Breakfast and Afterschool Club Policy

(Signed agreement to be returned before bookings can commence)

Aims:

* To provide a happy, welcoming place at the start and end of the school day where all children are valued.
* To support working parents by providing an affordable childcare facility.
* Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at the Breakfast/ After School Club.

Opening Times:

Breakfast Club

Monday to Friday 7.30am – 8.30am Term Time only.

£3.50 per pupil. (Sibling Discount is available)

Breakfast stops being served at 8.20am.

The playground is staffed from 8:30am until 8:50am when the children go for morning registration.

Afterschool Club

Monday to Friday 3.30pm – 5:30pm Term Time only.

1 hour session £3.25

2 hour session £5.50

INSET Days:

Breakfast/ After School club will not operate on staff development days.

Admissions:

The club is fully inclusive for children from Year 3 to Year 6.

Booking and Payment Arrangements:

Payments are to be made in advance of sessions required via ParentPay.

We do accept payments through the following Childcare Voucher Schemes;

HMRC Tax free childcare, Busy Bees, Sodexo, Computer-Share and Care-4

Please let us know if you contribute to another Childcare Voucher Scheme as we will do our best to set up an account.

The unique registration number that you will need is URN: 112492

If you would like to pay using a Childcare Voucher Scheme, please email info@leys.derbyshire.sch.uk to advise. Payments made using childcare vouchers will be entered on the parent's ParentPay account by the school office.

Please note that payments made using Childcare Vouchers can only be applied to Breakfast and Afterschool Club, we are unable to transfer to any other service.

After one week of non-payment a notification will be sent via ParentPay for the outstanding amount to be settled. If, at the end of the second week there is still no payment and no explanation, then the child / children will not be able to attend.

If you expect to be late collecting your child please notify the Afterschool Club as soon as possible. If notified the additional time will be charged at the standard hourly rate. Un-notified late collection will be charged at £10 per 15 minutes to cover emergency staffing arrangements.

Fees are only charged for sessions attended, if you need to cancel Breakfast or Afterschool Club please contact the office or email info@leys.derbyshire.sch.uk there are no cancellation charges.

If you have already made a payment, this will roll over for another session.

If the club is used in an emergency or on a one off basis, payment must be received on the day.

We reserve the right to cancel Breakfast/ After School Club, where numbers are insufficient, fees in this case would be refunded.

Location of Breakfast/ After School Club:

The Club sessions are held in Art Area. Children are responsible for helping staff to keep the area clean and tidy.

Behaviour:

The School Policy and Rules with regard to behaviour are followed to ensure consistency for the children at the club.

Communication:

Please contact the school office for full details or to speak to the Breakfast/After school club staff. The staff work together to ensure that the children have activities and that they are playing safely. They organise the cleaning of all of the equipment required to run the Breakfast/ After School Club

and prepare the food. If a member of staff is absent, we will arrange necessary cover to avoid any inconvenience. All staff have a DBS check and are First Aid trained.

Routine:

Breakfast Club

* Children must enter Breakfast Club via the Courtyard to the Art Area Doors – there is a doorbell to alert the staff member you are here.
* Children are registered on arrival.
* They can have breakfast and participate in a choice of activities and games.
* At 8:30am the children will go the playground, which is staffed until registration at 8:50am.

After School Club

* Children will come from their classrooms to the Art Area for Afterschool Club.
* Children are registered on arrival.
* Children will be provided with a light snack and participate in a choice of activities and games.
* Parents/Carers are to collect from the Art Area Doors in the courtyard – there is a doorbell to alert the staff member you are here.

Resources:

Breakfast and Afterschool Club have their own supply of craft resources, games and tableware. This is kept in the room where the clubs takes place. All electrical equipment is PAT tested annually.

Parental and Pupil Feedback:

The school values any parental/ pupil opinions and welcomes feedback about how the club is run. Please talk to staff or make an appointment to speak to the Executive Head Teacher.

Cancellations:

Cancellations would be due to school closure for adverse weather conditions or problems with the building. For example: no heating or water supplies, or unforeseen circumstances.

In the event of cancellation:

- A member of school staff will endeavour to contact individuals by Class Dojo as soon as possible.
- School closures are reported via Class Dojo, the schools website, DCC website and local radio.

Please email info@leys.derbyshire.sch.uk or ring 01773 832895 to cancel sessions if you no longer need them. We do not charge for cancelled bookings

Breakfast Menu:

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so.

Activities:

Breakfast/ After School Club offer structured activities as well as free choice. Weekly programmes of activities may include:

* Art using various mediums
* Crafts using a wide variety of textures and materials
* Construction and Lego toys
* Board games
* ICT

Emergencies:

The Clubs have all emergency contact details for the children.

Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called and all names will be checked. There will be a fire practice in accordance with the School's emergency fire and evacuation policy.

Health and Safety:

Breakfast and After School Club is run by the school and the existing Health and Safety Policies will be followed. The room will be checked regularly by staff to ensure the safety of the children.

Equal Opportunities:

Breakfast and Afterschool Club will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and After School Club have current DBS clearance. These records are held in the school office. Breakfast and Afterschool Club staff will follow existing school policies and procedures for child protection and the code of conduct.

Policies and Procedures:

Breakfast and Afterschool Club will follow the schools own policies and procedures and these are available from the school office and on the school website.

Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast and Afterschool club will follow the school's first aid procedures.

Medication:

Inhalers are kept in the First Aid Cupboard in the First Aid Area. If a child needs their inhaler, then a member of staff will escort them and observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

Personal property and belongings

The school cannot be held responsible for any loss or damage to any parents, carers or child's property or belongings. Every reasonable effort will be made by the Breakfast and Afterschool club staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure that your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home.

Liability

The school accepts no liability for any losses suffered by parents arising directly or indirectly, as a result of the Breakfast or Afterschool Club being closed or the non-admittance of these services for any reason. We accept no responsibility for children whilst in their parents care on the school premises. We will not be liable to parents and/or children for any economic loss of any kind, for damage to the child's or parents property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

Monitoring:

The quality of the supervision and of the activities of the Breakfast and Afterschool Club will be monitored and checked by the Executive Head Teacher. The Governors will also review these activities as the clubs could be subject to an Ofsted inspector visit.

Agreement

These Terms and Conditions represent the entire agreement and understanding between parents (including other carers) and the school. Any other understandings, agreements, warranties, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One-month notice will be given of any changes made.

The Governing Body of Unity Federation operates the Breakfast/Afterschool Club.

I have read and understand these Terms and Conditions and agree to be bound by them.

Childs name(s)……..

Signed (parent) ……

Print name:……..

Date:……

Days	Breakfast 7:30-8:30 £3.50 per session	After School 3:30-5:30 £3.25 per hour (£5.50 for whole session)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Payment per week		

<u>Occasional Sessions</u>

If you do not require a regular session, then your child may still attend the club – just ring and book them in when needed.

Only sessions that your child attends are charged for, there are no cancellation charges.