



Purple Planet Policy

Aim:

To support working parents by providing early morning childcare from 7.45 am to 8.50 am, and after school childcare from 3.30 pm to 6.00 pm.

Procedures

1. The Purple planet will be run by Godley Community Primary Academy by our own employed staff.
2. The Club will provide a healthy breakfast or after school snack, and activities to assist learning e.g. doing homework, reading, drawing, watching educational programmes, playing board games. Children will not be allowed to leave the room to play outside unsupervised.
3. Staff will be responsible for the care and management of children, treating them with respect at all times.
4. The club will comply with environmental health food safety standards.
5. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.
6. All children are expected to behave well, show respect, be polite, look after equipment and resources and be co-operative and courteous to staff and to each other.
7. Should the behaviour of any child affect the well-being of other children, or create any health and safety issues, we reserve the right to withdraw the Purple Planet place in these circumstances.
8. Charges apply:
Morning £5.00, per day
After-school £7.00 until 5.00 pm and £9.00 until 6.00 pm, per day

9. Parents will be given one term's notice of any increase in fees. All fees must be paid on the day or **in advance** via Bromcom/MCAS App. Children can attend every day or as many days as required. The school reserve the right to refuse entry for any child if their account falls into arrears.
10. At the start of the school day KS2 children will be released from Breakfast Club to go straight to their classrooms. Reception and KS1 children will be taken to their classroom.
11. Parents are asked to show agreement with this policy by signing and returning the slip below.
12. Parents are asked to keep the school informed of any change of emergency contacts via the school office.
13. When dropping children at before school club all parents/carers must sign their child(ren) in before handing them over into the care of the Purple Planet staff.
14. When collecting children from after school club, all parents must sign their child(ren) out with the time they were collected.
15. In the event of a parent wishing to raise a concern, this should be made in the first instance to a member of staff organising the club.
16. In the event of an accident during the club session, accidents will be recorded on CPOMS. We will inform parents or carers about the accident with a telephone call. If the child has sustained a head injury, we will contact parents/carers to inform them of the incident.
17. If the accident is an emergency, we will use all contact telephone numbers provided on the Admission Form to contact the parent or carer. If the child needs emergency treatment, an ambulance will be called and we will administer first aid prior to medical assistance arriving.
18. If a child is ill whilst at Club, we will use all of the contact numbers provided on the Admission Form to contact the parent or carer to arrange for the child to be collected from School.
We will inform the class teacher that the child has been collected from Breakfast Club and let them know the reason why the child will not be attending School that day.
19. As childcare professionals, we have a duty to safeguard all children within our care and our Safeguarding Policy outlines this in detail.



Purple Planet Parental Agreement

I have read and agree to the terms as detailed in this policy.

I understand that the charges are Morning £5.00 per day, After-school £7.00 until 5.00 pm and £9.00 until 6.00 pm per day.

I understand that all fees are payable in advance via Bromcom/MCAS App.

I agree to keep my account in credit.

Child's Name: _____ Class: _____

Signed: _____ (Parent/Carer)

Date: _____

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