Breakfast and After School Club Policy

***Updated:****​*September 2021

***Next Review:****​*September 2020

**Introduction**

The Breakfast and After school club exists to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment, within our ethos of ‘Learn to Love and Love to Learn in readiness for life’. The club will be run by staff from the school and led and supervised by the Club Leader. The provision will be managed by our Out of School Care Manager Mrs Nicola Butterworth who can be contacted during school hours on the number 01744 671908.

The **Breakfast**​ **Club** operates**​** from 7:45 am – 8:45am during term time only

The **After​school Club​** operates from 3:15pm – 5:15pm during term time only (with the exception of the last day of a full term)

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An update to date price-schedule is available from the school office and school website.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

Admissions

* Only children attending St Anne’s Catholic Primary School are eligible to attend, with the exception of nursery children.
* All places are subject to availability.
* The registration process must be completed prior to the child’s commencement at the club.
* All parents will receive a paper copy of this policy and this policy is available to view via our school website.
* Non contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
* All club staff are made aware of the details of a new child, including allergies and intolerances.
* Children’s attendance is recorded electronically in a register and manually on the signing in and out sheets.

**Arrival​ and Departure**

**​Breakfast Club**

* Parents/Carers are required*​* to bring their child ***directly***​ ***to club*** and sign them in. You should enter via the club entrance, the staff will be alerted to your arrival when you press the doorbell situated on the doors.
* Parents/Carers must enter the arrival time and sign their child in on the club signing in paperwork.
* Children in Reception, Year 1and Year 2 will be escorted to their classrooms by the club staff and Year3, Year 4, Year 5 and Year 6 will make their own way to their classrooms for 8:40am.

**After School Club**

* Children in Reception, Year 1 and 2 will be escorted by a member of the club staff directly from their classroom.
* Children in years 3, 4, 5 and 6 will make their way directly to the hall to be greeted by a member of the club staff.
* The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

**Departure**

* When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded on the signing out paperwork.
* The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
* 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.
* Parents must inform Club staff as soon as possible if their child is going to be absent from the Club by phoning the school office or emailing the school.

**Daily Routine**

**Morning session**

* Parents/Carers bring their children to Breakfast Club situated in the hall where a range of activities are set out.
* 7:45am – 8:20am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
* 8.35am tidy up time encouraging the children to take responsibility for the environment.
* 8.40am children collect their coats and bags. Reception, Year 1and Year 2 will be escorted by a member of staff directly to their appropriate classrooms and Year 3, Year 4, Year 5 and Year 6 will make their way to their class where they meet up with the rest of the children awaiting the start of the school day.

**After school session**

* 3:15pm - Children in Reception, Year 1 and Year 2 will be escorted by a member of staff directly from their classroom. Children in years 3, 4 ,5 and 6 will make their way directly to hall to be greeted by a member of the club staff for registration.
* 3:15pm – 3:30pm children will be given a healthy snack/ biscuit and drink: staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
* 4:15pm - children attending the afternoon session of 1 hour to be collected.
* 5:10pm - tidy up time encouraging the children to take responsibility for the environment.

**Behaviour**

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

**First Aid**

The school first aid and administration of medication policy applies at all times.

Parents of any child who become unwell during Club will be contacted immediately. If a child due to attend After School Club is sent​ home unwell during school hours, the school office will inform the Club staff of their absence.

**Missing or Uncollected children**

The school safeguarding procedures are followed at all times and the site is safe and secure whilst children remain on site.

In the event that a child goes missing, the following procedure will be undertaken:

* Senior school staff will be informed of the missing child.
* Club Leader will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.
* Parents will be contacted.

Uncollected children

* The school’s Late Child Collection Policy is followed at all times.
* If​ a child attending the club has not been collected by 5.15pm 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 and no contact can be made, the police and Social Services will be informed.

**Payment of Fees**

Fees are to be paid in advance into a ‘Breakfast and After School account’, and payment is due for all contracted sessions even if your child is unable to attend their booked session\*.

The parent signing the clubs registration form is known as the ‘contracting parent’ and is responsible for payment of all fees.

***If a parent is experiencing difficulty with payment of their fees, they should contact the Headteacher/school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.***

All fees must be paid via our online booking system. This can be accessed via the internet, app. If you would like support or advice to access this you can ask at the school office. The name of the booking system is Parentpay ​ www.parentpay.com.

Payment can also be made through childcare vouchers, further information is available at the school office.

Sessions will be ‘released’ for booking on a termly basis, however bookings can be made further in advance. Sessions will be allocated on a first-come, first-served basis

**The current session capacity is 30 children.**

\*Parents can change or cancel their sessions up to 1 week prior to their child attending a specific session without incurring a charge. **Any**​ **change or cancellation after this point is non-refundable.**

**Related Whole School Policies:**

The Breakfast 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:

* Safeguarding and Child protection policy.
* Equal opportunities policy.
* Health and Safety policy.
* First aid and administration of medicines.
* Online safety policy.

St. Anne’s Catholic Primary School Breakfast & After School Club Agreement

I ……………………………………PRINT NAME] parent/carer of ………………………………………….. have read and accept a copy of the club policy and agree to abide by the terms therein. The​ sessions in this contract are 7:45am – 8:45am for Breakfast club and 3:15pm – 5:15 pm for After school club. Sessions are booked on a first come, first served basis.

* I accept that I am the ‘contracting parent’ for the above child and agree to make payments in advance via the online booking system or through the school office. I understand that I will lose my place if my account is in arrears.
* I understand I can change or cancel sessions up to 1 week prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
* I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
* I understand that there may be an additional charge if my child attends a club from an external provider.
* I agree to keep all contact, medical, dietary and other information up to date with the school office and Breakfast and Afterschool Club.
* I will phone ​01744 671914 for the After school club when the office is closed and I’ve added this number to my contacts.

**NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD**

Please provide on the list below the full names of all individuals authorised to collect your child from our Breakfast & After School Club, including parents and carers. I have informed and agreed with the person/s named below that their details will be held at school. I understand that the club will not release your child to anyone else.

**Name & Contact Number** **Relationship to the child**

Parent/ Carer Signature ………………………………… Date ……………………………………

**PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL**