Breakfast and After School Club Policy

The Breakfast and After-School Club exists to provide high quality out-of-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, and is run by staff from the school. Wraparound Care has 35 places available Monday to Thursday and 20 places available on a Friday, offering care for children in Reception to Year 6. It is our aim to run this club as efficiently and fairly as possible and as such, this policy will be reviewed annually, to help us to achieve that.

Parents/carers need to be aware that it is NOT the school's responsibility to provide parents with childcare, nor are we obliged to. We will do our best to accommodate as many children as we can. We ask that parents/carers are mindful of the fact that, spaces are limited and in high demand and to work with us to prevent abuse of the system, to ensure that we can continue to maintain this club.

All parents/carers must complete a registration form (Appendix 1) for each child attending the club and sign the agreement (Appendix 2) to adhere to the terms of this policy. A copy of this policy is provided to all parents/carers of children regularly attending the club, and is also available to all other parents on the school website.

Club Times

The Breakfast Club operates from 7:30 am – 8:45 am during term time.

The After-School Club operates from 3:15 – 5:30 pm Mon-Fri during term time.

Breakfast and After-School Club is located in the Eco-Lab.

Club Charges

Breakfast Club has one session rate:

£6.00 for the session regardless of entry time.

After-School Club has one session rate:

£7.00 per session regardless of pick up time.

Parents/Carers are paying for 'the place' in one or both clubs and all will pay the same price for the place regardless of drop-off or pick-up times. These simplified charges have been agreed to make it easier for parents to calculate their weekly and monthly bills and also to make it easier for the school to administer. (Appendix 3 has the calculation tables for reference and a few examples).

There are no sibling discounts or discounts for pupils going into after school club after another club/sporting activity.

Bookings and Cancellations

A registration and booking form (Appendix 4) will be given to regular users of the service during the summer term and will be available to any new parents who wish to enter into a contract to secure a place in one or both clubs for the **full academic year**. These forms must be completed prior to the child's commencement at the club.

Prior to the commencement of each academic year, vacant places will be allocated with priority given to:

1. to those in Reception to Year 6 requiring the greatest number of sessions per week for the duration of the year.
2. to those new children who have siblings already attending.

Nursery children may only be considered for a place if spaces are available and they already have a sibling at the school but this is at the discretion of the HeadTeacher.

Once contracted places have been allocated, non-contracted pupils are welcome to use the club on an adhoc basis, provided there are spaces and parents/carers have previously completed the registration process. These spaces are not guaranteed.

Parents who have booked for the full academic year, will have the opportunity at the end of each term to request to change their days/sessions for the forthcoming term. We will not consider requests from parents to drop sessions once term has commenced to prevent parents booking spaces to gain priority.

If the request is to increase the number of sessions, if we can accommodate this, we will revise the bill accordingly for the next term. If we cannot accommodate all sessions, then we will hold a waiting list and allocate spaces as and when we can.

We will NOT cancel another child's spaces to accommodate a request by another parent to increase their sessions or to accommodate a child new to the school, sibling or otherwise. This is in response to feedback from our survey that once parents have spaces, they need the reassurance that they will keep the space.

In circumstances where the child is leaving the school, or employment circumstances have changed, we would expect payment until the end of that term.

ALL bookings and/or cancellations MUST be made via the school office, the staff running the clubs will NOT be able to book or cancel sessions. This is to ensure an accurate register can be maintained, staff/pupil ratios adhered to, to ensure fairness and to avoid places being double booked or indeed lost.

If cancelling a session, we would appreciate as much notice as possible to enable us to reallocate the place.

We appreciate that circumstances can change and as such contracted parents are permitted to cancel a **maximum of 5 sessions per child per term in each club (Breakfast and/or After School)**. Repeatedly cancelling sessions, is unfair to others who haven't been able to secure a place, creates more administration, and often leads to sessions lost. As a school we have to ensure that the income generated is sufficient to cover the club costs.

Cancellations to contracted or adhoc bookings will only be accepted if they have been made **prior to 10:00am on the day before the booking**. If cancelling breakfast club on a Monday morning, this

MUST be done by 10:00 am on the previous Friday. **Sessions cancelled after this time, will be fully chargeable.**

If a child should be sent home from school sick or is absent due to sickness, this unfortunately will still be chargeable, unless the absence is prolonged and spaces can be cancelled with the required notice given.

Parents who have booked exceptional leave from school, should remember that they need to cancel their spaces in breakfast and afterschool clubs too for the dates they will be away. They can be counted as cancellations, however this will not happen automatically.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child to the gate at the side of the main building, next to the bike shed.
- Staff will register each child electronically.
- At 8:40 am children will be taken from the Eco-Lab to their classroom.

Afterschool Club

- Children in Reception, Year 1 and Year 2 will gather in the Reception classroom, from where they will be collected by afterschool club staff and taken to the assembly hall.
- Children in Years 3, 4, 5 & 6 are grouped in their classroom and when the other children have gone, they make their way to the hall.
- The club staff will take an electronic register of all contracted children and will liaise with the office/class teacher to determine any reason why a child is not accounted for.
- When a child is collected at the end of or during a session, by a parent/carer or named collector, staff will sign them out on the register and the time is recorded.
- Collection is from the gate at the side of the building, next to the bike shed (there is a doorbell on the bike shed as the gate is kept locked).
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up-to-date.
- If circumstances change on the day and you know your child is not going to be at either session, we would be grateful if you could let us know by calling the school office on 01366 347260.

Daily Routine

Morning Session

- Parents bring their children to Breakfast Club where a range of activities have been set out.
- From 7:30 – 8:25 am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. There are no breakfasts after 8:30 am.
- 8:30 am children are encouraged to tidy up and take responsibility for the environment, children will clear the floor and staff will put items away in cupboards.

- 8:45 am all children collect their bags and coats and are escorted to the hall, younger children are then escorted to the appropriate classroom, Years 3-6 make their own way to their classroom.

Afterschool Session

- During the session children are offered a choice of healthy snack and drink and are encouraged to wash hands prior to eating/drinking.
- Children can choose from a range of play and planned activities, both indoors and outdoors, weather permitting.
- 4:45 pm tidy up time encouraging the children to take responsibility for the environment children will clear the floor and staff will put items away in cupboards.

Behaviour

Whilst attending breakfast and afterschool club, children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including rewards and sanctions.

Parents are also reminded that their behaviour on school premises whilst dropping and collecting children to and from clubs is expected to be respectful at all times. Abusive or threatening behaviour will not be tolerated and may lead to your child losing their place.

Belongings

Parents are responsible for ensuring that their children have all their belongings with them prior to leaving afterschool club. If items are left behind, these will have to be collected the next day from the Ecolab.

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 after approximately one hour, the police/social services will be informed.

A charge will be applied for late collection, from 5:30pm at a rate of £5:00 for every 15 minutes late in order to cover costs.

Payment of Breakfast and After-School Club Fees

The charges/fees for clubs are outlined on page 1 of this policy. The school **must** be able to cover the costs of the services we provide for them to remain viable. Parents are therefore expected to work with us to avoid abuse of this system.

Contracted/Regular users

The parent/carer signing the clubs registration form is known as the 'contracting parent' and is responsible for the payment of all fees.

If parents sign up to a contract for the full academic year, we will calculate the bill on a termly basis as we have done previously, to enable part/monthly payment over the course of the term. For example, if you have booked your child for breakfast club every day, a charge of £6.00 per day x the number of days in that term will be applied to your MCAS account. Parents will be advised of the payment deadlines at the beginning of each term and will need to have paid for the term in full**, one week prior to the end of each term.**

MCAS accounts will be checked prior to producing the registers for the next term. If arrears are not cleared by the deadline, sessions will be offered to others on the waiting list. WE WILL NOT KEEP SPACES OPEN FOR NON-PAYING PARENTS AND IF PARENTS HAVE NOT PAID, THE CHILD/RENS NAME WILL NOT APPEAR IN THE REGISTER.

Permitted cancellations i.e. those giving the required notice and up to a maximum of 5 per term, will be deducted from the bill for the following term.

Places will be allocated at the beginning of the academic year. Sessions will be allocated in accordance with the priorities outlined above, in addition, priority will be given to those who have a history of full and prompt payment. Parents will be informed if they have a space/s, a minimum of 4 weeks in advance of the term start date.

Non-regular users

Fees are logged when booked through the office on MCAS for all clubs. Parents should ideally credit their account at the time of booking to pay for the sessions booked and/or ensure they are aware of their outstanding MCAS balance and ensure timely payment. MCAS accounts will be checked prior to agreeing sessions in the clubs.

ALL ACCOUNTS SHOULD BE CLEARED AT THE END OF EACH ACADEMIC YEAR

Related Whole School Policies

The before and after-school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

Behaviour Policy

Safeguarding Policy

Equal opportunities policy

Health and Safety Policy

First Aid and administration of medicines

Online safety policy

This policy will be reviewed annually.