

Breakfast & After School Terms & Conditions Policy

Parents and Carers wishing to use the clubs are asked to carefully read the information of our terms and conditions policy. Terms and conditions are reviewed before the commencement of a new academic term. If any changes to terms and conditions occur prior to the review, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

1. The Clubs

Our Breakfast and After School Clubs are run by North Wingfield Primary & Nursery Academy staff who also have roles in school during the day. In this way we are able to offer consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day. A schedule of activities are planned for the clubs. Children can join in with the planned activities or take time to read or do their home learning. The clubs aim to be flexible and reasonably priced. **The service is non-profit making.** Children have a choice of breakfasts and snacks.

Our Before and After School Clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations. Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

North Wingfield Primary & Nursery Academy is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

Aims

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
- To promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit of North Wingfield Primary by supporting families to balance family commitments.

2. Staff

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Staff have completed food hygiene training.

Staff Team:

Mrs. D Parmley – Main Lead – Assistant Head

Miss K Hallam – Breakfast Club Leader-Teaching Assistant

Mrs H Murfin – After School Club Leader-Teaching Assistant

Mrs R Edwards- After School Club

Miss J Arnold- After School Club

Mr A Watson- After School Club

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Administration:

Mrs. S Lester- Operations Manager

Mrs. S Watson– Main office/Reception

Mrs. K Briggs - Main office/Reception

3. Breakfast and After School Club Emergency Contact

Please DOJO message Mrs Lester between 7.30am - 8.30am and Mrs Murfin between 3:25pm – 5:30pm

For urgent enquiries during the school day please contact the school office: 01246 851176

4. Opening Hours

The Breakfast Club is open from 7.30am - 8.40am. The After-School Club is open from 3.15pm – 5:30pm. There may be exceptional days throughout the year when the After School Club may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of these as soon as possible.

5. Arrival and Departure for Breakfast Club

For parents using the Breakfast Club, **we ask that you do not drive into the school drive but park outside on the residential road, walk your child into the reception**, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not allow your children to come into Breakfast Club without an adult. Children from Nursery & Reception will be escorted to classes at the end of breakfast club by club staff.

6. Arrival and Departure at the After School Club

Nursery & KS1 children will be taken by a member of staff from their classrooms and escorted to the after-school club. Key Stage 2 children will independently go at the designated time where the after School Club member of staff will be waiting for them. Parents and carers of any child without a booked place will be contacted by the school office. All children are gathered and a daily register is completed. A headcount is carried out again once all children are in the club. Parents and Carers collect their children from Reception and will be expected to sign their child out.

7. Parental/Carer Involvement

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. A copy of the school's complaint policy can be found on the website.

8. Contact Details

Parents/carers must ensure that all contact details and medical/allergy information are up to date in Arbor via the Parent App.

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When making a booking for Breakfast or After School Club you are agreeing to our Terms & Conditions set out in this policy. Charges for the sessions are:

Breakfast club charges (Rec up to Year 6)- £2.50 per session from 7:30am to 08:00, we do not serve breakfast after 8:30am

Breakfast club charges (Nursery)- £5.00 per session from 7:30am to 08:40, we do not serve breakfast after 8:30am

After school club charges:

3:15 to 3:45- £2.50

3:15 to 04:30- £6.25

3:15 to 05:30- £11.25

Payment is required at the time of booking

Failure to make payment will result in you not being able to use the breakfast & after school facilities until full payment is made and a late payment fee of £1.00 will be added to the total after the 1st reminder and 50p per reminder after that.

If a parent is experiencing difficulty with payment of their fees, they should contact the Club as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Late Collection:

If a child booked in until 3:45pm is collected late, **then you will be charged up to 4:30pm £6.25 per session.**

If a child booked in until 4:30pm is collected late, **then you will be charged up to 5:30pm £11.25 per session.**

If a child booked in until 5:30pm is collected late, **there will be £5 charge for the first (or part of) 15 minutes. A further charge of £5 for every 5 minutes will be charged after 5.45pm.** Please be aware staff are only employed until 5:30 pm.

10. Booking System

Bookings for both the Breakfast Club and After School Club must be in advance. Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis. Block bookings can be taken in advance. Cancellations for anything other than illness must be made **24 hrs in advance** to avoid being charged.

11. Late Collection

Please notify the After-School Club by sending a DOJO message to Mrs Murfin if you are unable to pick up your child on time.

12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.35am and 4:00pm. After 4:00pm parents can send a message to Mrs Murfin via DOJO. We will not allow any child to depart from the club unless we have a form of identification and knowledge of the person collecting them. Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

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13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session, we will have to charge the full session amount. **It is not possible to provide any refunds.** If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for. Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the After School Club.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

15. Absences

If your child is absent from school and has been booked into the After-School Club, please make sure you send a dojo to Mrs Murfin so that she is aware that your child will not be attending the club. If the session is not cancelled you will be charged.

16. Valuables

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these

17. Behaviour

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. The Breakfast and After School Club will implement the same consequences and reward systems that are used within the main school.

18. Refreshments

The clubs are nut free. Breakfast and light snacks are available daily. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

19. Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

Breakfast & After School
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We agree to:

- ∑ Provide a safe, stimulating and caring environment where children and parents are valued
- ∑ Not allow any child to leave the A.S.C with anyone other than the parent/carer unless a form of identification has been agreed between the staff and the parent/carer
- ∑ Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child
- ∑ Use the school's behaviour policy.
- ∑ Ensure opportunities are made for child initiated play for Reception children in line with Early Years Foundation Curriculum.
- ∑ Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement:

Pupil's attending the clubs must agree to:

- ∑ Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- ∑ Tell an adult if they have a worry or concern.

21. Parent/Carer/Pupil Feedback

North Wingfield Primary & Nursery Academy values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

22. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**Booking**

- ∑ Bookings must be received 24 hrs. in advance of the date required.
- ∑ Bookings made after this time may not be allocated a place.
- ∑ There are limited spaces available which are allocated on a first come first serve basis.
- ∑ Block bookings can be made in advance
- ∑ It is the responsibility of parents and carers to give 24 hrs. notice to the school of all cancellations.
- ∑ Children will not be accepted at Clubs without advanced payment.

Payment

- ∑ All payments will be through Arbor. We are a cashless school.
- ∑ Correct payment must be received on time through Arbor, failure to do so could result in advance payments being requested before acceptance to the clubs.
- ∑ No money should be handed to the staff at the club.
- ∑ If you are having difficulty paying your bill, please contact Mrs Lester who may be able to arrange a payment card to support you in your payments.

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- ∑ Non-payment of fees may affect future bookings for either club.

Changes to Bookings

- ∑ Cancellations must be made 24 hrs. in advance, or there will be a charge for the booking, unless it is illness related (to the child).
- ∑ Extensions to the duration a child is booked to attend, will be charged accordingly.
- ∑ Cancellations due to a child's absence will not be charged but the office must be informed that a child will no longer be attending

Use of Clubs

- ∑ Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening
- ∑ Children must not turn up to the Breakfast Club without a booking
- ∑ On collection from the A.S.C parents need to accurately record the time of departure
- ∑ Children must be collected at the end of the session paid for.
- ∑ There will be a set charge for late collection outlined above.
- ∑ The A.S.C must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- ∑ Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff
- ∑ The Breakfast Club and After School Club are part of North Wingfield Primary & Nursery Academy; governed by the Academy's Governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.

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.**