

Breakfast Club & The After School Club

Admissions, Fees & Booking Procedures

The clubs are registered with Ofsted, our registration number is 145456.

Breakfast Club & After School Club take children between the ages of 4 and 11 from Sholing Infant School and Sholing Junior School.

Places are offered with the following order of priority:

1. Children already attending the clubs
2. Siblings of children already attending the club
3. Those requiring the greatest number of sessions/hours per week
4. Children of Sholing Junior School
5. Sholing Infant School

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Parent Handbook
- Registration form
- Pupil Health Care Plan
- Communication & Data Protection Leaflet

All parents are required to complete a registration form prior to starting at the clubs. Please make sure that you keep us up to date of any change of details, this includes;

Medical and dietary conditions that arise after your child has started at the clubs

Email & telephone numbers

Any other need that has developed for your child, eg SEN

Can you please supply at least two other contact telephone numbers, in case we are unable to reach the primary telephone numbers.

The club cannot be held responsible for any incidents that occur as a result of failure to provide details of changes and circumstances to you or your child's personal details.

If a place is available, the parents and child will be invited to visit the club before attending if they so wish. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

BREAKFAST CLUB

ALL CHILDREN MUST BE BOOKED IN AND PAID PRIOR TO ATTENDING

Breakfast is served at 7.45am for Sholing Infant School and 8am for Sholing Junior School. Each day we offer toast and a selection of spreads, a selection of cereals and fresh fruit. We also offer a selection of our range of extra options including muffins, crumpets, bagels, fruit bread, scrambled eggs, baked beans, cheese, dried fruit and fromage frais.

We promote independence by encouraging the children to prepare their own breakfast and to clear away after themselves. Fresh drinking water is available at all times. Individual dietary requirements, which are of a medical

need, can be accommodated, please make staff aware. We never force children to eat breakfast but will always do our best to encourage them. During breakfast time we request that children remain seated at the table

ARRIVAL PROCEDURES INFANT & JUNIOR SCHOOL

PLEASE DO NOT PARK IN THE SCHOOL CAR PARK

PLEASE USE THE WOODLAND PATHWAY TO ESCORT YOUR CHILD/CHILDREN TO THE CLUB

Children should arrive promptly at 7.45am for Sholing Infant School children and 8.00am for Sholing Junior School children. Siblings of Infant School Children can attend the club at 7.45am. Parents/carers are requested to stay with their child/children until the club gate opens for safeguarding and health and safety reasons. No child should be left unaccompanied, and staff cannot take responsibility for children if parents do this. We request parents/carers don't come into the club due to Health, Safety and Safeguarding.

A register is taken each morning for children attending the club.

BREAKFAST CLUB DEPARTURE PROCEDURES

INFANT SCHOOL PROCEDURES

Infant School children will be escorted to Sholing Infant School by the club staff, where they are then taken to their classrooms. A register of escorted children is kept by the club.

JUNIOR SCHOOL PROCEDURES

At 8.30am all Sholing Junior School children will leave the breakfast club and go straight to their classrooms.

AFTER SCHOOL CLUB

ALL CHILDREN MUST BE BOOKED IN AND PAID PRIOR TO ATTENDING

We provide a wide range of play opportunities, cookery, arts and crafts, sewing, junk modelling, board games, books, imaginative play, construction, clay, painting, sport and aim to provide a range of games that promote diversity.

The children are encouraged to have a say in what they would like to do at the club. We spend time talking to the children, filling out evaluation forms, finding out what activities they would like. Children are free to join in with the activities or participate in free-play.

A light snack, either hot or cold and drinking water is available; however, this is not intended to substitute for a main evening meal that the child may receive at home. We aim to provide a choice of healthy foods, including fruit. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. During snack time the children are requested to remain seated at the table.

BREAKFAST CLUB & AFTER SCHOOL CLUB FEES

£2.50 per session for breakfast club (non-refundable, unless due to illness of the child)

£9.00 per session for after school club (non-refundable, unless due to illness of the child)

Booked places are chargeable unless your child/children are off school due to sickness. You must inform the clubs if your child/children are not going to be in.

Children may attend from 1-5 sessions each week.

OUR PREFERRED PAYMENT METHODS ARE:

On-line Payment System

Childcare Voucher Schemes and Tax-Free Childcare (Gov.uk)

Cancelling a Permanent place

If you wish to cancel a permanent place we request one weeks' notice in writing or by phone, If this is not done then you will be charged for the booked sessions
The direct number for the club is **023 8042 5933**

NON-PAYMENT OF FEES, LATE PAYMENTS AND NON-ATTENDING

We ask parents to respect our payment and booking terms. We will text and invoice parents if payment is not received, and your child's place will be reviewed at that time. We reserve the right to refuse a place if you continually pay late or if you regularly cancel your child's place.

Non-payment of fees will have a negative impact on residential and non-curricular activities for any child attending Sholing Junior School**PARKING ON SITE**

Please do not park in the school car park when attending the breakfast club, please use the woodland pathway when escorting your child.

When collecting your child from after school club, please be considerate and careful when driving on our premises. If there is no parking space available, please do not double park or block any gates for emergency purposes.

We reserve the right to refuse you entry into the car park

Please note: non-payment of fees will have a negative impact on residential and non-curricular activities for any child attending Sholing Junior School.

This policy was adopted by Extended Schools Committee	Date: 25.01.2021
To be reviewed: 25.01.2023	Signed: Extended Schools Committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Information and Records 3.68-3.75*