



# Breakfast and After School Policy

## Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

## Organisation

- The Breakfast Club is open Monday-Friday from 7:45am - 8:50am.
- The After School Club is open Monday-Friday from 3:20pm - 6:00pm
- The Clubs are available for all children from Reception age to Year 6.
- The Clubs are located in Anne's Ark. Parents/carers are asked to enter and collect their children via rear entrance.
- Parents/carers are asked to agree to and sign a registration/contract form for both clubs prior to booking.
- The Club can be contacted using the school telephone number 01772 422769 and choosing option 3

## Breakfast Club

Children will get a choice of cereals, toast and a drink to begin their day. Parents/carers are responsible for informing the Breakfast Club Supervisor of any dietary requirements.

After the children have eaten, they will have the opportunity to get involved in a range of activities.

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Supervisor and other staff.

### **After School Club**

Children will be collected from the hall by the After School Club staff. Teachers will inform staff if children are attending activities in school.

At the end of the activity, they will be brought back to the After School Club and entered on to the register.

The children will be offered a light snack and drink between 3.45pm and 4.30pm. This will consist of a choice of items such as toast, sandwiches, hot dogs, crumpets and fruit. Only snacks will be provided, not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements.

Activities are child led and include:

- Art and craft activities (painting aprons/shirts will be provided)
- Sports activities and team games using outside area
- 'chill out' area where books and comics will be available
- Lego and construction
- Board games
- Table football
- Watching appropriate DVDs or programmes after snack
- Dressing up and role play
- Crochet and knitting lessons
- Sewing and embroidery

We welcome donations of toys and games to the After-School Club but children should not bring anything from home to play with as these can easily get lost or broken and children get upset.

## **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards. In the event of unacceptable behaviour, we follow school policies and guidance and reserve the right to withdraw places if we consider behaviour to be unsafe or consistently unacceptable or a danger to others or there is damage to club property.

This will be the decision of the manager and the Head teacher.

## **Booking**

There are a limited number of places available at both clubs and therefore will be allocated on a first-come, first-served basis. Priority will be given to permanent bookings. We require 2 weeks notice to any changes of bookings or cancellation of places.

Documents may also be downloaded from the school website. All information provided remains confidential.

Parents/carers are asked to sign their child in at the Breakfast Club on the daily register.

All enquires for places should be made to the school office and a registration form completed. Parents/carers **must await a reply to confirm a place is available. One off bookings can be requested via the office and will be accepted if places are available on that day.**

## **Collection from the After School Club**

Collection will be from the rear entrance. On collection, parents/carers are asked to sign their child out. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Supervisor should be notified in advance.

## **Fees and Payment**

### **Breakfast Club Fees:**

**7:45am- 8:45am £3.75**

**All payments for the Breakfast and After School Club must be made on ParentPay in advance of attendance unless a prior arrangement has been made with the school office.**

**After School Club fees:  
3:20pm-6:00pm £7.50**

- Fees are payable (weekly/half termly/termly) **in advance**.
- Fees can be paid by Childcare Vouchers (BACs only).

If payment is not received in advance, parents/carers forfeit the opportunity to use the club for their child.

Fees will be reviewed annually by the Governors.

**Closure**

School policies will be followed if school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies.

During adverse weather conditions school closure will be reported on the School website. Parents will also be notified by text.

**Refunds**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

**Late Collection from After School Club**

In the case of the late pick-up of children we reserve the right to charge an extra fee of £5.00 for every 15 minutes or part thereof. This is to cover staff overtime costs that we will incur.

If a child is not collected by 6:30pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed and Social Services will be contacted.

**Safeguarding and Health and Safety**

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received Level 1 child protection training and First Aid training

- All staff follow existing school policies and procedures for safeguarding, child protection, and the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

### **Communication with Parents**

- Staff will communicate verbally with parents/carers bringing children, which may involve passing messages to/from class teachers.
- Written notes to parents from the class teacher will be passed on via the Club Supervisors.
- We welcome comments and ideas for improvement from parents.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. Miss Bailey holds a Level 3 in Paediatric First Aid.

### **Medication**

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These can be found on the school website.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

### **Complaints**

All complaints will follow the school's complaints policy.