



Fly high. Soar

Breakfast and After School Club Policy

2025-2026

Approved by: Stacey Clark

Date: July 2025

Last reviewed on: July 2025

Next review due by: September 2026

Introduction

Early Bird and Late Larks is run by Carleton Green School and exists to provide high quality out-of school hours childcare for parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.55am and from 3.30pm – 5.30pm term time, and current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents of children attending club 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.

Admissions

- Only children attending Carleton Green Community Primary School are eligible to attend the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy, and this policy is available to view on our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Early Bird

- Parent's/Carers are required to bring their child directly to club and sign them in. You should enter through the office. Staff will be alerted to your arrival when you press the doorbell, situated to the left of the doors.
- Children will be escorted to their classrooms at 8.55am by school staff.

Late Larks

- Children will be delivered to the After-School Club by the Class teacher or LSA.
- Staff will take a register and will liaise with the class teacher or school office to determine any reason why a child is not accounted for.

Behaviour

Whilst attending, children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.

- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, staff will be informed of their absence.

Missing or Uncollected children

Missing children

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

Senior staff will be informed of the missing child.

Mrs Pilling will search the inside of the building and delegate an outside search of the grounds by 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 have provided, will be telephoned in the second instance. If these contacts are unavailable, the police and Social Services will be informed and advice sought.

Payment of Fees

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 dropdown 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 Miss Savage in 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 up to a week in advance.

Extra sessions

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. 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.