



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

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



## **Extended School Day Staff**

- Extended School Day Manager: Sue Powell
- Extended School Day Assistants: Steph Woods, Rachael Smith & Sarah Hall

Staff hold current First Aid and Food Hygiene Certificates and receive Safeguarding Training. Staff are expected to undertake professional development training.

## **Contact Numbers & address**

Breakfast Club & After School Club:

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 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 daily by Sue Powell. 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 three times a year 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, Reception 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. The children are encouraged to have a say in what they would like to do at the club. Children are free to join in with the adult led 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 3:00pm for Nursery aged children and 3.15pm for children in Reception – Year 6 and closes at 6.15pm weekdays, during term time. All

children are collected by staff at the end of the school day 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).

### **Session Fees & Payments**

Breakfast Club is £4.50 per session. After School Club is £11.00 per session. The price is per session and per child and applies to all children. All places must be booked via the ParentPay system and non-attendance after the cut off period will still be charged, this includes absence due to illness. Credit will be given if school is closed due to unforeseen circumstances e.g. A Pandemic. We do appreciate if parents/carers can inform us if their child/children will not be attending.

### **Bookings and Payment Structure for Breakfast Club & After School Club**

- Children may attend as many sessions as necessary each week providing there are places available.
  - Sessions are booked via the online ParentPay system.
  - Bookings can be made up to a half term in advance and are payable at the time of booking via the ParentPay system.
  - All bookings and amendments must be made by midnight on Thursday for the following week.
  - Fees are reviewed annually by the Full Governing Body. Any queries regarding fees should be directed to the School Business Manager.
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- Payment can be made:
    - online using ParentPay
    - 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 <http://www.childcare-support.tax.service.gov.uk> or speak to the School Business Manager – 01908 610561

### **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.

### **Cancellations**

To cancel a booking parents must log on to the ParentPay system and cancel each sessions individually. All cancellations must be made by Thursday 12.00pm for the following week. Cancellations made prior to the cut off will be refunded to your ParentPay account. Cancellations made after the cut off will be non-refundable.

### **Policies & Procedures**

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

## **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.

## **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 with Parents and Carers and examples of good behaviour in assemblies and with other teachers

### 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/carers may be asked to collect their child and/or made aware that the child's place at the club could be at risk if behaviour does not significantly improve

### **Complaints Procedure**

The Breakfast Club and After School Club is a paid service and is 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 care for your children.

We will:

- welcome you
- keep you informed of opening times, fees and charges, 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 experiences and friendships
- be available to discuss decisions about the running of the clubs
- listen to your views and concerns to ensure that we continue to meet your needs