



St Peter's C of E Primary School

Breakfast and After School Club

Introduction

The Breakfast and After School Club is run by St Peter's Primary School and 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. The club operates from 7.30am – 8.45am and from 3.15pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or club staff.

A copy of this policy is provided to all parents of children attending Club and is also available on the 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 Peter's Primary School are eligible to attend the club.
- All places are subject to availability
- There will be a limit of **25 places** a day for After School club
- 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
- All 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
- Children's attendance is recorded in a register

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child directly to club and sign them in
- You should enter the club via the external foyer at the main school entrance, the staff will be alerted to your arrival when you press the door- bell situated on the hatch shelf
- KS1 Children will be escorted onto the playground at 8.45am by the club staff

After School Club Collection of Children

- KS1 1 children will be collected by a member of the club staff
- KS2 children will make their way to the hall when dismissed by their teacher
- 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
- 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 and the club is advised of any person other than the parent is collecting.
- Parents must inform Club staff if their child is going to be absent from After School club

Daily Routine Morning session

- 7.30am – 8.40am parents bring their children to Before School Club situated in the hall where a range of activities are set out
- 7.45am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast
- Breakfast is served until 8.25 to allow time for the children to eat
- 8.40 am tidy up time encouraging the children to take responsibility for the hall environment
- 8.45 am children collect their coats and bags. KS1 children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school

Afternoon session

- 3.15pm – 3.20pm children go to club
- 3.45pm – 5.00pm children will be offered a snack, 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

Children booked until 6.00 pm will be given a light evening meal at 5.10 pm

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour
- Respect one another, accepting differences of race, gender, ability, age and religion
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the club

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner
- In the first instance, if necessary, the child will be temporarily removed from the activity
- Staff will explain why the behaviour displayed is deemed inappropriate
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom
- All incidents are dealt with by a qualified first aider

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence

Missing or Uncollected children

Missing children 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 supervisor 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

Uncollected children

If a child has not been collected by 6.00pm 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 and Social Services will be informed. A charge will be levied for late collection for both 5 pm and 6 pm sessions

A fee of £5 will be applied for late collection on both 5 pm and 6 pm collections. This charge will be payable before any further sessions are booked or attended.

Payment of Fees

It is a requirement of the club that parents pay their fees promptly. Sessions to be booked at least a week in advance and be with the school office by **Wednesday of the week before**. Regular bookings or dates sent by email will be automatically added to the register, 48 hours notice will be required for cancellation or the session will be charged.

If emergency childcare is required this will only be made by contacting the school office and will be accommodated if staff levels allow and prompt payment required through SIMS.

Fees are to be paid by invoice at the end of each month and will require prompt payment within **7 days**.

IF PAYMENT IS NOT RECEIVED WITHIN THE 7 DAYS TERMS SET OUT IN THIS AGREEMENT, THE CHILD'S ATTENDANCE AT THE CLUBS WILL BE SUSPENDED UNTIL THE ACCOUNT IS SETTLED.

Payment is due for all contracted sessions even if your child is unable to attend their booked session. Late cancellations of less than 48 hours' notice will not be refundable. Any refunds will be applied as credits towards future bookings. Monday is the only exception and will incur a credit if you call in the morning to cancel due to illness.

No discount will be given for attending After School Club after attending an externally booked club including Multisport/FITC ending at 4.15/4.30 pm. If the parent requires their child to go into after school club, a pre booking is required to either 5 pm or 6 pm and session charges will be applied.

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 school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. It is possible to pay fees via cash, cheque or online or by childcare vouchers.

Current Fees – 1st April 2023

Breakfast Club £5.00 per session

After School Club £6.50 per day until 5 pm and £12.50 per day until 6 pm for the first child, There will be a discount for subsequent children £5.50 per day until 5 pm and £7.50 until 6 pm

St Peter's Breakfast and After School Club Agreement



Iparent/carer of have read and accept a copy of the club policy and agree to abide by the terms there in. I accept that I am the 'contracting parent' for the above child and agree to make payments to Breakfast and After School Club.

The sessions in this contract are 7.30am – 8.45am and 3.15pm –5.00/ 6.00pm.

Parent Signature

Print name

Date

Signedon behalf of the club

Print Name

Date

Contact form

PUPIL INFORMATION FORM – CONFIDENTIAL Please note that this information will be held on computer. Parents are asked to complete all sections for their child, in capital letters.

SURNAME: _____ FORENAMES: _____

DATE OF BIRTH: _____ SEX: MALE / FEMALE (please delete)

HOME ADDRESS:

POSTCODE: _____ HOME TEL NO: _____

EMAIL ADDRESS: _____

PARENT'S / GUARDIAN'S DETAILS:

MR: _____ MRS/MS/MISS: _____

FATHER'S PLACE OF WORK : _____ TEL NO: _____

MOTHER'S PLACE OF WORK: _____ TEL NO: _____

OTHER EMERGENCY CONTACTS:

Sometimes, because of an accident or sudden illness, it is necessary to contact a responsible adult as a matter of urgency. This would normally be parents, at home or at work, using the information above. However, it can happen that parents are not available and it is most helpful if you could give us the names of one or two other adults who could be contacted e.g. relative, friend, etc.

NAME: _____ RELATION: _____ TEL NO: _____

NAME: _____ RELATION: _____ TEL NO: _____

CHILD'S DOCTOR: _____ TEL NO: _____

In order that pupils should receive immediate and adequate treatment in case of accident or illness, it would be of help to us if you could tick any of the following points which may be applicable to your child:

- a) Major operations which may have some effect on behaviour or abilities in school
- b) Any physical disabilities
- c) Allergies i.e. plasters, penicillin, wasp bites, foods
- d) Continuing illness i.e. diabetes, epilepsy etc
- e) Any other medical condition _____

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

CHILDS NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Name	Relationship to child

Current Fees - April 2023

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