



Kingshill Church School Breakfast and After School Club Policy

Introduction

Kingshill Church School Breakfast and After School Club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7 45 am to 8 45 am and from 3 15 pm to 5 30 pm term time, and current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents of children attending these clubs and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Kingshill Church School are eligible to attend the clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parents/Carers drop children off at the Breakfast Club door and they are signed in by a member of staff.
- Children will be escorted on to the playground at 8 40 am by the Breakfast Club staff.

After School Club

- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. Parents must inform the staff if their child is to be collected by persons not on the registration form.
 - Parents must inform club staff if their child is going to be absent from club.

Daily Routine

Morning session - 7 45 am to 8 40 am

- 8 00 am wash their hands and have a freshly prepared breakfast.
- 8 35 am tidy up time encouraging the children to take responsibility for the environment.
- 8 40 am children collect their coats and bags. Children are escorted to the playground where they meet up with the rest of the children awaiting the start of school.

Afternoon session - 3 15 pm to 5 30 pm

Children have a snack. Various activities are available, including reading and homework, art and craft, cooking, ICT.

Behaviour

Whilst attending clubs children are expected to:

- use socially acceptable behaviour according to the **school behaviour policy**
- respect one another, accepting differences of race, gender, ability, age and religion
- choose and participate in a variety of activities
- ask for help if needed
- enjoy their time at the club

Positive behaviour is encouraged by:

- staff acting as positive role models
- praising appropriate behaviour
- informing parents about individual achievements

Dealing with inappropriate behaviour:

- challenging behaviour will be addressed in a calm, firm and positive manner according to the **school's behaviour policy**
- if necessary, a child will be temporarily removed from an activity
- staff will explain why the behaviour displayed is deemed inappropriate
- staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation
- staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour

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

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carers upon collection and signed by a member of staff.
- 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.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during clubs will be contacted immediately. If a child is sent home during school hours, clubs will be informed of their absence.

Missing or Uncollected Children

Missing children

- In the unlikely event that a child goes missing, the following procedure will be undertaken:
- Senior school staff will be informed of the missing child.
- Club staff will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5 30 pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5 30 pm onwards at £2 per 15 mins per child. This charge will be added to the following month's invoice.

Payment of Fees

All club parents will receive a calendar displaying dates and a payment schedule for each term.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions **even if a child is unable to attend their booked session.**

The parent signing the club registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash or cheque made payable to “Bath and Wells Multi Academy Trust”.

- A receipt will be issued when payment of fees is made by cash or cheque.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- Parents should keep their receipts as proof of payment.

February 2016

Review February 2017