Office contact numbers: 0345 241 3682 / 07807032458- please use for other business.

Languages used:

The main language of the club will be English. Bilingual signs will be used where appropriate. These will be in Welsh.

Opening Hours:

The After-School Club will be open between 3:30pm and 5:30pm every day during term time.

Admissions Policy and Process:

When admitting a child for the first time, we are very keen to meet the child and parents/carers initially prior to first attendance. Even if the child is older and aware of Club, it is important that we can identify their needs from an early stage, and this can only be done from a face to face meeting. If there is a joint agreement to proceed, the registration form is provided along with a copy of the club policies. The registration form is to be completed by the parent/carer and returned signed and dated.

Arrival and Collection:

After-School Club children will be delivered to the main hall and handed over to the After-School Club Team. (Please inform your child's class teacher in the mornings that your child is attending After-School Club). Registration will then commence.

Parents/carers should come to collect their children from the main reception of the school. On the main door will be a telephone number to call for your child to be brought out for collection.

Please note parents/carers will not be permitted access into the school only the reception area.

Parents/carers should come to collect their children no later than 5:30pm where your child can be signed out. Should collection be after this time there will be a late payment fee which will be charged at £5.00 every 15 minutes until your child is collected.

Where late collection occurs without prior arrangement and we are unable to contact parents/carers we will use the contact list provided and, in an emergency, we will use our password collection system.

Emergency Procedure:

In the event of an emergency staff will implement the Emergency Procedure Policy, which will ensure all children's parents/carers are notified by phone as quickly as practicable to establish the need for immediate pick up.

Major accidents:

First aid will be applied, and an ambulance will be called. Details of the injury, the location of the club and the name of the child will be passed to the emergency services. The child's parents/carers will be contacted and notified by the Manager. If the child's parent or carer has not arrived at the Club by the time the ambulance is ready to leave, then a playworker will accompany the child to hospital. An incident report form should be completed as soon as possible after the accident and given to Superstars. Forms are available at the club.

Staffing:

We will always maintain a minimum ratio of 1 member of staff to every 10 children. Within the staff ratio there will always be one level 3 qualified member of staff. All staff hold up to date safeguarding and first aid qualifications and are DBS checked (Disclosing and Barring Services) and hold enhanced DBS certificates. All staff have received an induction training session to cover all areas of care and receive ongoing training where appropriate and yearly appraisals.

The Manager/Partner of Birchgrove Afterschool Club is Miss Francesca Mears. Miss Mears is the person who is in day to day charge.

Health, Hygiene and Medical Care:

All staff have a current Food Hygiene Certificate and First Aid Certificate. Parents will be required to give written consent to the club staff to be able to authorise long term medical or emergency care. All medication will have the child's name and instruction for use on it which will be kept in a secure box away from other children.

If a child becomes ill during a session, we will inform the named contact and the child will be looked after in a quiet area until collected. The child will be observed for any worsening symptoms. The parent/carer will be notified verbally the same day at the end of the session.

You must give notification if your child is unable to attend club if they have contracted a communicable or infectious disease, which is notifiable under health and safety legislation.

Food:

Snacks and drinks will be available during the session breaks. This will be in line with our healthy eating policy, and to suit your child's dietary needs and preferences. Please make staff aware of any dietary needs. A healthy snack will be provided around 4pm.

Bookings and Payments:

Fees must be paid in advance using our booking system Webcollect. Payment is required on booking and are not refundable. In exceptional circumstances, which will be determined by the Manager of Birchgrove After School Club credits may be offered. In the event the school must close, and club is unable to operate, credits will be offered for the sessions affected. The Manager at Birchgrove After School Club reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted).

Birchgrove Afterschool Club Registration Form:

Child's Full Name:

Child's Date of Birth:

Child's Age:

Parent's Full Name:

Email Address:

Home Address:

Child's class:

Allergies or Medical needs:

Dietary Requirements:

1st Emergency Contact Name:

1st Emergency Contact Number:

2nd Emergency Contact Name:

2nd Emergency Contact Number:

Persons authorised to collect child:

Child safety Password:

Signed.....

Date.....

NOTES: (Please make us aware of any other information you feel is important)