

**St Joseph's Catholic Primary School**

**Exmouth**



**Breakfast Club and After School Club policy**

March 2021

## **Introduction**

The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club will be run by staff from the school. Breakfast Club is led by Mrs Cowdrey with Mrs Lomas and After School Club is led by Mrs Rush with Miss White, Miss Kidd and Mr Anning.

The breakfast club operates from 7.45am – 8.55am during term time. Breakfast is served until 8.30am.

The after school club operates from 3.30pm – 5.45pm Monday to Thursday and 3.30 pm – 4.30 pm on a Friday during term time (3.15pm for Nursery children)

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up to date price-schedule is available from the school office and school website.

All parents must sign an agreement to adhere to the terms of this policy.

## **Admissions**

- Only children attending St Joseph's Catholic Primary School are eligible to attend.
- All places are subject to availability.
- 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 club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- Staff children attending Breakfast or After School club receive a 20% discount.

## **Arrival and Departure**

### **Breakfast Club**

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the external door round the back of the carpark. When you knock on the door the staff will be notified of your arrival.
- Children will be escorted onto the playgrounds at 8.50am by the club staff. Very young or immature children may be taken straight into class. If it is raining, children will be taken straight into class.

## **After School Club**

- Children in Nursery, Reception, Year 1 and 2 will be collected by a member of the club staff directly from their classroom.
- Children in years 3, 4, 5 and 6 will make their way directly to the Foundation Stage Acorn class to be greeted by a member of the club staff.
- The club staff will take a register of all 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 agreement and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by phoning the school office by 3pm at the latest (further cancellation information is set out later in this policy)
- If you have a problem collecting e.g. you are held up in traffic so someone else is collecting you can ring the school at any time before 5.45pm and it will ring down to After School Club.

## **Daily Routine**

### **Morning session**

- Parents bring their children to Breakfast Club situated in the hall where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. **Breakfast is served until 8.30am.**
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags. Children are escorted to the playground where they meet up with the rest of the children awaiting the start of school.

### **After school session**

- 3:15pm - Nursery children will stay in Acorn class.
- 3:30pm - All other children collected/make their way to Acorn class for registration.

- 3.45pm – 4.00pm - children will be given a healthy snack and drink; staff members will sit with the children at this time.
- 4.00pm – 5.15pm - children can then choose from a range of play and planned activities, both indoors and outdoors.
- 5:30pm - tidy up time encouraging the children to take responsibility for the environment.
- Fridays only - children will be given a healthy snack and drink; 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.

### **Behaviour**

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

### **First Aid**

The school first aid and administration of medication policy applies at all times.

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

### **Uncollected or Missing children**

#### **Uncollected children**

Children are to be collected from the FSU classroom if it is before 5.30pm or from the school hall if it is after 5.30pm and at 4.30 pm from the FSU classroom on a Friday. If a child has not been collected by 5.45pm (4.30pm on a Friday) 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. A £5 fee will be applied for late collection from 5.45pm rising to £10 if the child has still not been collected by 6.00pm. On Fridays, the £5 late fee will be applied for late collection from 4.30pm rising to £10 if the child has still not been collected by 4.45pm. This charge must be paid before the next club session. After three sessions of a child being collected after 6pm (or 4.45pm on Fridays) they will no longer be allowed to attend the club.

#### **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 and parents will be contacted.

### **Booking and payment of Fees**

The booking system is very straightforward. You simply need to select the relevant club on ParentPay (under 'Make Bookings') and click on the days you need.

Please ensure that you select the correct club. The options are:-

Breakfast Club – One Child (under the 'Breakfast' heading)

Breakfast Club – Two or more children (under the 'Morning' heading)

After School Club – Early (under the 'Afternoon' heading)

After School Club – Late (under the 'After School' heading) – **This is not available on Fridays.**

Once you have selected your days, you will then be prompted to pay (unless we are holding a credit balance for you). All payments must be made within two hours of your selections, or the selections will be automatically cancelled.

To ensure that we have sufficient staffing and catering provisions, bookings **must** be made a full 72 hours (3 days) before the day of the club(s) required. For example, if you wish to make a booking for any of the Monday clubs, the booking must have been made by midnight on the previous Thursday.

Once this deadline has passed, the bookings will be locked by ParentPay and will be unavailable.

### Emergency Bookings

We appreciate that on rare occasions there may be an 'emergency situation' where you find that you need a place at a club within the 72 hour period.

Should that situation arise, you will need to phone the office to see if there is space available for the club you require (as mentioned above, you will be unable to book these on ParentPay as sessions less than 72 hours away are 'locked').

If a space is available and can be booked by the office, you will then need to make payment through ParentPay as soon as possible. If payment is not received within an hour of making the emergency telephone booking, your child's place at the club will not be guaranteed.

**Please could you endeavour to book in advance and keep these last minute 'emergency' bookings to an absolute minimum.**

### Cancellations

If you no longer require a club place you may cancel this by 'unchecking' your ParentPay selection with the same 72 hours notice as if you were making a booking. This will credit your ParentPay account for the cost of the cancelled club.

Once the ability to change your booking has been locked by ParentPay you will be unable to cancel the club booking and charges cannot be refunded. **However, please contact us to inform us that your child will be absent from a club so that we are not expecting them.**

If your child is unwell, you will not be charged and your account will be credited, provided that you report the absence in the usual way on each day that your child is unwell.

### **Late Collections**

If you have booked your child in for an early session on a Monday to Thursday but collect late (after 4.30pm), you will need to settle the cost of the late booking before your child can attend any further sessions.

Otherwise, the cost of late collections (after 5.45 – or 4.30 on a Friday) can be found earlier in this policy document.

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The parent signing the clubs agreement 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.

We are also able to take childcare vouchers. Please let us know to which club you would like the funds credited from the voucher payments we receive. If there is no credit (or not enough credit) on your account to cover your required bookings, please do not attempt to make any bookings until we have confirmed that the vouchers have been credited to your ParentPay account.

Children can attend After School club after another club e.g. after Soccer but it will still cost the price of the full session as it is using a place.

### **Related Whole School Policies:**

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy

Please find attached a copy of the contract

St Joseph's Catholic Primary School Breakfast and After School Club agreement

I .....[PRINT NAME] parent/carer of  
..... have read and accept a copy of the club policy and agree to abide by the terms therein. The sessions in this contract are 7.45am – 8.55am for breakfast club and 3.30pm – 5.45pm (Monday to Thursday) and 3.30 pm – 4.30 pm (Friday) for after school club (from 3.15pm for Nursery children).

Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to book and make payments in advance via the online booking system.
- I have read and understood the terms and consequences of Cancellation and Late Collections contained in the club policy document. I understand that I will not be refunded for club sessions not cancelled via ParentPay within the 72 hour period, but I will inform the school as soon as possible if my child is not attending a club.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that a £5 fee will be applied for late collection after 5.45pm (4.30pm on a Friday) rising to £10 at 6.00pm (4.45pm on a Friday) and is payable before the next club session.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

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. I understand that the club will not release my child to anyone else.

Name & Relationship to the child

Parent Signature ..... Date .....