



# Donny's Extended Hours Provision Terms and Conditions

October 2019



**Monksmead School** is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend our school. We aim to help parents to balance work commitments and family life by providing convenient, affordable and high quality before and after school care during school term time.

### **Funding**

Our only source of funding is the fees from parents. The fees have to cover staffing costs, food, equipment, etc.

### **Location**

The clubs are held in Monksmead School. We have use of the dining room, main hall, kitchen and the outside playground (weather permitting).

### **Opening times**

- The clubs are open Monday to Friday during school term times.
- The Breakfast Club opens at 7.30am and runs until school starts at 8.45am.
- The Afternoon Club runs after school from 3.15pm until 6.00pm.

You have two options of sessions to book from:

Option 1: 3.15pm - 4.30pm

Option 2: 3.15pm – 6.00pm

Please see the session table for further information.

### **Contact details**

Monksmead School      **0208 953 3328**

This number is available during school hours:

8.30am-4.30pm, Monday – Friday.

Donny's                      **07707 026 289**

This number is only available during club hours:

7:30am-8:45am

3.15pm – 6.00pm

Please ring the appropriate number if your child is unable to attend their allocated slot, you are going to be late (After School Club, Option 2) or you wish to change the named adult who will collect your child.

## **Booking Donny's Sessions**

The club is open to all Monksmead children from **Reception to Year 6**.

To ensure that the correct level of supervision is maintained at all times, places are strictly limited and will be offered according to the stated admissions criteria. If we have insufficient staff due to illness, numbers may have to be capped for health and safety reasons.

When booking for the first time with Donny's, you will need to complete an emergency details form. This can be found in the school foyer or on the school website – please select the 'Our Children' tab. The completed form needs to be returned to the school before your child's first session at Donny's. For health and safety reasons, no child will be allowed to stay at Donny's unless the emergency details form has been received by the school.

Places can be booked using the following steps:

- Download the 'School Comms' App. This can be found on your phone's app store, or by searching 'School Comms' through a search engine such as Google.
- To sign up and register, you need to use your mobile number. You will need to use the number that the school uses for first contact. An email will be sent to you with a pin number. This pin is needed to gain access to your app or online account.
- Find the session you wish to book within either Donny's Breakfast Club or Donny's After School Club. Once your sessions are all added to your basket you then need to pay for all sessions you would like to book. All sessions must be paid for in advance.
- You will be asked to add a payment card to the account. You can save/keep this information with the app should you wish to.
- Subject to availability, you can book a block of sessions or occasional sessions.

If you experience any problems booking, please call or visit the school office for help.

## **Admissions Criteria for Extended School Club**

Applications will be dealt with in the order they are received and places will be allocated by the school. The school's decision is final.

Applications to the Breakfast and After School Club will be prioritised as outlined below:

1. Existing users of the club who require the exact bookings in the next term as they've enjoyed in the previous term, will be guaranteed the same arrangements.
2. Siblings of those who fulfil criteria (1).
3. Children who require a full-time place (10 weekly sessions – 5 mornings and 5 afternoons) will be given priority. The more sessions in a week a child requires, the higher their priority. Once full-time/regular places have been allocated, priority 4 will then apply.
4. Applications will be prioritised in the order they are received.

There is no guarantee that the specific days requested will be available, but every effort will be made to accommodate parents'/carers' requests. If the club is full, you may wish to be added to the waiting list.

When a place/slot becomes available, they will be filled based on criteria (3) and then on a first come, first served basis.

If the school suspects anyone has abused the Admission Policy to secure a place, we reserve the right to remove your child from the club(s).

The school reserves the right to take into consideration special or exceptional personal circumstances to allow children to supersede the admissions criteria.

### **Cancellations or amendments**

- You will need to give a minimum of 24 hours' notice from the club's start time to cancel a session or you will still be charged.
- If your needs change, please speak to the office staff who can make any changes required, including extending or cancelling. The school office is open to help you between the hours of 8.30 and 4.30, Monday to Friday. Please note that 'School Comms' does not offer the facility to change or cancel a booking and Donny's staff are not able to cancel or amend sessions.

### **Sessions & Fees Table**

<b>Sessions</b>	<b>From</b>	<b>To</b>	<b>Cost per day</b>	<b>Cost per week Mon-Fri</b>
Breakfast Club	7:30 am	8.45am	£4	£20
After School Club Option 1	3:15 pm	4.30pm	£4	£20
After School Club Option 2	3:15 pm	6.00pm	£8.50	£42.50
Breakfast Club After School Club 2	7:30 am 3:15 pm	8.45am 6.00pm	£12	£60

- Fees will be reviewed regularly and may be increased in order to cover the costs of running the club. You will be notified of any increase at least one half-term before they come into effect.

### **Childcare vouchers**

- You are able to pay for sessions using childcare vouchers. If you wish to do so, please speak to the office staff who will explain how this can be arranged.

## What happens at the club? What activities will there be at the After School Club?

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities – Lego, blocks etc.
- Indoor and outdoor physical play – football, hoops, skipping ropes
- Educational computer games
- Quiet corner/Reading/Homework
- Themed events

Organised activities may be on offer but the emphasis is on child-centred and self –directed play. If your child has a particular interest, please discuss with the staff involved.

### Structure of a typical session (timings are approximate)

Time	Activity
7:30 am	Arrive and register. Free play activities ( puzzles, games, library books)
7:50 am	Breakfast served ( see sample menu) Served until 8:15 am
8:00 am	Free play activities
8:40 am	Tidy up
8:45 am	KS1/2 children walk to classes. Staff escort Reception children to classroom

### Will there be food served at the clubs?

We aim to provide a variety of healthy food from all the main food groups – a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal.

- Breakfast Club sessions include breakfast which is served between 7.45am and 8.15am. Breakfast will not be served after this time.
- After School Club sessions include a snack and a drink. These are served from 3.30pm.
- If your child has any special dietary requirements, please speak to the Club Leader or the school office.

<b>Breakfast Club</b>	<b>After school Afterschool Club</b>
Weetabix	Sandwiches/wraps/pitta bread/crackers
Cornflakes	Fruit
Rice Crispies	Breadsticks
Cheerio's	Fresh fruit ( e.g. apples, bananas, grapes)
Shreddies	Fresh veg ( e.g. cucumber, tomatoes)
Toast	Cheese
Water/Milk	Water/Milk/Fruit juice

### **Staying safe**

- All current school policies will apply. Policies, including our Child Protection Policy, Safeguarding Policy and Behaviour Policy, can be found on the school website.
- All accidents and emergencies will be entered onto our online reporting system, Medical Tracker.
- The school registration form contains an authorisation giving staff permission to act 'in loco parentis'. In the event of an emergency, staff will make every effort to contact parents/carers. If you cannot be contacted in time, the staff will invoke the authority to take action to gain appropriate medical treatment for your child.
- Children are supervised by staff during club hours until they are collected by you or a named substitute. Please notify staff in advance if anyone different is collecting your child, even if they are a relative.
- If you wish a child to go home unaccompanied (Year 6 only), written permission must be received in advance. This must be signed by a parent or legal guardian.

### **Arrival and Collection of Children**

#### **Breakfast club:**

- Children are admitted from 7.30am when members of staff are on the premises. For safeguarding reasons, children must not be dropped off at school before 7.30am. Children waiting to be admitted to the breakfast club must be supervised by an adult.
- On arrival, children should be handed over to a member of staff directly by the parent/guardian. The adult will need to sign their child in.
- A register will be taken showing the arrival time of every child.
- Younger children will be taken to class by staff between 8.45am and 8.55am.
- Details of any children expected but who do not show up will be referred to the school office by 8.45am.

#### **After school club:**

- A staff member will collect all children attending the club from the Reception class.
- Children from Years 1 – 6 will be walked to the club by their class teacher.

- After school club children attending a different club at the school should go directly from one club to the other, making themselves known to a member of staff. Younger children will be met at the time of the club finishing. Should a parent's needs change and they need to collect their child immediately from the first club, the after school club must be informed of the change in arrangements. This is to ensure that records can be amended and the safety of the child confirmed.
- When collecting their children from the after school club, parents should collect from the dining room glass door and wait for a member of staff to greet them. Staff will then handover the child and mark on the register the time they have left. Parents will need to sign their child out. The latest time for collection is 6.00pm.

### **Late Collection & Penalty Charges**

We understand that there may be rare occasions when you are prevented from timely collection. In these circumstances the children will remain with the after school club staff and the following charges will apply:

- If your child is booked in on the After School Club 1 session (£4.00) and you are late to collect by 10 minutes, you will be charged for After School Club 2 session (£8.50).
- If you do not collect your child by 6:00pm you will be charged £5 per child per each 10 minutes your child is not collected.

These charges are not for profit making purposes but go towards paying staff for their additional time.

### **Non-collection process:**

- If you are late to collect your child, Donny's staff will call all contacts from your child's emergency contact information. If contact details change, please update our records as soon as possible so that we are able to make contact if necessary.
- If contacts cannot be reached by 6.30pm, Social Services will be contacted.

### **Club rules**

- Staff will follow the school Behaviour Policy which can be found on the school website.
- All places are allocated at the discretion of the Headteacher and governors and can be withdrawn at any time if a child's behaviour endangers either himself/herself or others.

### **Compliments and Complaints**

We hope that you will be happy with the service that we provide and we value your feedback.

Should you wish to make a complaint, please refer to the Complaints Policy which can be found on the school website.