Blenheim Primary School

Breakfast and After-School Club: Terms and Conditions

Introduction

Our aim is to provide quality wrap-around childcare from 7:30am to 6:00pm to our school community, enabling parents to work or train while their children engage in stimulating activities and have access to meals.

Overview

We provide a safe and happy environment for the children in our care. We are a well-planned and well-resourced club. As well as providing a range of creative activities, we also offer the use of IT equipment, indoor and outdoor play activities, opportunities for home learning support and a chance to have some rest time. Our clubs provide breakfast in the mornings and a light meal after school; drinks are available at all times.

Booking sessions

All bookings should be made via Parentmail, where bookings are now paid for in advance to avoid any debt being incurred. The club manager and staff have the right to turn away anyone who has not booked in and is not on the register.

Both Breakfast Club and After School Club bookings must be made online by **6pm on the day before** the expected attendance.

Emergency bookings: In case of an emergency only, we will endeavour to offer places to parents/carers on the day. However, this is at the discretion of the club manager and is dependent on numbers, staff cover and the completion and provision of all necessary paperwork prior to the handover of the child. We cannot guarantee a place if it is not booked and paid for in advance: this must be done through the school office.

Fees (per child)

Breakfast Club	**7:30am – 8:40am £5.00 (meal included in price)**
After-School Club	**End of school – 4:30pm £4.50 (no meal provided)**
	End of School – 5:30pm £9.00 (meal included in price)
	End of school - 6:00pm £11.00 (meal included in price)

Method of Payment

We only accept payment via Parentmail or childcare vouchers/tax free childcare. The ParentMail account

should be topped up with sufficient funds for all of the sessions that have been booked. For childcare vouchers, the credit will be applied to the ParentMail account once the funds have cleared in the school bank account. Parents should ensure that sufficient vouchers are sacrificed for the payments due in advance.

Late payments or debt

All fees due for Breakfast Club and After-School Club are to be paid in advance. Each week, a letter will be sent home for any fees that are not paid and further booking will not be accepted until the account is cleared.

Subsidised Places

The school may be able to offer a subsidised place (based on need) at the discretion of the senior leadership team.

Times and Procedures

Breakfast Club

All children must be brought into the club and signed into our care by a staff member. Children can be brought to the club from 7:30am and we encourage parents/carers to bring them before 8:15am so they have time for breakfast and to take part in an activity. Hot food will be available until 8:15am; any arrivals after this time will be offered cold breakfast options such as cereal, fruit and yoghurt. All allergy and dietary requirements are catered for; please ensure these are included on the registration form, even if the school is already aware of them.

After-School Club

One of the adults named on the registration form must collect the child from the club; any changes to this must be made via the school office before 3:00pm so that this information can be passed on to the relevant members of staff.

The club runs from the end of the school day until 6:00pm and parents/carers are able to book sessions to end at **4:30pm, 5:30pm or 6:00pm.** As the club closes at 6:00pm, all children must be picked up from the club at 6:00pm or before. If a parent/carer is going to be late, the club must be contacted on **01702 474684 (option 4)** to advise and agree alternative pick up arrangements if necessary.

The following charges will be applied for late collections:

1. On the first occasion a child is collected after the time stated, a charge of £4 will be applied for the additional hour.
2. On the second and any subsequent occasions, a £5 fine will be charged in addition to the hourly charge. Late collection after 6pm incurs a £10 fine due to staff overtime. If a child is frequently collected after 6:00pm, the parent may be refused any further sessions at the club, at the discretion of the Headteacher.

If a child is not collected from the club by 6:00pm and no contact has been made with the parent/carer, the second and third contacts on the registration form will be telephoned and asked to collect the child. If the contacts are unable to collect the child by 6:00pm, the club manager can agree for a taxi company to take the child to the contact's home address. Any transport fees and staff overtime charges will be charged to the parent/carer. Any taxi companies used by the school will be licensed and approved. Children will be escorted to the destination by two members of Blenheim

staff in addition to the taxi driver for safeguarding purposes. If the second and third contacts are not available, social care will be contacted by the club manager.

Registration forms must be completed online for all children attending Breakfast Club or After-School Club. The forms include details of who is authorised to collect children from the clubs. If this information changes, the club should be contacted in advance using the password given following the initial registration. The same password should be used by the person collecting the child from the club.

Sick Child or Accidents

If a child is sick whilst at the club, details will be entered into the medical book and parents/carers will be contacted. If parents/carers are not available, then the next contacts will be contacted and asked to collect the child. In the event of no contact being available, then the child will be supervised until either the parents/carers or contacts can be reached and the child can be collected. The registration form must be completed to confirm contact details and specific instructions in relation to known medical conditions.

All accidents will be recorded in the accident book and the child's parents/carers will be informed both with the form and verbally when they pick up their child. We have a qualified first aider who will attend each incident.

If a child requires medicine during club hours, a medical administration form needs to be completed by the parent/carer. We cannot administer any medicines without this form.

Behaviour

In order to run happy and safe clubs, Blenheim's Breakfast Club and After-School Club has high expectations for behaviour from the children in its care in line with our ASPIRE Values. If it is felt that a child's behaviour is not appropriate and could affect the provision of happy and safe childcare for other children, further attendance at the club will be denied. This is the decision of the club management, alongside the school leadership team. In this circumstance, any fees paid in advance will be returned. Bullying will not be tolerated and any incidents will be reported and dealt with by the senior leadership team. Incidents will be recorded and reported in accordance with the school's Anti-Bullying Policy. Any recurrence will result in the child being refused future sessions at the club.

Special Educational Needs

The club aims to be fully inclusive. Provision for any child with specific needs will be assessed by the management and discussed with parents/carers. There may be an initial delay in registration if a risk-assessment needs to be completed by staff in order to meet the needs of a child.

Children's information

Children's information, including contact numbers, will be accessed via our school's system Integris. Therefore, it is important that the office is made aware of changes to any details to ensure this system can remain up to date.

Food and Drink

Children should not bring their own food and drink to the club unless previously arranged by the club manager. In Breakfast Club, we offer a healthy breakfast and drinks for every child who arrives before 8:15am. A full menu is available from the club or via the school website. At After-School Club, we offer a light meal at 4:30pm. Water is available throughout the session. Please ensure that all allergies and dietary information are included on the registration form and updated with the club if the details change.

Children not picked up from school office: on occasions we have children who are late being picked up from school. All pupils who have not been picked up are taken to the school office where their parents or named persons on the contact list are telephoned immediately. Following this conversation, if children have not been picked up by 3:40pm, they will be taken to After-School Club club until their parent/carer comes to pick them up, and a charge of £4 per child per hour will be invoiced to the parent/carer.

Fees must be paid in advance and prior to booking. Bookings should be online in every instance; **verbal bookings cannot be accepted unless in case of an emergency**. All bookings must be received with payment at least a day in advance to allow us to secure staffing.

Confidentiality

All information provided about a child will be treated as confidential.

Complaints

Any complaints should be discussed with the club manager and, if unresolved, with the Headteacher. Copies of the Complaints Policy are available on the school website.

We are confident that you will be happy with everything Blenheim Primary Breakfast Club and After-School Club has to offer and look forward to your children joining the club.