

Woodfall Primary School

Breakfast and After School Club – Terms and Conditions

July 2018



In Consultation with		
Date Agreed	Name	Position
21.06.2018	Helen Hough	Headteacher
	Duncan Howarth	Chair of Governors
Date for Review:	July 2019	

Breakfast and After School Club Policy

Woodfall Primary School provides Breakfast and After School Club care for the pupils of the school.

We provide care for children between the ages of 2 and 11.

Our Breakfast Club starts from 7.30am and will finish when the children are in the care of their class teacher.

Our After School Club begins after school and closes at 6pm.

Places are offered on a first-come first-served basis. If all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

BOOKINGS AND PAYMENT

Parents must complete a registration form before their child/children can attend (please see attached).

These are available from the school office.

All bookings and any adjustments **must** be made with the school office and in writing (an email is sufficient) to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

School accepts payment by Cash, Cheque, Childcare Vouchers and direct into our bank. Please contact Mrs Smith in the school office for further details.

We require a weeks' notice for any bookings to be cancelled or changed.

Cancellations with less than a weeks' notice will be charged.

After these times if a child does not attend for any reason, you will still be charged for this place. Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance.

Should you require a place at our After School Club please email the school office to check availability – basc@woodfall.cheshire.sch.uk

Fees are currently charged at £11 per session for After School Club and £6 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

Breakfast Club

Breakfast club opens at 7.30am. Entry is through the Infant Library School doors.

Registration will take place in the open plan space. Parents/carers must accompany their child into school and sign their child in.

At 8.50am children will collect their belongings and will be escorted to class.

After School Club

Class teachers will be issued with a copy of the register for After School Club each afternoon and will be aware of which children are due to attend that evening.

Children will meet at the open plan space where a member of staff will register them (children are collected from Reception and Nursery and meet on the bench in the Infant corridor for Infant children and in the Junior Library for Junior children).

Reception and Nursery children are collected from class and escorted to the After School Club by a member staff.

Any children attending after school extra-curricular clubs will be collected by the After School Club staff after their activity and are then escorted to the After School Club where they are then registered.

If a child is booked into the Club but does not attend registration, a check will immediately be made whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Staff will ensure that parents/carers sign children out before they leave, including the time of collection.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, the school Abandoned Child Policy will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

All parents/carers are requested to make sure their child/children are collected by

6pm. If you are unavoidably delayed please telephone 07463 010371

The Club closes at 6pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £10.00 per child will be imposed. This will be added to the next invoice. This charge is to discourage people from arriving after 6pm and should not be seen as a charge permitting late collection. When collection after 6pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Mrs Smith.

If fees are not paid, school will write to the parent/carer, requesting payment 14 days after the first invoice has been sent. A reminder will be sent 14 days after the monthly invoice has been sent. Failure to pay the invoice after 28 days will result in the Breakfast and After School Club place being withdrawn, even if this means that the child and parents are refused access at 7.30am.

If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mrs Hough as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options.

If the fees remain unpaid after 28 days, the cancellation of the child's place will take place.

SAFEGUARDING

The Breakfast and Afterschool Club follow the school's Safeguarding Policy, a copy of which is on the website.

Access to the Before and After School is via the Infant Library Entrance only.

Parents/carers should not go past the registration point in the open plan area when dropping children off or collecting them without the express permission of club staff.

OTHER POLICIES

The Breakfast Club and After School Club follow all other school policies.