



Lytham C of E Primary School  
Breakfast Club and After School Club  
Manager: Mrs. K. Wilkinson  
Park View Road  
Lytham  
Lancashire  
FY8 4HA  
01253 736900

## Welcome Pack



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**Breakfast Club: 7:30am - 8:45am**

**After School Club: 3:30pm - 6pm**

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Our Mission Statement:  
To inspire everyone in our school family to be the  
best they can be within our caring  
Christian community



TOGETHER WE  
GROW WITH  
GOD

2 Peter 3:18

“Grow in the grace and knowledge of our Lord  
and Saviour Jesus Christ.”

Our Christian values shine through everything we do.



## Mission Statement

Breakfast Club and After School Club provide high quality childcare within a safe, relaxed, yet stimulating environment. The individuality of each child in our care will be respected and nurtured.

Breakfast Club and After School Club aims to:

- Offer an inclusive service, accessible to all children in the community;
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment;
- Encourage children to take responsibility for themselves and their actions;
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination;
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions;
- Offer a programme of activities which meet the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals;
- Working in partnership with school teachers, parents, local community and local authority to provide high quality play and care;
- Working alongside Ofsted's EYFS, Welfare Requirements and Playwork Values, Assumptions and Principles;
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents and carers;
- Keep parents and carers informed about changes in the administration of the clubs and to listen and respond to their views and concerns;
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise;
- Comply with the Children's Act 1989, the Childcare Act 2006 and all other relevant legislation.

## **The Club Environment**

The Breakfast Club and After School Club provide environments that are safe and secure giving children the freedom they need to develop, grow and learn through play. All staff work towards Ofsted's EYFS, Welfare Requirements and Playwork Values, Assumptions and Principles. We encourage freely chosen play with all activities and resources based around the children's interests. We aim to provide a smooth transition between School and Club.

## **Induction/Settling In**

We strongly encourage the child and parents/carers to visit the clubs before the child's first day. At the first session children will be introduced to all members of club staff and will be allocated a 'buddy' who will show them around the club and introduce them to the other children supervised by a member of staff. During this session a member of staff will outline the club's rules and routines, including snack time and toilet arrangements.

## **Staffing**

All staff have undergone full Criminal Records Bureau or Disclosure and Barring Service checks in line with school policy. Our staff have significant experience working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. We have four experienced members of staff who work with the children. In addition, we have bank staff available to cover staff absences.

Students/volunteers will not be counted in child ratios and will be allocated a member of staff who will have day-to-day responsibility for them and their needs while at the club.

## **Communication**

We have our own Dojo system whereby the children will receive a dojo for good behaviour. This also provides a direct messaging system between staff and parents.

## Staff Qualifications and Positions within the Clubs

**Miss. Karleen Wilkinson:** Manager

Level 3 NNEB

Level 4 Playworker

EYFS Co-ordinator

Designated Paediatric First Aider

Safeguarding Officer Level 3 Certificate

Behaviour Management Co-ordinator

Health and Safety Officer

Fire Safety Officer

Food Handling Certificate

Medicine Administrator

**Mrs. Claire Kearns:**

Deputy Manager

Level 6 BA Hons Early Childhood Studies

Level 3 NNEB

Level 4 Playworker

Health and Safety Officer

Designated Paediatric First Aider

Safeguarding Level 1 & 2 Certificate

Fire Safety Officer

Food Handling Certificate

**Miss Sarah Rowley:**

Playworker

Level 3 Childcare Certificate

First Aider

Safeguarding Level 1 Certificate

Food Handling Certificate

Medicine Administrator

**Mrs Monika Taylor:**

Playworker

Food Handling Certificate

Safeguarding Level 1 Certificate

Medicine Administrator

First Aider

## Operation of the Breakfast Club and After School Club

The Breakfast and After school club is overseen by Lytham C of E School Governors.

The Breakfast Club operates between the hours of 7:30am and 8:45am term time only. The After School Club operates between the hours of 3:30pm and 6:00pm (2:00pm on the last day of a full term), term time only. Health and Safety and Ofsted welfare requirements necessitate that **all pupils must be collected by 6pm promptly**. If a parent/carer is late, they will incur a daily £10 late charge after 6:00pm.

Both clubs operate in a designated classroom. We have access to the playground, playing fields, conservation area and computer suite.

### Daily routines

Daily routines are essential to the care of children, and they provide them with a sense of security and structure to their day. However, it will be necessary to adapt routines sometimes to meet children's changing needs and circumstances.

We aim to enhance children's learning through the following daily routines:

- Promoting children's understanding of healthy food through discussion at snack time
- Promoting good manners
- Encouraging children to choose their own snack time
- Encouraging children to pour their own drinks
- Encouraging children to wash and put away their own plate and cup
- Talking about hygiene with children when washing hands and going to the toilet
- Encouraging children to keep their coats and bags tidy
- Encouraging children to put on and fasten their own outdoor clothes
- Discussing respect for resources and the premises while playing and tidying up

### Activities available to the children

During their time at either club children chose activities that they prefer.

We offer a wide range of activities:

- Art work/Wall displays
- Bingo/Board games/Treasure hunts/Group games
- Books/Comics/Magazines
- Baking/Biscuit or cake decorating
- Lego/Construction/Small World Play/Jigsaws/Puzzles
- Physical outdoor play/Physical indoor play/Football/Sports
- Sand play/Water play/Playdough/Den building
- Movie evenings
- Role play/Dressing up/Musical instruments/Imaginary play
- Quiet space to do homework/Relax

### Snack Time - Breakfast Club

Children are offered a selection of snacks including cereals, toast, pancakes, crumpets and drinks. We change the breakfast cereal regularly to offer variety. The children are also asked for cereal suggestions.

### Snack Time - After School Club

Drinks and healthy snacks are available throughout the session and we allow the children to decide when they are ready to eat. However this is not intended to substitute for a main evening meal. We promote independence, by encouraging the children to prepare their own snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. We recognise the importance of healthy eating and a balanced and nutritious diet.

We change the snack menu regularly to offer variety:

Drinks -Milk, water

Snacks - Fresh fruit, dried fruit, selection of vegetable sticks, cheese, hummus, cooked meats, wholemeal bread, pitta bread, wraps, selection of jams, lemon curd, honey and marmite. The children are also asked for snack suggestions.

Individual dietary requirements and parental preferences are met wherever possible. **\*Please inform staff of any changes to dietary requirements or medical updates.**

### Arrivals and Departures

On arrival, children are signed into the Breakfast Club by the adult is dropping them off. At the end of the session KS1 children are escorted to their respective areas of school at 8:45. KS2 children make their way to their cloakrooms and on into classrooms.

Each day at the start of the After School Club session, younger children are escorted to the designated classroom while older children make their own way there where they are all welcomed and registered.

When leaving After School Club, children are signed out by the adult who is picking them up. Only yourself, or a named adult on the registration form (who will be required to use the password system), will be able to pick children up. If in an emergency you need someone else to collect your child, please message the club via Dojo. Only adults aged 16 or over, and with suitable identification, will be allowed to collect children.

If there is an unexpected delay to your child being picked up, please Dojo us as soon as possible so that your child can be reassured and staff arrangements made.

## **Admission Procedures and Bookings**

If you wish your child to attend either the Breakfast Club or After School Club, please complete the registration form.

The registration form gives us all the necessary information such as phone numbers, addresses and names of people nominated to drop off or pick up from the clubs. If your child is returning following a long period of absence (6 months) a new registration form needs to be completed.



# Registration Form

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

1<sup>st</sup> Mob: (Name and number please) \_\_\_\_\_

2<sup>nd</sup> Mob: (Name and number please) \_\_\_\_\_

Please provide an email address for use with our Dojo system:

\_\_\_\_\_

## Mother/Guardian

## Father/Guardian

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone No. \_\_\_\_\_

Work Phone No. \_\_\_\_\_

Other Emergency Contact: (Name, Relationship to child, and Number) \_\_\_\_\_

\_\_\_\_\_

Who has parental responsibility for your child? \_\_\_\_\_

Details of persons authorised to collect your child (NB authorised persons must be over 16 years of age)

Name: \_\_\_\_\_ Password: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Allergies and Health Problems if any: \_\_\_\_\_

Medication if any: \_\_\_\_\_

Vaccinations up to date: Yes [ ] No [ ] Date of last Tetanus: \_\_\_\_\_

Any other information: \_\_\_\_\_

Disabilities/Learning Difficulties: \_\_\_\_\_

Cultural Needs if any: \_\_\_\_\_

Religious Needs if any: \_\_\_\_\_

Special Dietary Requirements: \_\_\_\_\_

Language Spoken: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

All information is treated in the strictest confidence and will be kept securely.



## Medical Consent Form

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Parents/Carers emergency contact telephone numbers: \_\_\_\_\_

\_\_\_\_\_

Any known medical problems, allergies or additional needs: \_\_\_\_\_

\_\_\_\_\_

Any medication required: \_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

I/We give consent for the staff at the Breakfast Club or After School Club to apply the following if needed:

Plasters [ ] Bandages [ ] Dressings [ ] Ice Pack [ ] Antiseptic Wipes [ ]

Sun Lotion - named, child's own which has been left in school bag and [ ]

I/We give consent for the staff at the Breakfast Club or After School Club to administer practical first aid or seek medical attention in the event of an emergency: YES [ ] NO [ ]

I/We give consent for the staff at the Breakfast Club or After School Club to sign any written form of consent required by hospital authorities should the child's health and safety be in danger and I/We are delayed attending the hospital: YES [ ] NO [ ]

In the event that my child is involved in a serious accident I/We can be contacted immediately on the above telephone numbers.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## Parental/Guardian Consent for Photographs

The use of photographs is an important developmental tool, which is widely used in play and educational settings for recording, sharing and displaying activities that your child has undertaken. At Lytham C of E Breakfast Club and After School Club we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

At the Breakfast Club and After School Club we may sometimes wish to take photographs to share with you, put up on a wall, put into the children's own folders and for promotional use eg. Club Leaflet. Please indicate below whether you give your permission for your child's photograph to be taken and the image used by us.

**As the parent(s)/guardian(s) of the child named below, I/we give my/our permission for images of my/our son/daughter to be taken and used for the following purposes:**

Yes [ ] No [ ] Printed information, displays and exhibitions at the Club

Yes [ ] No [ ] Promotional material for the Club including our website

Yes [ ] No [ ] Observation and assessment

Yes [ ] No [ ] Club records of my child

- I/We understand that personal details or names of any child in a photograph will never be given in such a way that would allow them to be individually identified
- I/We understand that photographs will NOT be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parents, guardians or carers

I/We give permission for Lytham C of E Primary School Breakfast Club and After School Club to take photographs of my/our child as indicated above.

Child's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_