



Water Mill After School Club Regulations September 2021



Welcome to Water Mill's After School Club. The club is run by our own school staff who work hard to provide a safe and friendly environment for your children to enjoy after school. The club is based in our school house and is buzzing with exciting, creative activities every afternoon until 5.30.

To ensure our After School Club runs smoothly, we need to draw your attention to our regulations. Please read them carefully and return the slip to school as soon as possible.

- Water Mill After School Club (hereafter referred to as ASC) is available only for children attending Water Mill Primary School. It is open Monday – Friday from 3.20pm – 5.30pm each afternoon during term time excluding the last day of each half term. Children are given a drink and a snack and enjoy supervised play activities with an adult child ratio of 1:8.
- The legal limit of 23 children cannot be exceeded.
- As ASC is self funded and numbers are limited no child is automatically entitled to a place. The waiting list gives priority to those requiring a full time place. Others are allocated available places according to their place on the waiting list and requirements matching any availability.
- The cost is £5.00 per hour (first hour being 3.20 - 4.30 and second hour being 4.30 – 5.30) payable ½ termly in advance.
- If the first 'hour' of booked time is exceeded by more than five minutes then an extra hour is payable when the child is collected.
- If a child is collected after one hour when two hours have been booked then the full charge still applies.
- Please inform us when booking any other activities for your child such as football, Imagineering etc and of your arrangements for those evenings. A member of staff will ensure they are safely escorted to ASC when their school activity has finished. Please note that if you require the second hour at ASC you will be charged for the two sessions as a place will have been held open for your child.
- Parents/carers are asked to book, by completing the booking form during the last week of the previous half term for the next half term. The form and payment must be received by the final session of the half term or the place will be offered to those on the waiting list.
- From time to time requests are made for extra sessions in addition to those booked. These must be made by ringing the school office during the day on 0121 464 7769 or ASC number on 0121 464 3013 giving as much notice as possible.

- Children must be collected by 5.30pm. We have no facilities whatsoever for their care after this time and so a charge of £5 per 15 minutes will be applied for late collection. Repeated late collections may result in the withdrawal of the place for the remainder of the school year.
- Refunds are not normally given but we are willing to discuss exceptional circumstances.
- There is an expectation that children will conform to the behaviour rules of the school. They will be expected to be courteous to staff, other children and visitors at all times. They will also be expected to treat all equipment with respect. We retain the right to withdraw the place of any child who does not conform to this code of conduct and thus endangers the health and safety of others.
- Phone calls can be made direct to ASC between 3.30 and 5.30pm on 0121 464 3013.
- Parents/carers collecting children must use the front door, ringing the bell. For security reasons only the ASC staff must open the door. Only in exceptional circumstances previously notified to ASC staff will children be released into the care of an older sibling (over 16 years) or an adult other than the parent or carer.
- Children must take all of their belongings with them to ASC. For health and safety reasons it is not possible for children or parents to return to the main school building. It may be unlit, being cleaned or staff may be busy working. If something is forgotten it must be collected the next day.
- Parents must sign the registration sheet as evidence of collection time. ASC staff will ensure that the children collect their belongings and tidy away if necessary.
- In the case of severe weather parents are asked to collect their children as early as possible to avoid problems with late collection (a group call text will normally be sent in these circumstances).
- KS2 children have the opportunity for supported supervision in completing their homework each day in ASC. Please inform staff if you wish your child to access this.

Our ASC staff are very friendly and helpful. They very much appreciate your help and co-operation which sustains the well organised happy and safe environment for the children.

I have read the regulations of Water Mill After School Club and agree to them. I understand that attendance at the club rests on my conforming to these regulations. I have completed and returned a contact form for use in an emergency.

Signed _____ Parent of _____

Print your name _____ Date _____