

Lydden Primary School

Breakfast Club and After School Club Policy



Breakfast Club

Monday to Friday 8:00am-8:45am

The primary purpose of the breakfast club is to support families and their children by providing a healthy breakfast and a positive start to the school day. We operate Breakfast Club by encouraging a family atmosphere. We believe this is best done with a degree of self-help, so children are involved in setting the tables, helping to serve (safety first of course), clearing up and loading their dishes in to the dishwasher. Older children often willingly support the younger children.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a healthy breakfast for children before the school day.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children

Booking: To book places in our Breakfast Club, log into your School Money account at eduspot.co.uk. If you have not used the payment system before, please contact the office.

1. Once you are logged in, click on 'Clubs' and select which week you require for example 'W/C 5 Sep 2024'.
 2. A drop-down menu will then appear where you can choose the days and times you require.
 3. Once you have chosen your dates, go to your basket, check out, and once paid, your dates will be secured.
 4. The self-booking facility gives you more freedom and flexibility to make your bookings but if you fall into the below categories, please contact the office who will make the booking for you:
- If you use the Tax-Free Childcare scheme you will also need to book through the office as payments are made and received differently.

Payment: Daily rates: £4.00 per day

Payment must be made in advance and details of how to make payment is provided above. Breakfast Club is self-sustaining; this means that the daily charge for a place has to cover all costs – staff, food, equipment and overheads. This period of care for each child includes a healthy breakfast and a short period to play games or to do craft activities socially with their friends; these costs are also met from the charge. To keep costs to a minimum and to maintain the service, Breakfast Club cannot and does not offer credit. Booked places must be paid for even in the event of absence of a child.

Non-Payment: If circumstances change or payment is a problem at any time, parents/carers should speak to the Head of School so that the school may offer help, support or come to an agreement. If the school does not hear from a parent, the school will make contact to offer this, but non-payment has to be treated as a debt. If there is no response to contact by email, telephone or letter, the child would not be able to attend until the debt is paid.

Notice Period: If a parent no longer requires a place for their child, the notice period is 7 school days.

Arrival Time and 'Drop Off' Routine: Children who attend Breakfast Club must be in school no earlier than 8.00am and no later than 8.20am. Children in Key Stage 1 and Foundation Stage must be accompanied to the cabin and handed over to a member of Breakfast Club staff. Children in Key Stage 2 may be dropped at the gate but **must arrive no earlier than 8.00am. If children arrive earlier than 8.00am, parents/carers must wait with their own children.**

The Menu: Fruit juice and fruit, toast, cereal (served with semi-skimmed milk) and yoghurt will be available daily. There may be alternatives available on some days, such as porridge or muffins. The breakfast club lead has food hygiene level 2 certificate to support the preparation of food offered.

The Staff: There is one member of staff who leads the provision and is a trained Designated Safeguarding Lead. This member of staff is supported, where necessary by other members of staff on site.

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Behaviour: We expect the same level of commitment to behaviour in Breakfast Club as we do for the rest of the school day. Parents/ Carers will be informed in the first instance if behaviour is giving cause for concern. If a child is not responding to guidance and support, they may not be permitted to attend Breakfast Club.

First Aid

The club has access to first aid and the member of staff holds a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

Safeguarding

The lead member of staff is a trained Designated Safeguarding Lead and follows the recording and reporting procedures identified in the Lydden and River Primary Schools Federation Safeguarding Policy.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

After School Club

Monday- Thursday 3:15-5:30pm

Fridays 3:15-4:30pm

After School Club is established to support families and their children by providing after school care, a range of activities, the opportunity to have some quiet time and rest after the school day and the opportunity to start their home learning. Children of mixed ages will attend and are encouraged to support each other in a positive social environment with the same expectations of behaviour as are expected in the school day.

Aims

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a drink and a healthy snack
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children

Booking: To book places into our After school Club log into your School Money account at eduspot.co.uk. If you have not used the payment system before, please contact the office.

1. Once you are logged in, click on 'Clubs' and select which week you require for example 'W/C 5 Sep 2024'.
2. A drop down menu will then appear where you can choose the days and times you require.
3. Once you have chosen your dates, go to your basket, check out, and once paid, your dates will be secured.
4. The self-booking facility gives you more freedom and flexibility to make your bookings but if you fall into the below categories, please contact the office who will make the booking for you:
 - If your child attends two after school clubs in one day, for example Forest School and then our ASC, you will need to book through the office to ensure you are not incorrectly charged.
 - If you use the Tax-Free Childcare scheme, you will also need to book through the office as payments are made and received differently.

Payment: Hourly rate: £4.00 per hour.

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Payment must be made in advance and details of how to make payment are provided above. After School Club is self-sustaining; this means that the daily charge for a place has to cover all costs – staff, food, equipment and overheads. This period of care for each child includes a drink and healthy snack as well as a range of recreational and social activities with their friends; these costs are also met from the charge. To keep costs to a minimum and to maintain the service, After School Club cannot and does not offer credit. Booked places must be paid for even in the event of absence of a child.

Non-Payment: If circumstances change or payment is a problem at any time, parents/carers should speak to the Head of School so that the school may offer help, support or come to an agreement. If the school does not hear from a parent, the school will make contact to offer this, but non-payment has to be treated as a debt. If there is no response to contact by email, telephone or letter, the child would not be able to attend until the debt is paid.

Notice Period: If a parent no longer requires a place for their child, the notice period is 7 school days.

Arrival Time and Collection Routine: Children who attend After School Club will be registered on arrival directly at the end of the school day.

Children must be collected at the booked time. For parents/carers who are late for booked collection (before 5:30pm Monday-Thursday or before 4:30pm on Fridays) they will be charged the next full hour (an additional £4). For example, a parent has booked to collect at 4:30pm but arrives at 4:40pm the additional £4 charge will be made.

5:30pm is the absolute latest time for collection of children on Monday to Thursday.

4:30pm is the absolute latest time for collection on a Friday.

We cannot accommodate late collections beyond the times above. If a child is collected after these times, a warning letter will be sent by the school. If this happens on another occasion the child will be unable to attend the after-school club for a period of 3 months.

Parent/Carer contingency plans

We strongly recommend that parents/carers have an emergency contingency plan if they are delayed. Please ring the staff at after school club to inform them of who will be collecting the child from after school club on the parent/carers behalf.

The Staff: There are at least two members of staff on duty every day. There may be occasions where the club is supervised by one member of staff, for example due to staff shortage. In these circumstances, the school will ensure there are other members of staff on site should the need arise or that risk assessments have been carried out with the after school club staff to ensure safety.

Behaviour: We expect the same level of commitment to behaviour in After School Club as we do for the rest of the school day. Parents/ Carers will be informed in the first instance if behaviour is giving cause for concern. If a child is not responding to guidance and support, they may not be permitted to attend After School Club.

First Aid

The club has access to first aid and the member of staff holds a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

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Application Form

Child's Name:

Class:

DoB:

Parent's Name:.....

Contact numbers:.....

Does your child have any medical conditions? Yes/No

Does your child have any allergies? Yes/No

Does your child have any dietary needs? [linked to health, not food preferences] Yes/No

Please list any allergies/medical conditions, and any medication. [Continue over if needed]

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I have read and understand the agreement overleaf, and shared with my child/ren the behaviour that we expect at Breakfast and After School Club.

I acknowledge the penalties that will be imposed for late collections.

I agree to the teacher in charge giving consent for medical treatment to be administered to my child should the need arise.

Signed.....Parent/Carer

Date.....