



Chilton Children's Club (3Cs)

Information and policies for parents

Information for Parents

Chilton Children's Club is run by Chilton Primary School. We provide care for children attending the school between the ages of 4 and 11. The club is classed as an out of hour's club on school premises run by a school and is inspected by Ofsted as part of the school.

The Ofsted unique reference number for Chilton Primary School: **123057**

Location

Due to the number of children requiring places at after-school wraparound care, we operate the club in two different locations within the school grounds. Reception and Year 1 children attend **3Cs Reception**, based in the school nursery. The older children attend **main 3Cs**, based in the dedicated after school club building beside the netball courts. Breakfast club is based in the main 3Cs building.

Occasionally, for example, due to staff absence, we combine the two after school clubs whilst ensuring that we are meeting legal staffing ratios. Parents will be sent an email in advance advising pick up locations.

Session times

Breakfast club is open during term time from 7.30-8.45am on Monday to Friday. Children arriving prior to 8.15am are provided with a healthy breakfast and given the opportunity to play with their friends before school.

The main after-school club is open during term time from 3-6pm Monday to Friday, with a snack served at 4.30pm. Children are encouraged to play outside every day with crafts and indoor activities also available.

3Cs Reception club operates from 3.15pm-6pm Monday to Thursday, with a snack served during this time. Reception children who require wraparound care on a Friday attend the main after-school club.

The club is closed on Inset days. Additionally, after-school club does not run on the last day of term immediately before the Christmas, Easter and summer holidays; this is due to the school closing early on these days.

Arrival and departure

Please use the car park outside of the school grounds.

If you are dropping off or picking up from 3Cs reception, please go to the nursery gate (turn left inside the main school gate).

If you are dropping off or picking up from main 3Cs, please enter via the side gate into the playground. This gate will be shut but not locked, please ensure you close this after passing through. If your child is in Key Stage 2 and will walk to breakfast club/home from after-school club, please advise a member of 3Cs staff in advance.

Admissions

Our clubs are very popular so pre-booking is essential. Places are usually booked on a recurring termly basis but ad-hoc spaces are sometimes available. Please contact the school office to discuss – your child should only attend if you have been advised space is available.

Places are offered on a first-come first-served basis. If no places are available the parent will be informed and the child's name added to the waiting list. Waiting list priority will be given to existing children attending the club (if, for example, they wish to change days) then to the siblings of children already attending the club, followed by children who require the largest number of days per week.

Children in the 3Cs Reception club will remain in this club for the full academic year, unless they already have siblings in the main 3Cs club, in which case they may be offered a space if one becomes available. They will remain on the waiting list for the main 3Cs after school club unless we are advised this is not required. At the end of the academic year, places will be allocated for the main club in accordance with the waiting list order.

Parents are not able to reserve places for children in advance of them attending the club.

Once accepted, parents or carers are asked to complete a booking form and read through this information guide.

Cancellations

We require four weeks' notice to cancel your sessions at the club. Refunds are not provided for missed or cancelled sessions unless we are able to re-sell your place to a child on the waiting list.

If your child will not be attending a previously booked session e.g. due to a play date, you must inform either the school office or 3Cs staff in advance. This will ensure that 3Cs staff do not look for your child in the event of non-attendance.

School closure days

There is no fee refund if the school is unexpectedly shut due to snow or other situations beyond our control. We run the clubs as a year-round facility to provide flexibility to our parents so we incur ongoing staff and other running costs even if the club is shut.

Fees and payment of invoices

A fee of £7.75 per child per session applies to breakfast club and £11 for the 3Cs after school clubs. Late collection of children will incur a fee of £5.00 per child per 15 minutes; this contributes towards the staff overtime costs incurred. Late payment fees will be advised to the parent upon collection and added to the next invoice.

Invoices are sent six times per year (every half term) and should be settled within 30 days of the invoice date. We accept payment by Childcare Vouchers (if eligible) and the Tax-Free Childcare Scheme, alongside payments via Bromcom My Child At School (MCAS), card, cheque and bank transfers.

For more information on government help with childcare fees please see:

<https://www.childcare-support.tax.service.gov.uk/>

Outstanding balances must be settled by the last day of the half term to which the invoice relates otherwise we reserve the right to cancel the child's place at 3Cs. Please speak to the office if you are having difficulty making payments.

Food

We meet the DfE school food standards which are mandatory for all maintained schools.

Breakfast includes a selection of cereals, toast and fruit. After school snacks include a variety of filled sandwiches, bagels and wraps plus fruit. Water is always available.

Children should not bring any snacks to 3Cs. If they have been given birthday treats from other children during the school day these should remain in the child's bag and taken home to eat.

Please note that 3Cs is a nut free environment, in keeping with the rest of the school. If you wish to discuss special diets or food allergens, please speak to a member of staff.

Behaviour

Staff at 3Cs will use the whole school behaviour policy to manage behaviour. Children attending 3Cs will be expected to behave as they would in school, in line with our school values and behaviour Bs: Be Responsible, Be Respectful, Be Safe. If a child is finding behaviour challenging at 3Cs we will work with both parents and the children to improve this. If a child's behaviour is unsafe or they display persistent behaviours which negatively impact on the experience for other children or impact staff's ability to run the club effectively, we reserve the right to withdraw after school club spaces.

Mobile phones

If your child has brought a mobile phone to school, they must be handed to 3Cs staff on arrival and picked up when they leave.

Policies

The following whole school policies apply to 3Cs:

- Allegations of abuse against staff
- Behaviour
- Child Protection and Safeguarding
- Complaints procedure
- Data protection
- Equality
- Health and Safety
- Intimate care of children
- Safer recruitment
- Staff code of conduct
- Whistleblowing

If you would like a copy of these, please speak to the school office or view them on our website:
www.chilton.oxon.sch.uk

The following additional policies and procedures are specific to 3Cs:

Administering medication policy

The timing of club sessions is such that the administering of prescribed medication should not be necessary, other than in the circumstance of a child requiring an asthma inhaler or suffering a severe allergic reaction (anaphylactic shock).

Notes:

- 1 Parents must make the Club aware of any allergy that could lead to anaphylactic shock (e.g. peanut allergy). Club Leaders are trained to administer medication in this instance.
- 2 A first aid kit is kept on the premises to cater for minor cuts and abrasions. No medication is included in this kit.
- 3 Medication that is brought to the Club must be handed to the session leader, who will make sure that it is kept locked away during the session and taken home or to the office at the end of the session.

Emergency evacuation procedure

If the fire alarm sounds (in the main building) or the leader blows a whistle (3Cs building) to indicate a fire the following procedures apply:

1. Children must stop what they are doing immediately, make their way to the fire exit and congregate on the main playground as per standard school procedures.
2. 3Cs assistant to sweep the club area to check toilets and room are empty, close windows and doors (assuming safe to do so). Leader to pick up register, mobile phone and first aid kit and accompany children to playground. Staff should not attempt to fight the fire.
3. Leader to take register. If office staff or headteacher is onsite, leader to advise them that all children are present. If they are not onsite, assistant leader to call fire service if required.
4. Leader to make a decision on best place to move children to, if required e.g. for fire engine access. For example, into school hall (assuming no fire in main building). School office and headteacher to be informed if not already aware.

Fire drills take place three times per year and are recorded in the Fire folder held in the main school office.

Health and safety policy

To ensure the safety of both children and staff, we adhere to the school Health & Safety Policy and follow these additional standards.

Supervision

- Children will be supervised by an adult at all times.
- Children will be sat at tables and closely supervised whilst eating.
- Children will not have unsupervised access to the kitchen area (either main school or 3Cs).
- Children will only leave the premises with an authorised adult.
- Staff ratios will generally be 1:10 in the main 3Cs club, and 1:8 for children aged 4 years.

Environment

- There is no smoking anywhere in the 3Cs building, on the school grounds or during off site visits.
- Prior to using the 3Cs building, staff will check the room for hazards on arrival, unlock the rear fire exit and ensure the heating is on if required.
- All equipment is stored in a safe manner, is developmentally appropriate and solely used for its manufactured purpose.

- Medical equipment and any medication provided by the parents is kept in a locked cupboard.
- Defects are reported in the maintenance book in the school office.
- All electrical appliances are PAT tested annually and stickers show testing dates.
- The fire extinguishers are serviced yearly and an annual fire risk assessment completed. Staff check the battery in the heat sensor/smoke alarms regularly.
- The 3Cs mains gas heater is under an annual inspection and servicing contract.
- All leaders and assistants have a 3Cs door key and are responsible for security at the end of each session; including locking the rear fire exit.

Personal health and safety

- All staff review risk assessments yearly and follow the instructions included within. These include guidelines for manual handling, lone working, slips and trips and working at height.
- All staff should raise health and safety issues with the School Business Manager if required.
- Everyone is expected to move around the buildings safely and carefully.
- All children wash their hands after using the toilet and before eating.
- Any spillage of bodily fluids is cleaned up immediately by adults wearing protective gloves.
- Staff attend Emergency First Aid at Work and Paediatric First Aid training as required. Certificates are displayed on the parent notice board or available upon request. Accidents are recorded in the Accident book.

COSSH

- All cleaning materials are kept out of the reach of children and in a locked cupboard.
- Clear instructions are given on their use and protective equipment used where necessary.
- Staff with sensitive, damaged or allergic skins, should wear gloves when using these products.

Food preparation

- All staff involved in food preparation complete an online food hygiene and allergens training courses and follow the recommendations provided within.
- Hands should always be washed thoroughly before touching food.
- Fridge temperatures are checked daily, and food stored in accordance with Food Standards Agency regulations.
- Clean surfaces and implements are used.
- Tea towels, aprons and cloths are washed regularly by leaders.
- If leaders have recently suffered from stomach problems, they are not involved in food handling activities.
- Please see separate 3Cs Food Hygiene policy.

Missing child policy

We are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts, particularly when moving children between locations (e.g. walking from the school to the Club).

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 15 minutes the police will be informed. The leader will then contact the child's parents or carers and the Headteacher.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.

- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The leader or headteacher (as appropriate) will liaise with the police and the child's parent or carer.

The incident will be recorded on CPOMS, the school system for monitoring safeguarding incidents. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Uncollected child policy

Chilton Children's Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed. Parents should be advised that a late pick-up fee will be applied.

Over 15 minutes late

If a parent or carer is more than 15 minutes late in collecting their child, the leader will try to contact them using the contact details on file. If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The leader will then try to contact the emergency contacts listed on the child's registration form.

While waiting to be collected, the child will be supervised by at least two members of staff. When the parent or carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

If the leader has been unable to contact the child's parents or carers after 30 minutes, the leader will notify the school headteacher, who will contact the local Social Care team for advice.

The child will remain in the care of two of the Club's staff, on the Club's premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

If it is not possible for the child to remain at the Club's premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The leader will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

Special Educational Needs Policy

Children with special needs will be admitted to the club following discussion with the parents and the school Headteacher, providing that all concerned are satisfied that the child's needs will be catered for safely and effectively.

- Accessibility to the premises: children with special needs attending the club will have access alongside their peers to the facilities, activities and play opportunities provided in order to promote their welfare and development.
- Physical environment: where necessary adaptations to the physical environment will be considered in order to meet the specific needs of SEN children.
- Inclusion: children's individuality will be valued and staff will ensure they are aware of each individual child's needs to give consistency of care, encouraging children's confidence and independence.
- Consulting with parents: staff will ensure the establishment of a good relationship with parents in order to ensure the best possible care for SEN children.
- Other agencies: staff will liaise with other agencies, to seek advice or support as appropriate
- Privacy: in order to ensure the privacy of children with SEN, staff will be sensitive to the way they deal with any physical support which may be necessary.

Feedback

We are keen to have feedback about our club. In the first instance please talk to a member of 3Cs staff. You can also speak to the School Business Manager, the headteacher or a member of the Governing Body.

We follow Chilton Primary School's complaints procedure which is displayed on the school website (www.chilton.oxon.sch.uk).

Contact us at:
Chilton Children's Club
Chilton Primary School
Downside
Chilton
Didcot
OX11 0PQ

Tel: 01235 834263 Email: office.2555@chilton.oxon.sch.uk

The above policy document has been agreed by the Governing Body on: 9 July 2025

Signed:Tim Hart..... Chair of Governing Body

Signed:Becky Vousden..... Headteacher

Review date: July 2027

