



We want every child to be happy, caring and successful.

Breakfast Club After School Club Parent/Carer Information and Terms and Conditions



Staff at Breakfast Club and After School Club

- Sarah Moores: Extended School Day Manager - NVQ level 3 Supporting Teaching & Learning in Schools
- Sue Powell: Extended School Day Assistant (Deputy Extended School Day Manager if Sarah is absent) - NVQ level 3 Child Development
- Louise Hart: Extended School Day Assistant

We also have bank staff available to cover absences, when regular staff are ill or attending courses. These include:

- Alison Cowling - NVQ level 3 Supporting Teaching & Learning in Schools
- Tina Varney - NVQ level 3 Playwork
- Rachael Smith

All our staff have significant experience of working with children. All staff hold current First Aid and Food Hygiene Certificates and receive Safeguarding Training. Staff are expected to undertake professional development training.

Contact Numbers & addresses

Breakfast Club & After School Club: Telephone number to be confirmed

Cedars Primary School: 01908 610561

Bury Street, Newport Pagnell, Bucks MK16 0DT

If the club staff are not able to answer the 'phone you will be able to leave a message and someone will get back to you ASAP. If it is an emergency you can contact the school. If a message is left over a weekend this won't be picked up until the next operational day.

About the Clubs

Cedars Primary School and Nursery's Breakfast Club and After School Club are run by Cedars Primary School and are managed on a daily basis by Sarah Moores, Sue Powell and Louise Hart, who report to the School Business Manager. The School Business Manager informs the Headteacher of staffing needs, finances, policy & risk assessment updates, as well as discussing and approving the activities offered to the children. The Headteacher reports annually to the Full Governing Body.

The Breakfast Club and After School Club care for children between the ages of 3 and 11, serving the children of Cedars Primary School and Nursery.

We aim to offer a safe, secure and relaxed environment for the children that attend the clubs. We maintain a staff/child ratio of 1:8 for children aged three.

The Breakfast Club and After School Club are based in the standalone school building of Cedars Primary School. The building has its own designated, secure entrance and the space has been specifically allocated for the Breakfast Club and the After School Club. Inside the building there is a cloakroom, separate toilets, a kitchen and space for a range of indoor activities including wet/messy play, reading, drawing, games and homework. The children also have access to the playground and Trim Trail area where children can play sports, team games, hide & seek, skip, hula hoop etc or sit on the seating provided and just chat with each other.

Breakfast Club Arrival and Departure

Breakfast Club is open from 7:30am to 8:45am. Breakfast is served from 7.45am until 8.15am. Each day we offer toast and a selection of spreads, a selection of cereals, yoghurt and fresh fruit. We also offer a selection of our range of extra options including muffins, crumpets, bagels, fruit bread, cheese, dried fruit etc.

We promote independence by encouraging the children to set up for their own breakfast and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met whenever possible. We recognise the importance of healthy nutrition for children which is delivered in a calm, friendly setting. We never force children to eat breakfast but will always do our best to encourage them. During breakfast time we request that children remain seated at the table.

Before and after breakfast, one or a combination of the following play opportunities will be offered: outdoor play with a selection of play equipment, group games, drawing, colouring and using puzzles, board games and reading.

Children are requested not to bring their own toys and games into the club.

Breakfast Club Arrival & Departure Procedures

Entry to Cedars Primary Breakfast Club is via our designated secure entrance which is through the side gate entrance to the playground next to the staff car park. This can be found at the back of the school. Children should be dropped off at the door. A register is taken each morning. All children need to be at the club and registered by 8.20am. This is the cut off time for admission to the club.

**PLEASE DO NOT PARK IN THE SCHOOL CAR PARK
PLEASE USE THE PATHWAY PROVIDED AND NOT THE CAR PARK
ENTRANCE TO ESCORT YOUR CHILD/CHILDREN TO THE CLUB**

At 8.45am, when the school doors are opened, children in Nursery, Foundation and Years 1-4 will be escorted to their classrooms. Children in years 5 and 6 will be asked to make their own way to their classrooms.

Staff make checks every morning to ensure all children have arrived safely in their classrooms and a list of all children who are arriving from Breakfast Club is passed to the school office.

After School Club Activities & Snack Time

We provide a wide range of play opportunities: cookery, arts and crafts, sewing, junk modelling, board games, books, imaginative play, construction, clay, painting, candle making, gardening, nature, sport and much more. We aim to provide opportunities to celebrate festivals learn about different countries, cultures and customs, which we hope will teach the children to respect one another. The children are encouraged to have a say in what they would like to do at the club. We spend time talking to the children, filling out evaluation forms, finding out what activities they would like. A weekly structured programme is displayed in the club for children/parents to see. Children are free to join in with the activities or participate in free play.

A light snack and drink are provided each day; however this is not intended to substitute for a main evening meal that the child may receive at home. We aim to provide a variety and choice of healthy foods, including fruit. Snacks may be hot or cold. We promote independence by encouraging the children to set up for their own snack and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. During snack time the children are requested to remain seated at the table.

Children are requested not to bring their own toys and games into the club.

The After School Club Arrival and Departure

The After School Club opens at 3.15pm and closes at 6.15pm weekdays, during term time. All children are collected by staff from the Nursery and classrooms in the main school building and escorted across the playground to the standalone building.

Entry to After School Club is via our designated secure entrance which is through the side gate entrance to the playground next to the staff car park. This can be found at the back of the school. If you are experiencing any problems and are going to be late, please contact the club to let us know. It is important that if your child/children are booked in and are not going to attend that you inform the After School Club (or the School Office during school hours).

Breakfast Club Session Fees & Payments

£4.00 per session - The price is per session and per child and applies to all children. All places must be booked and will be charged for non attendance, unless due to sickness only. Credit will be given if school is closed due to unforeseen circumstances, eg. snow days. We do appreciate if parents/carers can inform us if their child/children will not be attending.

The After School Club Session Fees & Payments

£10.00 per session - The price is per session and per child and applies to all children. All places must be booked and will be charged for non attendance, unless due to sickness only. Credit will be given if school is closed due to unforeseen circumstances, eg. snow days. We do appreciate if parents/carers can inform us if their child/children will not be attending.

Payment Structure for Breakfast Club & After School Club

- Fees are payable half-termly in advance, unless alternative arrangements have been agreed by the School Business Manager.
- Payment can be made:
 - by cheque payable to 'Cedars Primary School Fund'
 - online using +Pay on Parentmail
 - using Child Care Vouchers - a scheme set up through your employer and allows you to pay for childcare from your pre-tax salary. For more information speak to the School Business Manager - 01908 610561
 - using the Childcare Tax Credit scheme which provides help for working parents/carers with child care costs. For more information please visit www.childcare-support.ax.service.gov.uk or speak to the School Business Manager - 01908 610561

- Children may attend from 1-5 sessions each week, but can also attend on an 'ad-hoc' basis as long as there are places available and the session is paid for before the session is required.
- Bank holidays and Inset days will not be charged for.

- Cheque payments for breakfast club and the after school club must be made separate to each other and to any other school payments.
- Online payments to breakfast club and the after school club should clearly show what the payment is for.
- If fees are not paid, the School Business Manager will write to the parent or carer requesting payment. If this payment is not made then your child's place will be cancelled until full payment is received.
- Fees are reviewed annually by the Full Governing Body. Any queries regarding fees should be directed to the School Business Manager.

Late Collection Procedures

If you are late on more than one occasion you will incur an additional fee towards staffing costs, which will take account of staff overtime, Site Manager overtime and running costs. The late fee charge will be: £5.00 for the first 15 minutes (up to 6:30pm) then £10.00 for every 15 minutes after that per child.

Uncollected Child Procedures

The After School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

When the parent/carer arrives they will be reminded that they must call the Club to notify us if they are delayed. The parent/carer will be informed that penalty fees will have to be charged.

If someone other than the adults listed on the registration form will be collecting your child/ren, you must inform the After School Club or the School Office giving the full name of the person collecting.

Over 15 minutes late

If a parent/carer is more than 15 minutes late in collecting their child, the Extended School Day Manager will try to contact them using the contact details on file. If there is no response from the parent/carer, messages will be left requesting that they contact the Club immediately. The Extended School Day Manager will then try to contact the emergency contacts listed on the child's registration form. While waiting to be collected, the child will be supervised by at least two members of staff. When the parent/carer arrives they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged.

Over 30 minutes late

If the Extended School Day Manager has been unable to contact the child's parents/carers after 30 minutes, the Extended School Day Manager will contact the Headteacher and the local Social Care team for advice. The child will remain in the care of two of the Club's staff on the school site, until collected by the parent/carer, or until placed in the care of the Social Care team.

Managing persistent lateness

The Extended School Day Manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

Registration Details

All parents/carers are required to complete a registration form prior to their child/children starting at the clubs. Please make sure that you keep us up to date with any change of details, as the clubs hold separate records for your child/children to that of Cedars Primary School.

Cancelling a Permanent place

If you wish to cancel a permanent place we request six week written notice. If this is not done then you will be charged for the booked sessions.

Temporary booking

We will accept temporary or occasional bookings as long as there are places available. We require 48 hours notice (we will accept temporary bookings requested on a Friday for the following Monday). If a temporary place has been booked and is no longer required, the club must be given 24 hours notice. If notice is not given, the place will still be charged for.

Policies & Procedures

The clubs operate under School policies and procedures including Safeguarding and Child Protection, copies of which are held in the School Office and are available for parents/carers to see on request.

Accidents/Incidents

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept in the clubs. An individual accident form is held at the clubs on which we record all minor accidents. This will be shown to the parent/carer upon collection and they will be asked to sign it

to confirm knowledge of the accident and any treatment given. In the case of a more serious accident, appropriate action will be taken and parents/carers informed immediately. If your child needs hospital/doctor treatment and the emergency contacts cannot be reached then a member of staff will accompany your child.

Medical Conditions

Parents are requested to provide up to date medical information of their child's condition and provide any medication that the child may need whilst attending Breakfast and After School Club. This medication will be stored in the club building. A Medical Consent Form will be required to be completed.

Illness

If your child/children are off school due to an illness please can you notify the Breakfast Club and After School Club that they will not be attending. Any child with a stomach upset is asked not to attend for at least 48 hours. If your child/children are ill whilst at club, we will contact you and you will be requested to arrange immediate collection.

Birthdays & Celebrations

Months of the Year, with birthdays and cultural celebrations are displayed in the clubs. We will celebrate birthdays with the children and sing Happy birthday with them. If you wish to provide a cake for your child/children's birthday you are very welcome to do so. If you do not wish your child to celebrate in this manner please let the clubs know.

Equal Opportunities

Cedars Primary School and Nursery are committed to equal opportunities. All children will be made to feel welcome and given the opportunity to participate in the play opportunities provided. All children irrespective of gender, background, cultural, disability or racial origin have equal access to the play opportunities provided at the clubs.

Attitudes and Behaviour

Children are expected to follow 'The Cedars' Way' whilst at the clubs. These are displayed for the children to see. To encourage and promote good behaviour and to reward all forms of social achievement we seek to make effective use of a clear and structured system of rewards. This enables children's successes to be communicated to all parents, children and staff.

Sanctions come into play when dialogue and positive reinforcement have failed. It is essential that sanctions are used sparingly in a structured, thoughtful way which is transparently fair and consistent.

Rewards

- Praise: private and public.
- Stickers
- Sharing of achievements and examples of good behaviour in assemblies and with other teachers
- Head Teacher/Deputy Headteacher/Class Teacher special award stickers

Sanctions

- Ignoring
- First time 'The Cedars' Way' is broken: A calm but firm "public reprimand": **Polite Reminder.**
- Second time 'The Cedars' Way' is broken: **Name written on the board**
- Third time 'The Cedars' Way' is broken: **Withdrawal from an activity for 2 minutes**
- Fourth time 'The Cedars' Way' is broken: **Withdrawal from an activity for 5 minutes**
- Fifth time 'The Cedars' Way' is broken: **Withdrawal from an activity for 15 minutes, recorded in the Club's Attitudes and Behaviour Book**
- Serious Incidents will be referred immediately to the Headteacher/Deputy Head and parents will be made aware that the Child's place at the club could be at risk if behaviour is not significantly improved.

Complaints Procedure

The Breakfast Club and After School Club are run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Staff, or any other member of staff.

A full copy of our complaints procedure and policy is available on request and can be found on the school's website.

Pledge to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your children. We will:

- welcome you at all times to discuss our work, have a chat or take part in our activities.
- keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- be consistent and reliable to enable you to plan with confidence and peace of mind.
- share and discuss your child's achievements, experiences, progress, and friendships.
- be available to discuss decisions about running the clubs.
- listen to your views and concerns to ensure that we continue to meet your needs.