

MAULDEN LOWER AFTER SCHOOL CLUB

We have an After School Club which is held Monday to Thursday from 3.20 p.m. to 6.00 p.m. and Fridays 3.20 p.m. to 5.00 p.m., term time only. The club is supervised by professional and experienced staff. Our children are always quick to say how much they enjoy their time in the After School Room. This may be something to do with the delicious, healthy snacks!

Malden Lower After School Club Out of School Care



Love of Life and Learning

at

Malden Lower School

Meets Daily in Term Time

Monday-Thursday 3.20-6.00pm

Friday 3.20-5.00pm

For further information & bookings

Phone No: 07900 381350

(Voice mail)

Emergency Contact No (during club hours): 07900 381350

**Open to all children aged 4-9 years attending
Malden Lower School**

Registration:

Before attending a completed registration form and fee of £2 per family should have been received by the Club. This represents acceptance of the Parental Agreement and the policies and procedures of the Club. Forms are available from the Club and in the school reception.

Complaints Procedure:

A Complaints Procedure exists, and in the first instance any complaint should be made to the Club Co-ordinators or the Head Teacher at Maulden Lower School, Church Road, Maulden, Beds, MK45 2AU in writing stating the name of the people involved, the relevant dates and the nature of the complaint. Complaints can also be made to Ofsted, Early Years Directorate, Building C, Cumberland Place, Park Row, Nottingham, NG1 7ZS

Further details regarding the procedure can be found in the Complaints Policy.

Sickness & Accident

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to advise or discuss the course of action to be taken. An accident book is maintained.

Maulden Lower After School Club provides good quality childcare in a relaxed, friendly environment, in a designated classroom at Maulden Lower School. It is managed by a School Committee and regulated by Ofsted Early Years Directorate, operating under the Children Act.

Maulden Lower After School Club is committed to offering an equally accessible service to all families which respects the race, gender, religion and culture of each person using the service, and will endeavour to do the best of its ability to cater for any special need or disability, in line with the Equal Opportunities Policy which operates in the Club.

A range of policy and procedure statements covering such areas as accident and sickness, health and safety, behaviour management and child protection are available to be viewed at the Club, during Club hours or in the school reception.

All children attending Maulden Lower School are eligible to attend the Club.

Children are supervised at all times by Club staff until their parent/guardian or a named substitute collects them. The Club works on a ratio of 1 member of

staff for every 8 children. All staff have been subject to Criminal Record checks.

Fees (per child per session):

Session 1 M-Th (3.20-4.45pm) £4

Session 2 M-Th (4.45-6.00pm) £3

Double session (3.20-6.00pm) £7

Friday 1 Session only (3.20-5pm) £4.50

This is payable **half termly in advance upon booking** (see Parental Agreement). Occasional attendance (subject to availability) fees as above. Payable at time of booking.

Routine & Activities:

Upon arrival the children are given a drink and light snack, e.g. fruit, sandwich, toast. Following this a range of activities will be available and the children can make a free choice as to what they wish to do. Some of the activities will have been planned and laid out, and others the children can access, as they wish, from the selection available. Examples of the sorts of activities are:

Craft (e.g. mask making, hama beads, painting), board games & puzzles, snooker/table football, dressing up and other role play activities, construction e.g. Lego, K'nex, circle games and outdoor activities in appropriate weather.

Staffing:

Club Co-ordinators: Claire Hartley and Claire Burgess (both NVQ3 qualified) are responsible for the day-to-day running of the Club. Play Assistant: Jo Ann Cole. A First Aider is always available.