



## Brookfield Primary School - After School Club

### **Parent / Carer Handbook**



## 1. Introduction

**Brookfield After School Club (BASC)** provides a range of supervised play, childcare and learning opportunities for Brookfield children aged 5-11 years from 3.30-6pm, Monday to Friday. BASC is run by experienced Brookfield staff from the comfort and safety of the school environment.

We offer many free play and structured play activities for children. There is a variety of equipment available, which both captures and engages their imaginations. Children are also encouraged to read and take part in creative activities.

## 2. How does it work?

At the end of the School day, children booked into BASC will be escorted to the lower hall by their class teacher where they will be signed in by after school club staff.

Parents have the option to book for the first hour only (3.30-4.30pm) which will include access to the structured activities running on that day. These include but are not limited to;

- Monday: Chess and Lego
- Tuesday: Science and Art
- Wednesday: Drumming and Ball sports (KS2)
- Thursday: Football, Yoga, Debating and Homework club
- Friday: Board games and card games

These activities are reviewed on a termly basis and are subject to change.

Alternatively, children can be booked in for the whole session, which ends at 6pm. Children attending the whole session will be provided with a sandwich or light snack, fruit, juice and water.

## 3. Booking and Fees

Bookings must be made termly, in advance, via the advanced booking form, which is available on our website. Alternatively, you can request a printed copy from the office.

We understand that an after school club place maybe required at short notice and aim to be as flexible as possible however, late bookings are subject to availability and an increased charge.

See fee breakdown below;

	3.30-4.30pm	4.30-6.00pm
<b>Per child</b>	£4	£6
<b>Pupil Premium</b>	Free (up to twice per week)	£6
<b>Siblings</b>	£4	£4
<b>Late bookings</b>	£5	£7

Cancellations must be received in writing with **no less than two weeks' notice**.

## 4. Payment

Payment must be made regularly to avoid large debts. You can pay online via your Scopay account or with cash in the office.

Failure to make regular payments may result in your child's BASC place being reviewed.

If you intend to pay using childcare vouchers, please inform the office as soon as possible to ensure that we have plenty of time to register with your provider.

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## 5. Collection

BASC closes at 6pm. Children must be collected from the infant playground gates. If you are running late, we expect you to notify us by calling the BASC mobile line.

We charge a late penalty of £10 per child. If late collection occurs more than three times, your child may lose their place at after school club for the rest of that term.

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## 6. Policies and Procedures

Brookfield has a comprehensive set of policies and procedures, which the After School Club will be required to comply with. These are updated regularly following changes in practise, legislation or advice from external agencies for example OFSTED. The procedures and policies cover key areas of our work with children and include:

- Safeguarding
- Behaviour Management

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For general information about our after school club you can call or visit our website.

 0207 272 9627 / 07951 648 017

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 [www.brookfield.camden.sch.uk](http://www.brookfield.camden.sch.uk)