

The Little School with a Big Heart

Ashurst Wood Primary School

# **Breakfast Club and After School Club Policy**



Date: Oct'23

Review date: As required

## Introduction

The Breakfast Club and After School Club are run by Ashurst Wood School and exists to provide high quality out of school hour's childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The Breakfast Club operates from 7.50am-8.50am, and the After School Club from 3.20pm-5.30pm, term time only. A copy of this policy is provided to all parents/carers of children attending the clubs and is also available on the school website.

All parents must complete a registration form for **each child** attending the club and sign an agreement to adhere to the terms of this policy (these can be found at the end of this policy).

## Charges

Breakfast Club: £5 per session (10% discount for siblings)

After School Club: £12 per session (10% discount for siblings)

## Staffing

Our Breakfast Club Supervisors are Miss Sally Edwards and Mrs Lorna Tjong

Our After School Club Supervisor is Mrs Joanne Funnell (other member of staff in school at all times)

## Admissions

- Only children attending Ashurst Wood Primary School are eligible to attend the clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded as a register.
- **All bookings must be made via the MCAS App (not via the school office or club supervisor); please be aware that we cannot accept any child that has not been booked via the App.**

## Arrival and Departure

### *Breakfast Club*

- Parents/carers are required to bring their child directly to the club for registration. You should enter the club via the external hall doors.
- Children will be taken to their classrooms prior to registration by a member of staff.

### *After School Club*

- Reception and Key Stage One children will be collected from their classrooms by the club supervisor.
- Key Stage Two children will be sent to the Club area where they will be met by the club supervisor.
- The club supervisor will take a register of all contracted children and will liaise with class teachers/the school office to determine any reason why a child is not accounted for.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

- Parents/carers must inform the school office/clubs if their child is going to be absent from a club.
- It is the responsibility of the parents/carers to ensure, that when someone different to those named on the list is going to collect their child from the club, that this person is aware of the 'Password' as detailed on the registration form.

### **What We Provide**

- We will provide breakfast for the children attending the Breakfast Club, e.g. toast, crumpets, and cereal.
- The food provided at the After School Club is not intended as a substitute for an evening meal. The children will be provided with healthy snacks. We always use fresh ingredients and follow statutory guidance.
- Please let the club supervisor know if your child has any dietary requirements and we will endeavour to meet your child's needs. You are very welcome to provide a snack as an alternative.

### **Behaviour**

While the children are attending the clubs, there is the expectation that the children will adhere to the school's behaviour policy. This will be followed in the case of any behaviour incidents at either of the clubs. Both clubs will focus on positive behaviour and follow the school behavior policy; a copy of the policy is available on the school website.

### **First Aid**

- All incidents will be recorded in the school's accident book, reported to the parent/carer upon collection, and signed by a member of club staff.
- Accident records must give details of: time, date, and nature of the accident, details of the child involved, type and location of injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents/carers of any child who becomes unwell at the club will be informed immediately. If a child is sent home during school hours, the club supervisor will be informed of their absence.
- Parents/Carers must let the club staff know if their child is taking prescribed medicines. If your child needs to take the medicine whilst at the club, you will need to complete a permission to administer medication form available at the school office.

### **Missing or Uncollected Children**

#### *Missing Children*

In the unlikely event that a child goes missing, the following procedures will be undertaken:

- Senior school staff will be notified of the missing child.
- The club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### *Uncollected Children*

- If a child has not been collected by 5.30pm, parents will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be contacted in the second instance. If these contacts are unavailable after approximately 30 minutes, the Police and Social Services will be informed.
- A charge will be levied for late collection. A fee will be applied from 5.35pm at £1 per minute per child.

### **Payment of Fees**

- It is a requirement of the club that parents/carers **pay their fees in advance, or on the day** and payment is due for all contracted sessions even if your child is unable to attend their booked session, unless your child is unwell.
- The parent/carer signing the clubs registration form is known as the contracting parent and is responsible for the payment of all fees.
- **Cancellations made within 48 hours of the club operating will be charged in full.**
- Pupil Premium children are entitled to 2 free sessions per week; these can comprise of either club (i.e. 1 session of Breakfast and 1 session of After School Club, or 2 sessions of either club)
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office, via email, as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

### **Procedures for payment of fees**

- Payments are to be made **in advance, or on the day** of the sessions, via the MCAS App or with the Club Supervisor and can be paid via card or childcare vouchers – **all payment must be made directly with the appropriate club supervisor (not the school office)**
  - Childcare vouchers excepted include Edenred; Kiddivouchers and Tax Free Childcare Scheme. If using Child Care Vouchers as payment/part-payment please ensure you provide your URN to our club supervisor

### **Complaints Procedure**

If you have any queries, comments or complaints, please feel free to speak to the club supervisor or Headteacher.

### **Related Whole School Policies**

- Safeguarding Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Behaviour Policy
- Charging and Remissions Policy
- Anti-bullying and Friendship Policy

## **Contact Information**

Ashurst Wood Primary  
School Lane  
Ashurst Wood  
West Sussex  
RH19 3QW

**Office Phone Number:** 01342 822584

**Email:** [office@ashurstwoodprimary.co.uk](mailto:office@ashurstwoodprimary.co.uk)

### **Club Staff**

Breakfast Club: Miss Sally Edwards and Mrs Lorna Tjong

After School Club: Mrs Joanne Funnell

**Designated Safeguarding Lead:** Mrs Lisa Hobby (Headteacher)

### **West Sussex County Council Childcare Service**

Family Information Service (FIS)

[Family.info.service@westsussex.gov.uk](mailto:Family.info.service@westsussex.gov.uk)

01243 777807

**Breakfast Club and After School Club Agreement**

I .....parent/carer of  
..... have read and accept a copy of Ashurst Wood  
Primary School Breakfast Club and After School Club policy.

I accept that I am the contracting parent/carer for the above child and agree to make  
payments to Ashurst Wood Primary School Breakfast Club and/or After School Club  
in advance of each session

The sessions in this contract are 7.50am-8.50am and/or 3.20pm-5.30pm.

Parent/Carer Signature.....

Print Name.....

Date.....

**Breakfast Club and After School Club Pupil Registration Form**

**Pupil Personal Information**

<b>Surname</b>		<b>Forename</b>	
<b>Home Address</b>			
<b>Postcode</b>		<b>Telephone</b>	

**Parent/Carer 1 Information**

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Mobile Home Work</b>	<b>1.</b>				
	<b>2.</b>				
	<b>3.</b>				

**Parent/Carer 2 Information**

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Mobile Home Work</b>	<b>1.</b>				
	<b>2.</b>				
	<b>3.</b>				

**Other contact Information (Please provide at least 2)**

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Mobile Home Work</b>	<b>1.</b>				
	<b>2.</b>				
	<b>3.</b>				
<b>Relationship to child</b>					

<b>Title</b>		<b>Forename</b>		<b>Surname</b>	
<b>Mobile Home Work</b>	<b>1.</b>				
	<b>2.</b>				
	<b>3.</b>				
<b>Relationship to child</b>					



**Pupil Medical Information**

<b>Doctor's name, surgery address and phone number</b>		<b>Medical Conditions</b>	
--	--	-------------------------------	--

**Is there a current Health Care Plan in School? Yes/No**

**Dietary Information**

Allergies

Vegetarian/Halal

Please provide further information below if you have ticked one of the above boxes.

.....

.....

.....

.....

**Any other information you would like the club staff to know about your child**

.....

.....

.....

**After School Club Collection**

Please write down the names of which adults will usually be collecting your child for each day after club.

<b>Day</b>	<b>Names</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

Please write a Password below which can be used in special circumstances when non-authorized adults are needed to collect your child. Please note, we **will not** release children to anyone under the age of 16.

-