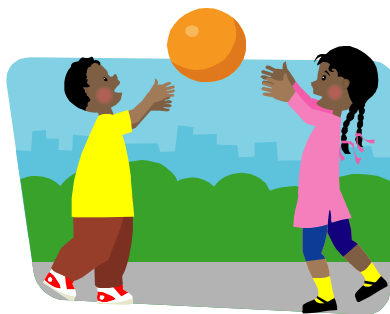




Welcome to St Alban's Catholic Primary School Breakfast and After School Club





St Alban's Catholic Primary School
Heron Flight Avenue
Hornchurch
Essex
RM12 5LN

Breakfast and After School Club
Telephone: 07530 004076

The Breakfast and After School Club is fully OFSTED registered as part of the school OFSTED registration.

The Clubs will be held in the demountable building – at the end of the session your child must be picked up from the demountable building and you must sign your child out.

To obtain entry to the demountable building you must use the school security gate buzzer marked Breakfast and After School Club, it is an audio system.

At the beginning of the day you will be able to buzz the demountable building, you will be asked who you are and, if we do not know you we shall ask for your password. Entry will be given so you can drop your child off in the demountable building and leave them with a member of staff.

At the end of the school day any child attending the After School Club must go to the school office and wait until a member of staff of the After School Club picks them up and takes them to the demountable building. To collect your child you must use the school security gate buzzer marked Breakfast and After School Club, it is an audio system – you will be asked who you are before entry will be given.

The cost is £3.50 for the Breakfast Club and £6.00 until 4:30 p.m. and £9.50 until 5:50p.m. Your child must be picked up promptly.

The Breakfast and After School Club offers warm snacks as part of its menu and a full range of activities, with a quiet area and an outside play area.

In order for your child to attend, please fill in an application form. A booking is considered a firm commitment and you will be charged if your child does not attend. It is advisable to book in good time to secure a place. If there is no space at club, you will be contacted.

Introduction

Welcome to St Alban's Catholic Primary School Breakfast and After School Club. This booklet aims to tell you a little bit about our Breakfast and After School Club.

We hope that this will answer all your questions.

We are a Breakfast and After School Club situated within St Alban's School grounds. The Breakfast and After School Club is organised by Mrs L. Schaberg, Head Teacher of St Alban's. On a day to day basis the Breakfast and After School Club will be run by Mrs. E. Rix and several appointed staff who are also employed by the School as Teaching Assistants or Midday Assistants.

We provide a wide range of activities for the children in our care. In the morning at the Breakfast Club the children will be given an option of various breakfast cereals, toast etc. In the After School Club they will be provided with drinks and warm snacks, taking into account any dietary requirements.

If there are any concerns regarding your child, you can discuss these with Mrs. E. Rix in the first instance. The children attending the Breakfast and After School Club will be children who attend St Alban's Catholic Primary School.

Staff

The Breakfast and After School Club will be staffed by qualified Teaching Assistants at all times who are fully qualified in First Aid. Several Staff also hold Food Hygiene Certificates including Mrs. E. Rix.

Aims of the Breakfast and After School Club

Parents who wish for their children to attend the Breakfast and After School Club will do so with the knowledge that their children are going to be in a safe, caring and warm environment. The wellbeing of any children attending will always come first.

Registering Your Child

You will be asked to complete a registration form to provide us with essential information about your child.

The following information will be kept confidentially within our Breakfast and After School Club.

1. Full name, address and personal details of all children attending.
2. Names of parents/carers, home and work/mobile telephone numbers.
3. Two emergency telephone numbers and details of the emergency contact person (other than yourself) and any other authorised person to collect your child. A password must be provided.
4. Information about current medical/health problems or special dietary requirements.
5. Name, address and telephone number of GP.
6. Consent for urgent hospital attention.
7. Daily record attendance and discharge.
8. 'Well being' (accident/incident) book.



All records will be kept in the strictest confidence

It is the right of all parents/carers to see what the Breakfast and After School Club has recorded about them and their child/ren and to add their own comments to all relevant records. The only limitations to this policy are if the Breakfast and After School Club records include reports or other communication from a third party, these documents will remain confidential unless the third party agrees to them being seen by the parent/carer. However, the Breakfast and After School Club will inform the parent/carer that the records exist.

Admission to the Breakfast and After School Club

We intend our Breakfast and After School Club to be available to children from all sections of the community. We welcome all children regardless of ability, race and sex. Our admissions policy is as follows:

We welcome all interested parties. We will operate a policy of inclusion for all children. We will hold a waiting list for those parents who wish their child to attend but there is currently insufficient space. We will strive to ensure that the needs of all children are met.

Policy on your child arriving at the Breakfast and After School Club and your child being collected

At the beginning of the day you will be able to buzz the demountable and drop your child off in the demountable with a member of staff.

At the end of the school day any child attending the After School Club must go to the school hall and wait until a member of staff of the After School Club picks them up and takes them to the demountable building.

If your child is booked to attend the After School Club and does not go to the school office and you have not informed us or the school, you will be telephoned immediately to see where your child may be. After discussion with you a decision will be made as to whether the police are called and we are dealing with a 'lost' child/ren incident.

Lost Child Procedure

If your child should become lost during a session of the Breakfast and After School Club, then one adult will stay with the rest of the children and every available adult will make a 'sweep' of the school building and grounds. If we are unable to find the child, the police will be called immediately and then your contact number will be called in that order.

Payment

Please pay by cheque, indicating on the back the name of your child and the period being paid for. If your employer offers childcare vouchers, these can also be used. Please speak to Mrs Mrs. E. Rix in the first instance. If your family receive Working Tax Credit you may be able to claim up to 70% of the costs of your childcare through Child Tax Credit. Please visit the Inland Revenue website for more information.

Charging for Late Collection

At the end of the After School Club paid session if your child has not been collected within 10 minutes the following procedure will apply:

1. Your home/mobile telephone number will be called.
2. Your emergency contact number will be called. They will be informed of the situation.
3. In event of failure to reach yourself or emergency contacts, your child will remain at the After School Club until the club ends and thereafter social services may be called for their advice.

Late Collection

The After School Club has a fining policy of £1:00 a minute, this is because the club ends at 5:50 p.m. so that the caretaker can lock the school and everybody has left the premises by 6:00p.m. The rules of picking up are by 4:30 pm for £ 6.00 and by 5:50 pm for £9.50. These times must be strictly adhered to. If this is not going to be possible, then you will need to seek alternative childcare. If you have an emergency situation then you must let the After School Club know.

If you pick your child up past 4:30 pm and have only booked until that time then you must pay the extra £3.50. If you pick your child up past 5:50 pm you will be charged £1:00 per minute per child until you pick them up. If you are regularly late, your name will be put in a late book and you will be referred to the Head Teacher. It is possible that your child will be excluded from the club if lateness continues. These rules are non-negotiable.

Please be aware that any abuse towards a member of the After School Club staff could result in your child no longer attending the club.

Complaints Policy

We aim to work in partnership with parents/carers and we are happy to listen to any suggestions they may have in improving our working practices. We believe any issues or matters of concern can be resolved by friendly and open discussion. Parents and carers can approach the Breakfast and After School Club leader at any time if they have a particular concern or issue which they would like to discuss.

For complaints, the following procedure should be adhered to: Parents/carers should advise the Breakfast and After School Club leader on duty when the issue comes to light or at the next available opportunity. The Breakfast and After School Club leader will endeavour to reach a satisfactory outcome but may need to speak to colleagues, some of whom may not be available that day. An appointed time will be made to discuss the issue further, if necessary a written account will be taken. If the issue has been resolved, no further action should be necessary (except any changes in procedure which are agreed at the meeting).

If the parent/carer feels the matter has not been dealt with sufficiently, it is their right to take up the issue with OFSTED. They can be contacted at the London Regional Centre, 90 Union Street, London SE1 0FS. Telephone number: 0845 601 4772.

Environment

Fire exits will remain clear at all times. Equipment will be checked regularly and any dangerous items removed. Equipment will be age /stage appropriate. Any dangerous items including cleaning materials will be kept out of children's reach. Any safety equipment such as fire extinguishers will be checked in accordance with manufacturer's guidelines, and all staff will be familiar with the whereabouts of such equipment.

The Breakfast and After School Club will be inspected by OFSTED, Fire Prevention Officers and any written reports will be available for perusal by parents and carers.

Health and Safety Policy

Supervision

Children will be supervised by adults at all times and child/adult ratio guidelines will be adhered to. Children will not have unsupervised access to the kitchen area or any cupboards housing any hazardous materials.

Fire Drill

A fire drill will be held once a term along with the fire drills carried out by the school. The Breakfast and After School Club may also carry out their own fire drills. A record of fire drills will be kept at the Breakfast and After School Club noting numbers in attendance, staff on duty and any problems/issues arising. A separate fire drill sheet will be displayed at all times and all visitors and new members of staff will be made aware of the procedure. A register of children, staff and visitors will be taken daily.

Fire Procedure for the Breakfast and After School Club

The fire procedure for the Breakfast and After School Club will be as follows:

If the fire bell rings the children will be escorted out of the building and will line up in the junior playground where a register will be taken of all the children attending on that day. The children will rehearse this procedure on a termly basis.

Incidents/Accidents

A book will be available at each session to record any incidents and accidents. Parents/carers will be asked to counter sign any entries. A correctly stocked first aid box will be available at all times and will be stored safely and out of children's reach. At least one member of the Breakfast and After School Club will hold a First Aid Certificate during each session.

Equal Opportunities Policy

Our Breakfast and After School Club welcomes adults and children of mixed abilities, different cultures, all races and either sex. We encourage and expect all children to mix at the Breakfast and After School Clubs regardless of individual needs and abilities. It is everyone's duty to develop an understanding of, and to promote equal opportunities and challenge those who do not do so. This is essential to enable the children in our care to grow up with a high self esteem and respect for the rights of others. Our aim is to help the children to gain a clear and positive understanding of the world around them. We shall enable this by providing an environment where children will learn to accept others and will have an understanding of the world around them.

We shall:

- welcome all children and adults regardless of race, culture or ability
- monitor individual needs and endeavour to devise learning plans to help the children to develop
- where necessary, enlist the help and resource of outside agencies
- provide an environment where everyone is valued
- challenge negative language and behaviour.

Child Protection Policy

Our Breakfast and After School Club has a responsibility to protect children from abuse and to report any suspicions of abuse. Our Breakfast and After School Club leaders are all qualified and have received training in what to do when abuse is suspected. Our policy will apply not only to physical abuse but also to mental and sexual abuse and also neglect.

Our policy is:

- We keep an accident book to note any injuries, however minor, which occur at the Breakfast and After School Clubs and we ask parents to counter sign any entries in this record.
- Applicants for posts at the Breakfast and After School Clubs will be informed that the positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all offences will come to light. They will undertake a CRB (Criminal Records Bureau) enhanced check.
- Children will only be taken to the toilet by vetted staff/students.
- Whilst we will not make any judgement as to how a child has come by an injury, or why a child is behaving in an unusual way, it is our duty to inform our nominated child protection officer who will then inform Social Services of our concerns. Our staff have a right to report their suspicions to the correct body.

Food and Drink

It is the Breakfast and After School Club's aim to offer a healthy and nutritious food. At the Breakfast club they will be offered cereals and toast, at the after school club warm snacks. There will always be a choice of food including fruit, fresh juices and readily available water throughout the sessions and to make the provision and consumption of food an enjoyable and safe experience. The Breakfast and After School Club will endeavour to create an environment that supports a healthy lifestyle and to ensure as far as possible that we are giving consistent messages about food and health. The children will be taken to the bathroom to wash their hands before they eat and personal hygiene will be discussed. The Breakfast and After School Club will always meet any individual child's dietary requirements whether they are medical or cultural.

Special Needs

Wherever possible, appropriate provision will be made for children with special educational needs. We will endeavour to meet with appropriate furniture, activities, games and dietary requirements.

Finance

The payment for the session/s of the Breakfast and After School Club that your child attends must be paid for on the first morning/evening that your child attends of that week. If fees are not paid by the end of the week we reserve the right to withhold your child's attendance at any further sessions until the costs have been paid for in full. However, if exceptional circumstances have led to the non-payment of fees we are happy to discuss ways forward with you.

Management of Children's Behaviour

Children need clear and consistent limits to help them feel safe, but these limits must be reasonable and take into account the age, stage of development and individual needs of the child.

The aim of the Breakfast and After School Club is for staff to adopt a consistent and positive approach to the management of the children's behaviour in line with the school's policy in order to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The Breakfast and After School Club staff will demonstrate in their own day to day actions the type of caring, considerate behaviour they wish to encourage and by explaining to a child why it is 'good' to be helpful and kind, encourage generosity and compassion.

If a child is displaying behaviour that is unacceptable then we may have to take that child aside in order to explain why that type of behaviour is unacceptable. If, after this, the child's behaviour is still unacceptable and causing disruption within the group, the Breakfast and After School Club reserve the right to contact parents/carers to exclude the child until re-admission has been agreed.

Medication

The Breakfast and After School Club will only give medication in exceptional circumstances. Medication such as asthma pumps, inhalers and EpiPens can be given. However the permission form needs to be signed by the child's parents/carers so that we have the authority to do so.

The following form must be completed and kept by the Breakfast and After School Club for all medication.

Name of child

Name of Medicine

When to be administered

Dosage to be given

I give permission for the Breakfast and After School Club practitioner to administer the above medicine.

Signed

Name

Date Time

Dosage

Administered by

Witnessed by

**The Breakfast Club
St Alban's Catholic Primary School**

Application Form for the Breakfast and After School Club

Child's Name

Date of Birth

Address

.....

Home Telephone Number.....

Name of Parent/Carer

Mobile Telephone

Emergency Contact Number

Alternative Emergency Contact Number

Name and relationship to child

Address

.....

Doctor's name

Doctor's Address

.....

Doctor's Telephone Number

Consent to Emergency Hospital treatment

SignedParent/Carer

Medical Information about your child

Any conditions requiring medical treatment, including medication Yes/No

If yes, please provide details.

.....

.....

Please outline any special dietary requirements of your child

.....

**The After School Club
St Alban's Catholic Primary School**

Application Form for the Breakfast and After School Club

Child's Name

Date of Birth.....

Address

.....

Home Telephone Number.....

Name of Parent/Carer

Mobile Telephone

Emergency Contact Number

Alternative Emergency Contact Number

Name and relationship to child

Address

.....

Doctor's name

Doctor's Address

.....

Doctor's Telephone Number

Consent to Emergency Hospital treatment

SignedParent/Carer

Medical Information about your child

Any conditions requiring medical treatment, including medication Yes/No

If yes, please provide details.

.....

.....

Please outline any special dietary requirements of your child

.....

After School Club Collection Procedures

Dear Parents

Please would you complete the form indicating who will be collecting your child from the After School Club on a regular basis and return it to us as soon as possible.

My child

Class

Will be collected from the After School Club by the following people on the following day(s):

Parents contact number

Parents/Carers signature.....

PASSWORD FOR DROPPING OFF AND COLLECTION OF YOUR CHILD

If in an emergency you need your child to be picked up by someone who does not normally pick them up then we need a password as identification.

PASSWORD

SignedParent/Carer

I have read, fully understand and agree to all the terms and conditions as set out by St Alban's Catholic Primary School Breakfast and After School Club.

Name of child

Signature

St Alban's Catholic Primary School Breakfast Club

Due to staffing arrangements and so that the Breakfast Club operates with the correct ratio of adults to children, if you book your child in and then they do not attend you will be charged.

If your own personal circumstances change and you do not require the place for a period of time or anymore in the future it is your responsibility to cancel the place. A notice period of at least two weeks must be given.

The club also has to operate to a tight schedule and breakfast is served up until 8:15 am. Please make sure your child is in attendance by 8:00 a.m. if they are eating.

I have read and fully understand the terms and conditions of St Alban's Catholic Breakfast Club.

Child's Name

Signature of Parent/Carer





St Alban's Catholic Primary School
 Heron Flight Avenue
 Hornchurch
 RM12 5LN
 Head Teacher: Mrs. L. Schaberg
 Telephone/Fax: 01708 555644
contact@st-albans.havering.sch.uk

Club mobile: 07530004076
 (Text any time NO Voicemails)

Booking Form for Breakfast and After School Club

Breakfast Club – Monday to Friday 7:30am – 8.40 / 8:50 a.m. – cost £ 3.50..... **AM**

After School Club - Monday to Friday 3:00 – 4:30 p.m. – cost £ 6..... **PM (Early)**

After School Club - Monday to Friday 3:00 – 5:50 p.m. – cost £ 9.50..... **PM (Late)**

Child's Name Class

Booking AM PM (E) or PM (L)	Week 1 Date:	Week 2 Date:	Week 3 Date:	Week 4 Date:	Week 5 Date:	Week 6 Date:	Week 7 Date:	Week 8 Date:
MON								
TUES								
WED								
THUR								
FRI								
Total Cost								

Only booking forms and texts will be considered for bookings **NO Voicemails or bookings via children**

Signed: Parent/Carer.....

Date.....

Payments received / For office use only:			

