

---

**St Mary's Church of England Primary**

# **Breakfast and After School Club Policy & Procedure**



*Rise Above the Ordinary*

**Approved by Local School Board:**

**Reviewed:**



# Breakfast and After School Club Policy and Procedure

## Introduction

At St Mary's Church of England Primary, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God.

The Before and After School Club exists to provide high quality out-of-school hours wrap-around childcare for our families. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'RISE' which stands for Rise Above The Ordinary. The club is run by staff from the school and is led by Miss Rachel Waller.

## Aims

The Breakfast and After School Club provides high quality wrap-around care for pupils at St Mary's CE Academy from the age of 3.

It aims to:

- Provide a happy, welcoming place at the start and end of the school day where all children are valued.
- Support parents by providing affordable before and after school childcare from 7.30am until 8.40am and from 3.10pm until 6pm respectively.
- Provide well planned play activities.
- Offer the children a healthy breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.
- Contribute to pupil's personal development.

## Admissions

- All Breakfast and After School Club places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- St Mary's Breakfast and After School Club will consider applications in accordance with the following criteria:
  - All children of working parents and carers requiring wrap around care on a regular basis.
  - Other children at St Mary's CE Academy from Nursery to Year 6, who attend St Mary's, are eligible to attend these clubs.
  - The Early Year's Foundation Stage Leader will be consulted if they think it is suitable for a pupil in Nursery to access wrap-around care. This consultation will

happen on an individual basis and school reserves the right to refuse admission or to build up the time the pupil spends in wrap around care.

- All club staff are made aware of the details of a new child.

Admission is conditional on the following undertakings by the parent/guardian:

- Fees are promptly paid (see fees section).
- The behaviour of the child is acceptable for the safe & efficient running of the club. School policies, including behaviour, apply in the same way as they do during the main school day.
- For all clubs, children will be accepted on the day or without weekly/termly notice if there are unforeseen circumstances. This is down to the discretion of club staff and subject to availability.

## **Staffing**

Our Breakfast Club and After School Club are staffed by highly experienced members of our school staff. Rachel Waller runs the wrap-around care and is supported by an additional 2 members of school staff. All staff who prepare food have received Level 2 Food Safety and Hygiene for Catering. Two members of staff are trained in Paediatric First Aid and one is also trained in First Aid at Work. All staff have annual Safeguarding Training in September. Three members of staff who work in Breakfast and After School are Team Teach trained.

## **Booking and Fees**

### **Booking**

Bookings are made via the Arbor online portal. Bookings can be made either daily or termly in advance. Cancellations must be made by 12pm on the day the child is due to attend.

We can accept on the day bookings for After School Club before 12pm on the day, subject to availability. This would be on a first come, first serve basis.

### **Fees**

Breakfast club is charged at £3.50 per session. This cost includes a healthy breakfast. After school club is charged at £5.50 per half session (3:15 - 4:30) and £8 for a full session (3:15 – 6:00). This cost includes a healthy hot or cold snack. Please see separate menu plan.

### **Late fee charges:**

- £10 per child up to 6.15pm

### **Payment Methods**

Invoices are sent out automatically via Arbor when the register is taken.

The invoice must be paid in full by the Friday of the same week. If payment is late, the procedure for Collection of Arrears will be instigated. Parents can pay in advance of the sessions via Arbor.

Parents can pay using the following methods:

- Electronically through the Arbor App/site
- In cash by giving the money to the School Office
- Using childcare vouchers

### **Procedure for Collection of Arrears**

It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.

The Local Schools Board has therefore agreed the following policy where arrears arise.

- A gentle reminder letter / text message will be sent home every week.
- After two weeks, the parent/carer will be contacted by telephone and asked to make immediate payment.
- A final letter to the parent/carer informing them that a place will not be provided for their child/children if payment has not been received by a specified date (usually when four weeks or £50 of arrears have been accumulated).
- Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- No place to be provided to pupils when arrears exceed four weeks / in excess of £50.
- Once the final letter deadline has expired the Local School Board will decide whether legal proceedings should begin.

### **Arrival and Departure**

#### **Breakfast club**

- Parents/carers will ring the doorbell and a member of staff will admit the pupil and record their attendance on the register.
- Staff will take the pupils to their class at the beginning of the school day.

#### **After School Club**

- Pupils in FS-Y2 will be collected from their classroom by a member of staff and taken to the After School Club.
- Pupils in Y3-Y6 will walk to the After School Club independently. Pupils will be registered when they enter the club.
- Parents/carers will ring the doorbell to collect their child. Only those on the approved list to collect will be able to do so unless the office was informed of an urgent change in arrangements. If the office was not informed, staff can refuse to allow the pupil to leave.
- Adults collecting who are unfamiliar to staff will be asked to show ID.

- Only people over the age of 16 can collect pupils from After School Club.
- All adults will be asked to sign the child out at the end of the session.
- If a pupil is late in being collected there will be a charge added to their account. If this is a regular occurrence, staff have the right to refuse for a child to attend After School Club.

## **First Aid**

- All accidents will be recorded on the school Medical Tracker system which informs parents via email immediately.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- There will be a pediatric first aider in the club at all times and all incidents are dealt with by a qualified first aider.
- A first aid kit is located in the club and a first aid grab bag is used when children are playing on the school yard.

Parents of any child who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence by the school office and the parent will not be charged for the missed session.

## **Medicines**

- If a child has been prescribed a medicine to take in the school day, the Breakfast Club staff will ask parents to complete the school wide medicines form.
- Staff will check details have been filled in correctly and the medicine has been prescribed for that child by checking the label on the medicine.
- The medicine will be immediately taken to the school office and placed in the medicine cupboard/fridge. The form should be left of the School Office desk.
- Staff in the club will not administer medicines. Parents should administer prior to Breakfast club starting and the office should administer before the end of the school day if needed.
- The school 'administering medicines policy' is adhered to at all times.

## **Medical needs**

- The Breakfast and Afterschool club will have the medical care plan for all pupils who have registered for the club who have a medical need.
- Medical Care Plans will be displayed in the staff kitchen.
- Staff will follow all guidance on the Medical Care Plans.

## **Safeguarding**

- All staff have received Basic Safeguarding Training which is updated annually.
- The Designated Safeguarding Lead (DSL) is always on call to support with urgent Safeguarding issues that may arise.

- The Designated Safeguarding Lead and the Designated Deputy Safeguarding Leads are available during the day to discuss any non-urgent safeguarding concerns that staff may have. This is then recorded on CPOMS.
- All members of staff will hold a current DBS check.
- The child protection policy is reviewed by staff annually and is fully implemented in wrap-around care.

## **Behaviour**

We recognise the importance of using effective behaviour management strategies and promoting children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst attending Breakfast and After School Club, children are expected to:

- Adhere to the School's behaviour policy, as they would during the school day.
- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by children attending the club.
- Respect one another.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities
- Ask for help if needed.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be excluded from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **Parental complaints**

All complaints in writing by a parent regarding the breakfast club/after school will follow the school complaint's procedure.

## **Snack**

Breakfast/After School 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.

## **Food allergies/intolerances/dietary requirements**

- Staff will be informed by the school office of any children registered for Breakfast or After School Club have allergies or dietary requirements.
- Staff will carefully check ingredients lists of food purchased and will follow clear protocols for preparing food for children with allergies, intolerances or dietary requirements.

- Care plans for pupils with dietary needs, who are registered to attend the Breakfast or After School Club, will be displayed in the staff kitchen and adhered to at all times.
- Breakfast Club and After School Club staff will have access to the Main Office's medical cupboard to administer emergency medicine in case of allergic reaction.
- One member of staff is always on site who has had epi-pen training.

## **Emergency evacuation**

- Staff have been trained in fire safety which is renewed annually.
- Staff are aware of the evacuation route and where to line up outside.
- Staff will ensure that each child is marked off the register when they are collected from the club by a parent/carer.
- Staff will take the electronic register outside and use it to check that all pupils in the club are safely out of the building.



## Appendices

### After School Club Procedures (if no SLT on site)

