



# Countess Gytha Primary and Preschool

## Breakfast Club & After School Club Policy

### Aims

- To provide an affordable, early drop-off and late pick up childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils before and after the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.

### Organisation

- Breakfast club is open from 8:00 am – 8:30am for school age children and 8:00am – 9:00am for children in preschool.
- Afterschool club is open from 3:30pm to 5:30pm for school aged children and children in preschool.
- Each child attending Breakfast or After School Club should be escorted or collected from Preschool by a parent/carer.
- Children will need to arrive by 8:15am to receive a breakfast.
- A registration form must be completed by parents/carers before attending Breakfast or After School Club.

### Staffing

- Breakfast and After School Club is run by 2/3 members of staff.

### Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast and After School Club have current eDBS clearance. These records are held in the school office.
- Breakfast and After School Club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct
- A separate risk assessment has been completed for Breakfast Club.
- The school's Fire and Health & Safety Policy is adhered to by Breakfast and After School Club.
- Where ICT equipment is used, they also follow the school's E. Safety policy and procedures.

### Catering

- Water is available to children at all times.
- Toast, cereal and fruit is available at Breakfast Club.
- A snack will be provided e.g. fruit during After School Club.
- Parents are able to provide a packed tea for After School Club if they wish.
- All allergies/intolerances should be notified to staff on the Breakfast and After School Club registration form.

## **Emergencies**

- In the event of a serious accident or illness staff will contact the parent/carer or the nominated contact provided on the Breakfast and After School Club registration form.
- All staff who supervise Breakfast and After School Club are First Aid trained and the procedures set out in the school's First Aid Policy will be followed.

## **Sickness/Medication**

- All medication administered will follow the school's Medical Policy.
- All medical information provided by parents should be detailed on the Breakfast and After School Club registration form.

## **Behaviour**

- The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Breakfast and After School Club, children will be expected to abide by the School Behaviour Policy. We reserve the right to withdraw a place in the event of unacceptable behaviour.

## **Fees**

- Fees are paid at the same time a booking is made.
- Fees are variable depending on the number of sessions per a child.
- Fees are payable using Parent Pay, a bar coded letter or childcare voucher.
- Fees will be reviewed annually by the Governors during the Summer Term and parents/carers will be notified of any changes.

## **Late collection of child charges**

- Late collection of child will be charged at £5 per fifteen minutes, minimum charge of £5. This charge will be determined by staff records and the signing in and out procedure.
- If the setting is informed prior to the delay in collection, a 15 minute window will be allowed. This should only be used in exceptional circumstances, and frequent occurrences will be treated as an abuse of this facility and charges will be incurred as stated above.

## **Booking**

- Places must be booked a week/month in advance.
- Parents/carers must complete the registration form and hand to the school office before pupils attend Breakfast and After School Club.
- Weekly booking sheets for both Breakfast and After School Club and full payments have to be returned by the Wednesday of the previous week. Monthly booking sheets have to be returned by the deadline dates on the sheet at the start of the school year.
- Breakfast Club can be booked via Parent Pay and full payment must be made at time of booking.

## **Cancellation**

- If you have booked your child in and unfortunately they fall ill or are unable to attend the sessions we regrettably cannot give refunds or swap sessions.

## **Refunds**

- If the school cancels the club, a refund will be offered or the chance to carry payment forward.

## **Debt recovery**

- If payment is not received within 14 days of booking a reminder letter will be sent.

- If payment is still not received a follow up phone call will be made 7 days later to discuss any potential payment problems.
- One week after this phone call a final letter requesting immediate payment will be sent.
- If debt still remains outstanding it will be referred to the Head Teacher and/or Governors for consideration and no further bookings for Breakfast and After School Club will be taken until resolved.

Updated: December 2023

Next review date: December 2024