Breakfast & After School Club Policy

Purpose of the policy

▪ To describe how the pre school delivers a Breakfast club and After School Club service which is affordable, sustainable and of quality.

Aims

Through our Breakfast and After School Club we intend to:

▪ Provide opportunities for fun, enjoyment and learning through a range of activities.

▪ Encourage children to develop friendships between age groups and work together cooperatively.

Hours

▪ After School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 5:15pm. Breakfast club starts at 7:30 and 8am until 9am.

▪ All spaces are subject to availability based on ratios.

▪ Places are allocated on a first come first serve basis.

▪ Children can be collected at any time during the hours the club runs.

▪ The club is open to all children from Preschool children (aged 3-4) to Year 6.

▪ All breakfast club children are escorted over to school. Reception & KS1 children will be escorted to the club at the end of the school day by school staff.

▪ KS2 children will be collected from the school and bought over by a member of the pre school staff.

Admission, booking procedures and payment of fees

▪ Registration forms are available from the pre school office or our website. These must be completed prior to a child starting at the club.

▪ Emergency contacts and password must be given before a child can attend the club.

▪ To ensure a place, the required day(s) must be reserved and a deposit paid. All paperwork and Identification need to be completed before a child starts.

▪ Fees should be paid within 14 days of receiving the invoice.

▪ Places are set until cancelled.

▪ One-off slots can be booked, if space is available, once they are booked these will then have to be invoiced even if your child does not then attend. This is only available for existing children in our clubs.

▪ Confirmation of a place will be confirmed by email.

▪ Should you no longer wish your child to attend Breakfast or After School Club, you must give at least four weeks' notice in writing.

▪ Waiting lists will be run for over-subscribed days.

▪ Fees must be paid ideally by bank transfer but we do accept cash payments.

▪ If a session has not been paid for within 14 days, a reminder will be sent, then if still not settled then the parent/carer will be contacted by the manger.

▪ If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.

▪ In the unlikely event that there is debt against the pre school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

Absence

▪ If your child does not attend a session the full amount will still be charged.

▪ There will still be a charge if the child misses a session due to the pre school being closed due to unforeseen circumstances such as bad weather. We do not charge for bank holidays.

▪ Parents must notify the pre school if their child(ren) are not attending, by either phone or email.

Register and Collecting

▪ A register of children who attend the Clubs is taken at the start of each session. This register is kept in the pre school office.

▪ Parents bring the child(ren) to the pre school entrance and press the bell on the door, where they will be greeted by a member of staff. Parents will collect their child(ren) from the pre school entrance by using the ASC buzzer, located on the pre school entrance door. A member of staff will escort the children to the door.

▪ Staff will record who collected each child on the register.

▪ If a parent is unable to collect their child as arranged, they must call the pre school immediately.

▪ If someone else will be collecting a child, the office staff must be informed by telephone or email.

▪ Each family must agree a password with after school club, to be used by other adults collecting their child.

▪ A person must be 16 years or older to collect a child(ren) from after school club.

Late collection

▪ If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 60 minutes, the police and Social Care will be informed.

▪ Staff will follow and record late collections as per the pre school's late collection policy.

▪ If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time.

▪ We follow the local Safeguarding Children Board Policy and Procedure for children not collected at the end of the school day which could result in Children's Services involvement.

Snacks

▪ Breakfast is available on request for a small charge. There will be a free cold snack provided at the start of the after school session and a hot snack provided for the children who stay to 5:15 on request by a parent/carer for a small charge.

▪ Fresh drinking water is available to the children at all times. No fizzy drinks, glass bottles.

Activities/ Provision

▪ A range of activities are planned each session for the children in breakfast and After School Club. These may include role-play, creative, reading, cooking, iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework and reading.

▪ The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

▪ Children and staff are expected to follow the Pre School's Core Values and British Values whilst attending the breakfast and After School Club.

▪ The school's behaviour policy will be followed. Only in extreme cases will a child be excluded permanently.

Health & Safety

▪ Staff must follow the preschool Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.

▪ The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for breakfast club and After School Club.

▪ All staff must make themselves familiar with the above documents

. ▪ In case of emergency (such as medical or missing child) the manager or deputy manager will be informed immediately and procedures followed.

First Aid

▪ There must be a qualified first aider on site during sessions.

▪ A first aid kit will be taken outside when children participate in outdoor activities.

▪ All accidents will be recorded on an accident form and placed in the folder in the office. The accident will be reported to the parent/carer when collecting their child, if a child has a head injury the parent will be informed at the time by telephone and given a copy of the accident form.

▪ Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

▪ All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

▪ All staff will adhere to the Scarning pre school Staff Code of Conduct and all pre school policies.

▪ The maximum number of children will not exceed a ratio of 1 adult to 8 children.

▪ All Breakfast and After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Pre school's Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.

▪ Staffing arrangements are considered to meet the needs of children who have special needs.

▪ The club will be led by a Level 3 or equivalent, or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club.

Enquiries regarding bookings and payments: 01362 699360 (Pre School Office) or mail@scarningpreschool.co.uk

Signed Chairperson:

Date:

Review date: