



**BROUGHTON  
AFTER SCHOOL CLUB  
INFORMATION BOOKLET  
2017-2018**

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Scottish Registered Charity No. SC0025500

Scottish Registered Company No. SC253124



## HISTORY

Broughton After School Club has been running since 1995. The club provides a stimulating programme of play and leisure opportunities for children outwith normal school hours, whilst supporting family needs, for parents/guardians who may work or study.

The club is run and managed in accordance with the Care Inspectorate's National Care Standards and is registered with the Care Inspectorate. In our latest report we attained very good's or in all areas inspected, this grade was one of the highest in the central belt. As a Scottish Registered Charity the club operates independently from the school and is managed by a voluntary board of Directors, comprising of interested parent/guardian members.

## AIMS of BASC

- we aim to provide an out-of-school service for children of primary school age which develops activities and opportunities appropriate to each child's needs and interests, through the support of a dedicated team of staff.
- we aim to support children's development socially, physically, creatively, intellectually, and emotionally, with elements of choice and equality for ALL child members.
- we aim to support the needs of parent/guardian members by offering a flexible and safe environment, which supports their childcare needs.

## TIMES

The club runs during term time from 2.45pm until 5.45pm from Monday to Thursday and from 11.55pm until 5.45pm on Fridays. During in-service days and school holidays BASC operates from 8.15am until 5.45pm.

**Children must be collected by 5.45pm, by the named persons on the registration form, or another person by prior arrangement.**

Children in years P1 and P2 are collected every day from school by our staff. Older children (P3-7) make their own way to the club, where staff will be present to greet and register each child.

## ACCOMODATION AND FACILITIES

The club is based in its own premises, the Osprey Room, accessed to the right of the main school entrance and overlooking the back playground. As the Osprey Room is only registered for 30 children, BASC also uses the school gymnasium/changing area, room 1 and the dining room. The school swimming pool is used once a week. The school playground and former bowling green are used for outdoor play.

Staff currently work on a 1 to 10 ratio with children on Monday-Thursday and 1:8 on a Friday and holidays.

## PROGRAMME OF ACTIVITIES

The club provides a varied programme of activities appropriate to the age and stage of development of the children while maintaining safe and supervised environments at all times. The programme is flexible and includes structured activities and free play. The weekly programme will include a variety of sport and games, arts and crafts, swimming, outings (Fri) and other themed activities.

Children attending the club are considered as “members” and to support this process all child members are encouraged to help staff formulate club rules, and to take part in Children’s Committee and planning meetings. The children also have their own tuck shop which helps raise money towards the cost of activities. The tuck shop runs twice a week (max 30p).

During full afternoon sessions, snacks comprising of juice and biscuits /fruit will be provided. Members should remember to provide a **packed lunch** on Fridays (if school packed lunch is not taken) and during holiday times.

Soft-soled footwear may be more beneficial for use in the playground and gym. Members are reminded that we use the playground at all times of the year and in all weathers so the children need suitable clothing for indoor and outdoor play (including rainwear).

## **SAFETY**

Standard Health and Safety procedures will be in operation at all times. The Parental Agreement gives permission for activities to be organised in the playground and also covers all outings. Term time swimming is always attended by a qualified lifeguard.

Fire instructions are posted in various parts of the buildings used by the club and all children will be instructed on procedure and assembly points.

## **REWARDING AND DISCIPLINING WITH UNDERSTANDING**

Broughton After School Club work together with children to promote positive behaviour. **Valuing Good Behaviour.**

Our Key is to focus on the many positives in each child and by focusing on the child's positive behaviour encourage this to flourish and promoting this attribute in them. During our day we spend time congratulating children and rewarding for good behaviour.

### **Points**

Points can be given for the reasons below

- 1 Helping a fellow member of the club or staff
- 2 Being kind and taking care to a member of the club or staff
- 3 Putting effort into club life without being asked

At the end of each term points will be added up and children rewarded.

Individual cases may also arise where staff feels it appropriate to reward children for positive behaviour.

## **Disciplining**

When dealing with children it is essential to get background to an event. The History of an event can change the outcome of the result. Only if a child is in danger or endangering others will we raise our voice to shout for an immediate effect before returning to an appropriate level. If we feel we need to speak to your child and correct their behaviour we will take them to the side and calmly but clearly explain to them why we are not happy with their behaviour. We will then ask if they understand why we are talking to them and discuss together the consequence or seek an overall resolution if others have been involved. Our main goal is to develop children that can resolve conflict calmly with each other through good communication and understanding.

## **Marks are given for many reasons**

- 1 Hurting or endangering the safety of a member of the club or the staff.
- 2 Deliberately damaging club property
- 3 Intentionally disobeying staff
- 4 Leaving the premises without staff or parents
- 5 Being rude or abusive to any member of the club or the staff

The staff will use these reasons to give the children marks if necessary. A child in rare circumstances can have up to five marks in a day, all have consequences.

## **Marks**

- 1 10p off their tuck allowance
- 2 Another 10p off their tuck allowance
- 3 No tuck
- 4 No outside/computer this is individual to the child's activity. If a child loves being outside then they will have this taken away and likewise with the computer.
- 5 Parents are spoken to.

If a parent has had to have three meetings with the staff about their child's behaviour then the child will be suspended for a full week

If a child on returning then gets another 5 marks then the child will be asked to leave.

## SERVICES

There are two types of BASC membership, After School membership and Holiday Membership.

The After School membership is for families based in the school using the club after school hours and during holidays periods. The allocation of places is made by the Project Manager subject to availability. Holiday membership is available to families from Broughton Primary and outwith the school.

The club offers a range of after school services to members; **fixed days** of the week (including full week) and **occasional days**. Those using fixed days of the week are entitled to use occasional places also. Occasional days are for all members wishing to use the club on an irregular basis (such as shift workers). There are a minimum of **3 occasional places** per day which can be booked up to one month in advance on a first come first served basis.

**Full days** operate during holidays, in-service days, some bank holidays and days where schools may be closed. All full days are booked separately through the appropriate forms.

## REGISTRATION

We are required by law to keep records of the children attending the club and information in the case of an emergency. It is a parent or guardian's **responsibility** to ensure that this information is accurate and up-to-date throughout the year. This data will then be kept on computer, in keeping with the Data Protection Act. No information will be given to anyone other than the Committee and the club staff without written permission from the parent concerned.

An annual registration fee of £20.00 is required for a child/ren to attend the club. The registration fee covers all children in a family and runs from the start of the school summer holidays to the end of the following year's summer term

# PARENTAL AGREEMENT

This is a written contract between the parents/guardians and the club outlining each other's responsibilities, regarding attendance and collection procedures. It also acts as a blanket consent form for outings and outdoor play and requires a parent or guardian's signature.

## FEES/ CHARGES 2017/2018 (until end of June 2018).

### Afternoons

Monday - Thursday	£12
Fridays	£15
Full Week	£60 (includes a £3 discount)
Half Hour	£1.50 (P1&2 only)

### Others

Holidays/ In-service	£22 (Siblings £18.50)
Outings (Fridays & holidays)	£3.50
Swimming	£1.00

Admin charge for late payments reminders	£7.50
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Fees are paid a month in advance and should be sent to the treasurer, or handed to Project Manager, **preferably by cheque**. Members wishing to pay by cash are required to give the money to a senior member of staff and to sign the paying-in sheet; **no change is available for those paying by cash**.

Members will be sent an invoice and statement each month. The invoice will allow parents to view when their child is scheduled to attend and charges for the period. The balance of any changes to a child's attendance (members may cancel, or notify club of illness, without charge if they give the required notice) or extra charges, such as swimming will appear on the next statement.

**We do not recommend that children carry cash, or cheques to school to give to staff.**

## **FAMILY TAX CREDIT / VOUCHERS**

The club will support members' applications for Family Tax Credit in line with the Inland Revenue guidelines and work related voucher. Information for anyone interested in knowing more about Family Tax Credit, please contact the Manager.

If parents employer has a voucher scheme please see the Project Manager who will be happy to advise how we can best accommodate these.

# REGISTER

A daily register of children's attendance will be kept. Persons responsible for collecting children should be made aware that all children must be signed out each day by those named on the registration forms, or by another with advanced notice. During holiday and in-service days all children must be signed in.

**It is the Parent/Guardians responsibility to inform the Club of any changes to the child's attendance. Failure to give correct notice will result in a normal full charge for the session/s that the child has missed.**

## ABSENTEE DUE TO SICKNESS

Nonattendance of a child due to sickness is to be given by 10 a.m. on the day of absence. It is the policy of the club when a cancellation due to sickness is made to confirm the child was also absent due to sickness from the school. If the child was not absent from school you will be charged at the normal rate. If a child is sent home from school during the day with ill health, and again our policy is to confirm this with school, please contact the Club immediately and no charge will apply. If you fail to inform the club you will be charged at the full rate.

## TERM-TIME CANCELLATION

Notification of a change to a child's attendance in the After School Club will require to be given one week in advance (by 12 noon). Parents can cancel up to three times per school term with due notice as outlined above without suffering any financial penalties. If you have more than three cancellations per term you will be charged for the full session. Any cancellation without due notice will be charged for the full session.

Regular or repeated non-attendance for fixed places may result in these places being altered to occasional place status. This will only occur after a review of the circumstances in consultation with the parents.

## HOLIDAY CANCELLATIONS.

Notification of a change to a child's attendance in the Holiday Club will require to be given two weeks in advance (by 12 noon), and for summer holiday club this is increased to two weeks prior to the school term ending. Where a child is sick and unable to attend any holiday club days, if a place is taken up and paid for by another child from the waiting list, no charge will apply.

## **ABOUT THE COMPANY**

The Company was set up in 2003 to take over the running of the club. It is a non-profit making limited liability company and registered charity.

The Company is owned by all of the parent members (i.e. you) so you have direct responsibility for ensuring that, through the Management Committee, the club continues to provide the service that you have come to expect and want for the future.

## **BOARD OF DIRECTORS**

BASC is run by its members. The Board of Directors are made up of parents/guardians using the club. The Board has overall responsibility for the running of BASC. Meetings are held roughly five, or six times a year and a children's club facility is offered during these meetings to support attendance.

**New Parents are always welcome as the club can not legally operate without a Board of Directors.**

Not every parent has the time to spend attending Management meetings, however, all members are encouraged to raise issues through contacting members of the Board, or the Project Manager.

## **APPLICATION FOR A PLACE AT THE CLUB**

Application for a place should be made by completing and returning the registration and application forms to the club, or a member of staff.