

## Breakfast Club and After School Club Policy and Terms and Conditions

2018/19

### Introduction

Littletown J I & N provide a Breakfast Club and an After School Club. The clubs are supervised by school staff who have all undergone DBS checks.

Our **Breakfast Club** is a great way to start the day. The club has 28 places available. The club starts at 7.30am and runs until 8.45am term time only. The children are then taken to class for the start of the school day. The club provides a nutritional breakfast with a range of cereals, fruit, yoghurts, toast, etc. The children can partake in a range of activities whilst attending the Breakfast Club.

Our After School club has 28 places available. The club will provide a pleasant and positive end to the day. The children can again partake in a range of activities. A light nutritional tea e.g. sandwiches, fruit, drink etc will be provided at 4.00-4.30pm. **The club start at 3.20pm and ends at 5.55pm prompt term time only.**

### Charges

The Breakfast Club costs £3.50 per day, (no charge for children on Free School Meals). Children can attend this session when required providing there is space available. Currently, children do not need to book in advance for the Breakfast Club but if numbers/ demand increases we will begin a booking system. We will maintain this ad hoc arrangement for Breakfast club.

The After School Club costs £7.50 per day (for full or part session). Arrangements for the after school club are made at the outset and will be reviewed annually unless we are informed in writing. We require 2 weeks' notice in writing for changes to attendance. For parents who work on shifts, we can accommodate shift patterns but request these details are passed to the school office on a half termly basis. If additional 'ad-hoc' days are needed, we can accommodate, if there is available space. Payment will be required if the child is absent for any reason including sickness absence from school on the day they are due to attend. No charge will be made in the unlikely event that the school cancels the After School session.

This ad hoc arrangement for Breakfast club and pre booking system for after school will be reviewed every half term to ensure we are meeting the needs of all families.

Payment for both clubs are made on Parentpay. The school accepts payment by childcare vouchers for both clubs. Please speak to Mrs Shields, in the school office, if you would like to pay by childcare vouchers. Payment must be made in advance.

The clubs will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.

Parents will be provided with an invoice on the 1<sup>st</sup> day of the month and payment will be required by the 7<sup>th</sup> of the month.

If outstanding payments are not settled after 4 weeks, then the place will be revoked and the parent/carer will be informed in writing.

Fees are reviewed annually by the Governing Body.

### Policies

Both the Breakfast and After School Clubs follow the school's policies eg Behaviour, Safeguarding, Health and Safety, First Aid, Anti-bullying, Emergency Evacuation.

### Behaviour

Breakfast and the After School Club staff aim to provide a safe, stimulating and happy environment for all children. The Breakfast and After School Club staff reserve the right to exclude any child from these sessions whose behaviour is disruptive, following the schools behaviour policy.

### Terms and Conditions

Parents/Carers must read, agree and sign the terms and conditions for the Breakfast and After School Club. The child placement is not confirmed until the school receives signed agreement of the terms and conditions requested at the bottom of the club registration form.

Parents/Carer must appoint a responsible person to collect their child and those responsible persons must be named on the registration form. Children will only be dismissed to the responsible adult named on the registration form. Any changes to this must be communicated to the school office.

### Collection

Please collect your child from the ICT suite (accessible from the back playground).

We operate a password policy for collecting children. The password will need to be given to the person responsible for collecting the child.

### Late Collection Policy

The Late Collection policy is part of these terms and conditions. It is extremely important that children are collected on time from the After School Club as late collections can cause major issues for the school.

It is the parents/carers responsibility to ensure those authorised to collect children understand the importance of collecting the child on time. **The After School Club finishes at 5.55pm promptly.** Any late collections will incur a charge of £3.00 for every 5 mins beyond 5.55pm.

On the first instance of a late collection, you will be reminded of the terms and conditions of the After School club policy and we politely ask that your child is collected from school before 5.55pm.

If your child is collected late on a second occasion, parents/carers/responsible person will be reminded of the late collection policy and will sign a late collection agreement. The school office will invoice for late collection charges and payment must be made immediately.

On the third instance of late collection, parents/carers/responsible person will be reminded of the late collection policy and the school will contact parents/carers to discuss the exclusion procedure. A late collection agreement will also need to be signed and the school office will invoice for late collection charge. Payment must be made immediately.

If the child is collected late on three occasions, the child will no longer be able to attend the After School Club.

#### Telephone

A separate school mobile number will be provided to all families. This will be the contact point for the After School Club during each session. The telephone number will be issued to all families and it is on the school website.

#### Medical Details

Please ensure that medical details are updated regularly. For further information, please see the medical needs policy.

#### Contact Details

In line with school procedures, please ensure all contact details are updated regularly

I/We agree to the terms and conditions shown above. I agree to abide by these terms and conditions and understand that if we or my child(ren) do not abide by these terms and conditions, then my child(ren) will no longer be able to attend the Breakfast Club and/or After School Club.

I/We will ensure that details on the registration form are accurate and any changes are notified immediately.

The person collecting my child will sign he/she out on each afternoon that they attend the After School Club.

I/We agree to the Late Collection policy.

Child Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Booking Form for After School Club**

To book the **After School Club**, please complete the form below:

**Child/children's Name/s:** .....

There are 2 options:

**Option 1: Fixed routine**

From start date: .....

To end date: .....

Mon	Tue	Wed	Thu	Fri

**Option 2: Shift Patterns/variable routine**

Attendance Dates

Week commencing	Mon	Tue	Wed	Thu	Fri

**PLEASE NOTE ANY CHANGES REQUIRE 2 WEEKS' NOTICE**

**Name of responsible person/s collecting my child/ren**.....

**Agreed PASSWORD** (this will be used on the occasion of alternative adults collecting).....

If you wish to make advance bookings for breakfast club to reserve a place on specific days/ dates please complete the below form but be aware that we are still going to accommodate ad hoc bookings.

**Breakfast club: advance booking**

Child/ children’s Name/s: .....

There are 2 options:

**Option 1: Fixed routine**

From start date: .....

To end date: .....

Mon	Tue	Wed	Thu	Fri

**Option 2: Shift Patterns/variable routine**

Attendance Dates

Week commencing	Mon	Tue	Wed	Thu	Fri