

CODE OF CONDUCT - Before and After School Club

BEFORE SCHOOL CLUB	AFTER SCHOOL CLUB
Opening Hours: 7:30am - 9:00am Term Time	3:15pm - 6:00pm Term Time
Age Range: 4 - 11 years	4 - 11 years
Fees: per child, per session	per child, per session
Paid on a Daily or Weekly Basis Payable to a staff member or at School Office by cash or cheque - Receipts will be given	
Booking Conditions: In Advance By: Contacting St Andrews School Contacting A Team Member Using A Booking Form	In Advance or On The Day By: Contacting St Andrews School Contacting a Team Member Using A Booking Form
WE WILL NOT BE ABLE TO ACCEPT CHILDREN WITHOUT PARENTAL CONSENT GIVEN BY ANY OF THE ABOVE WAYS	
Completion Of Forms: Admissions Form Emergency Medical Treatment Form Administering Medication Form** All Forms <u>MUST</u> be completed <u>BEFORE</u> a Child can take a place at Our Club	
Routine*: 7:30 - 7:45 - Arrive and Settle in. 7:45 - 8:15 - Breakfast 8:15 - 8:50 - Play/Relax time 8:50 - 9:00 - Get Ready and Arrive At School.	3:15 - Collect Children From School 3:30 - Arrive and Settle in. 4:00 - Snack 4:30 - Play - Group or Individual Activities 5:30 - Quiet Games 6:00 - End of Session
Collection of Children: Promptly, if there is any change to agreed times, we ask that Parents/Carers contact us. We WILL NOT allow a Child to leave the Premises with ANYONE who is unknown to us.	
Personal Property: We recommend that children do not bring expensive or inappropriate equipment into Our Club. We will accept no liability for any loss or damage to children's own property.	
Complaints: Any problems, which cannot be resolved between Parents/Carers and Play Staff, may be referred to the School, Board of Governors or to OFSTED.	
Further Information: We ask Parents/Carers to regularly observe the Notice Board, which can be found in the Main Hall of the Baptist Hostel, as we often post Important Information here.	

* This is a rough guide to the routine but may change depending on the weather and what the children want to do...!

**if Applicable