



## **Breakfast & After School Club Policy**

Carleton Green Community Primary School provides Breakfast and After School Club care for the pupils of the school.

We provide care for children between the ages of 3 and 11.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

### **BOOKINGS AND PAYMENT**

Parents must complete a registration form before their child/children can attend. These are available from either the school office or the Club Manager, Mrs Pilling.

All bookings **must** be made via Parent Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

### **Standard Bookings**

Bookings and payments should be made on Parent Pay under "Make Bookings". In the drop down menu under "Booking Type" please select either Breakfast or Afterschool.

### **Childcare Vouchers**

If you pay by Childcare Vouchers you should book your place under "Make Bookings". In the drop down box under "Booking Type" please select either Morning (for Breakfast Club) or Afternoon (for Afterschool Club). You will not be asked to make a payment as the vouchers are transferred directly to the school bank account. These bookings will then be reconciled with the Voucher payments that school receives. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs Pilling or the school office should you wish to pay this way.

Bookings for Breakfast Club and Afterschool club can be made/cancelled or amended on Parent Pay in accordance with the booking deadlines detailed in Schedule 1.

By way of example, we will set our staffing for Wednesday based on the numbers available to us on Tuesday morning following the cut off at midnight on Monday. If you require a space at either club after the cut off, you may telephone school to check availability and if we have capacity in terms of staff ratios then we may be able to book you in. This applies for each day of the week using the deadlines detailed in Schedule 1.

The same deadlines will apply for cancellations of the clubs. After the deadline we will have arranged staffing based on those numbers and therefore fees will apply if your child does not attend for whatever reason. The charge relates to the place being held and not the actual attendance.

Please do not just turn up at the clubs if you have not reserved a space. For breakfast club we will have no option but to refuse entry to the club. For after school club we will telephone you to collect your child who will be kept safely outside of the after-school club. We reserve the right to charge an administration fee should this occur.

Fees are currently charged at **£6.75** per session for After School Club and **£3.90** per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

## **ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

### **Breakfast Club**

Breakfast club opens at 7.45am.

Entry is through the main school doors. There is a doorbell situated to the left of the inner door. A member of club staff will answer the doorbell and escort your child/children with their belongings to the club.

Parents/carers must sign their child in on the sheet in the entrance to school and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please email the breakfast club staff as soon as possible [a.pilling@carletongreen.lancs.sch.uk](mailto:a.pilling@carletongreen.lancs.sch.uk).

Where no explanation is available for a child's absence a telephone call will be made to the parent/carer in advance of the usual first day of absence calls made following school registration.

At 8.55am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

**Children not booked onto breakfast club will be refused entry.**

### **After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening. Children will be escorted from class to After School Club by a member staff.

**If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely but outside of after school club. We reserve the right to charge an administration fee should this occur.**

Any children attending after school extra-curricular clubs will report to the After School Club staff **before** their activity to obtain a pass to be handed to the extracurricular club leader advising them that they must return to After School Club once the activity has concluded. On their return to After School Club they will be re-registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Parents/carers collecting children should ring the doorbell on the left hand side of the internal doors and a member of club staff will bring their children to them.

Parents/carers must sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, our policy for uncollected children, which is contained within our Safeguarding Policy, will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled before the deadline in Schedule 1, they must still be collected from the After School Club in the school hall. This applies even if collection is at 3.30pm.

All parents/carers are requested to make sure their child/children are collected by 5:30pm. If you are unavoidably delayed, please telephone 01253 891228 or 07541691629.

The Club closes at 5.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Mrs Pilling.

If fees are not paid, school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mrs Pilling as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

## **SAFEGUARDING**

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In unforeseen exceptional circumstances, such as medical emergencies or road traffic accidents, when a parent is running slightly late to collect their child from school i.e. after 3.30pm then that child will be kept safe until the parents arrive. The parent must sign their child off the school premises. If there is space in the afterschool club and the child is placed into afterschool club, we reserve the right to impose a charge for those children depending on the time of collection.

## **OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.

## **SCHEDULE ONE**

### **After School Club and Breakfast Club Booking and Cancellation Deadlines**

<b>DAY CLUB REQUIRED</b>	<b>BOOKINGS/CANCELLATIONS MUST BE MADE BY</b>
Monday	Midnight on the Saturday before
Tuesday	Midnight on the Sunday before
Wednesday	Midnight on the Monday before
Thursday	Midnight on the Tuesday before
Friday	Midnight on the Wednesday before