

Purple Planet Childcare Policy

Purpose

Operational Procedures

1. The Purple Planet is operated by Godley Community Primary Academy.
2. Children will be provided with:
 - A healthy breakfast or after-school snack
 - Engaging activities to support learning, such as homework help, reading, drawing, educational programmes, and board games
 - Supervised indoor play only; outdoor play is not permitted during Breakfast Club hours
3. Staff will always care for children with professionalism and respect.
4. All food preparation and handling will comply with Environmental Health and Food Safety Standards.
5. A minimum of two staff members will always be present. Legal adult-to-child ratios will be strictly followed.
6. Children are expected to:
 - Behave respectfully and politely
 - Care for equipment and resources
 - Cooperate with staff and peers
7. If a child's behaviour compromises the safety or well-being of others, the school reserves the right to withdraw their place at the club.
8. Fees:
 - Morning Session: £4.50 per day
 - After School Session:
 - £6.50 until 5:00 pm
 - £8.50 until 6:00 pm

Fees are payable in advance or on the day via MCAS. Children may attend daily or on selected days. The school reserves the right to refuse entry if accounts fall into arrears.
9. Parents will receive one term's notice of any fee changes.
10. KS2 children will go directly to their classrooms. The reception and KS1 children will be escorted by staff.
11. Parents must sign and return the agreement form to confirm their understanding and acceptance of this policy.
12. Parents must inform the school office of any changes to emergency contact details.
13. Parents/carers must:
 - Sign their child in directly with Breakfast Club staff
 - Hand over their child into the care of staff
14. Any concerns should be raised initially with a member of the Breakfast or After School Club staff.

15. All incidents will be recorded on BromCom. In emergencies, all contact numbers on the school system will be used. First aid will be administered and an ambulance called if necessary.
16. If a child becomes unwell:
- Parents/carers will be contacted using the provided emergency numbers
 - The class teacher will be informed of the child's absence and reason
17. All staff have a duty to safeguard children. Please refer to the school's Safeguarding Policy for full details.

Purple Planet Parental Agreement

I have read and agree to the terms outlined in the Purple Planet Childcare Policy.

I understand the daily charges:

- Morning: £4.50
- After School: £6.50 until 5:00 pm / £8.50 until 6:00 pm

I agree to pay all fees in advance via MCAS and to keep my account in credit.

Child's Name: _____

Class: _____

Signed: _____ (Parent/Carer)

Date: _____

Thank you for completing this form. Please return it to the school office as soon as possible.