



St John's Primary School

JACS After School Care Scheme

For all pupils of the school

Opening times

7:45am – 8:45 am

3.15pm to 5.30pm

Term Time Only

St John's Road

Wallingford

OX10 8AG

JACS dedicated phone 07879 830314

(during JACS session times from 3-15-5:30pm only)

Otherwise call school on 01491 837305

jacsafterschool@st-johns.oxon.sch.uk

Welcome to St John's School Breakfast and After School Club, JACS. The group has been running successfully since it was set up in 1995. We provide a relaxed and friendly atmosphere with a variety of activities to suit all. We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but, if there is anything you are not sure about, please feel free to ask a member of staff who will be more than happy to help you. The Clubs are held in JACS own room in the junior end of the school, where the children's belongings are stored and registration takes place. We also use the school hall and the playgrounds when they are available and the weather allows. The session is accessed via the side door next to the year 4 classroom.

Breakfast and After School Clubs provide a combination of healthy snacks, before or after school childcare and an opportunity for your child to engage in social activities. The clubs will allow your child to relax and play in a safe environment while you get off to work, or safely make your way back to them at the end of the day.

Once the children have arrived at the club, they will be given a healthy breakfast, or tea time snack and drink, and then they will be able to participate in a varied range of activities chosen by the children themselves.

Typical Session

3.15 – 3.25	Registration. A member of staff will collect the infants. Juniors make their own way from their classrooms for registration.
3.25 – 4.00	Outdoor play/Craft activity
4.00 – 4.30	Snack Time
4.30 – 5.30	Outdoor play/Craft activity
5.30 or earlier	Collection – Parent/Guardian signs book

Drinks available throughout the session.

Please complete the Registration Form at the back of this pack and return it to the school office, together with a signed copy of the Club Agreement.

If you have any questions, you can contact the school at any time; we are happy to help with any queries and we want to ensure that your child enjoys their time at the Club.

We are committed to Equal Opportunities and all children who attend the school are invited to attend the Clubs.

Staffing

Our staff members are qualified as play workers and meet the criteria necessary for working with children. They attend regular training to update their skills.

Three or more experienced staff members run each session, according to numbers of children present.

Playleader Manager	Liz Newland Smith
Play workers	Lindsay Plumb Louise Dann Amanda Perry Holly Cave Liberty Barlow

Children's Personal Records

At the end of this document is a Registration Form which you should complete and return as soon as possible. Providing this information will help us give the best care for your child. We are required by the Children's Act (1989) Regulations to keep and maintain this information about your child. All information given is confidential and used on a need to know basis. Records are kept securely and you are free to see them at any time.

Fees

Breakfast club is £5.50 and After School Club is £11.00 per day. Payment is required within 14 days of invoices being sent out at the beginning of each term. Once your child is enrolled in St John's school you will be given a login to our ParentPay electronic payment system where we ask you to pay online. Please Note: full fees are payable even if your child is absent, for example because of illness during term time or term time holidays. A child with an infectious or contagious illness should not attend JACS. If a child is obviously unwell, the parent/guardian will be contacted and asked to take them home.

One half-term notice is required for a change of sessions. Many employers have childcare voucher schemes and we are happy to accept these.

If you are having difficulty in paying your fees please contact our Finance Manager via the school officer who will be happy to discuss a payment plan.

Activities

With all our activities we will naturally pay close attention to the children's safety and security at all times; please refer to our Health and Safety Policy / Risk Assessments for further details. School gates are locked at the end of the school day for safeguarding and health and safety requirements.

Emergency

A qualified first-aider is present at all sessions. However, in the event of an emergency, an ambulance would be called and the child taken to hospital, if necessary. Every effort will be made to contact the parent/guardian.

Child Protection/Safeguarding

All carers of children have a responsibility to promote the welfare of the children in their care.

A Safeguarding Policy is in place and all members of staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Head teacher. It is the duty of the Head teacher to make a referral to the Social Services if there are any concerns.

Complaints

We work hard to provide an excellent service for your child. Should you be unhappy about any part of our service, please speak to a member of staff and we will try to resolve it as soon as possible. Should this not be the case, we do have a complaints procedure in school, a copy of which can be made available to you.

Policies

Our policies are available on the school website or from the school office and can be made available on request. These include:

Equal Opportunities, Safeguarding, Health and Safety, Confidentiality and Complaints.

JACS Breakfast and After School Club Registration Form	
<i>Please complete ALL PARTS of the form, sign and date where indicated, and return to the school office.</i>	
Name of child	
Date of birth	
Class teacher	
<hr/>	
Name of parent/carer (1)	
Relationship to child	
Home telephone	
Mobile telephone	
Work telephone	
Email address	
<hr/>	
Name of parent/carer (2)	
Relationship to child	
Home telephone	
Mobile telephone	
Work telephone	
Email address	
Doctor's Name	
Doctor's address	
Doctor's phone number	
Has your child had all their childhood immunisations?	
<i>Please give date of last tetanus immunisation:</i>	
<i>Medical History (including any childhood illnesses which may affect daily care eg. asthma, allergies, any other medical conditions)</i>	
Please provide any other additional comments that you would like us to know about your child	
I consent to any emergency medical treatment necessary during the running of the club. I authorise the school staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety. <i>Signed:</i> <i>Date:</i>	
I consent to my child being photographed by JACS After School Club staff for display / school website page. <i>Yes/ No (delete as appropriate)</i> <i>Signed:</i> <i>Date:</i>	

JACS After School Club Agreement

I/we agree to:

- Give up-to-date information about my child/children, including any change of emergency contact details
- Pay fees in advance – please note that fees are still due if your child is absent for any reason
- Pay fees promptly for any ad hoc days
- Ensure that my child is collected before or at 5.30pm every day
- Sign my child/children in or out every day
- Inform the school if my child/children are to be absent from the JACS After School Club by phoning 01491 837305 or emailing jacsafterschoolclub@st-johns.oxon.sch.uk

I/We have read, understood and agree with the above(signed)

.....(date)

Application for JACS sessions

Child's Name.....

Your Name.....

Year group in Sept 2018.....

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast 7:45 – 8:45am (cost £5.50)					
Afterschool long session 3.15 – 5:30pm (cost £11)					

Signed..... (parent/carer)

Print name..... Date.....