

St. Alban's Catholic Primary School



Breakfast and Afterschool Club Policy

Agreed by.....Mrs Schaberg ..

Date.....

To be reviewed 2020

'Inspired by God's love we celebrate our gifts as we learn and grow together.'

St Alban's Catholic Primary School
Heron Flight Avenue
Hornchurch
Essex
RM12 5LN
Breakfast and After School Club
Telephone: 07530 004076

Introduction

Welcome to St Alban's Catholic Primary School Breakfast and After School Club. This document will tell you 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 (a full list of the Breakfast and After School Club staff can be found under the 'Staff' section of the school website).

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, and toast. In the After School Club, they will be provided with drinks and warm snacks, taking into account any dietary/medical 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 only be children who attend St Alban's Catholic Primary School.

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

The Clubs are 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 intercom system marked 'Breakfast and After School Club' Please do not let anyone else in.

At the beginning of the day you will be able to contact staff in the demountable building using the intercom system and you will be asked who you are. If we do not recognise who you are, we shall ask for your password. Entry will be given so that 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 hall and wait until a member of staff from 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 intercom system marked 'Breakfast and After School Club' you will be asked who you are before access will be given. Please do not let anyone else in.

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 child attending the club 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. **Please see application form on page 10.**

All records will be kept in the strictest confidence

It is the right of all parents and 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 or carer. However, the Breakfast and After School Club will inform the parent or 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 St Alban's school 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 for their child to attend, should there be 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 hall and you have not informed the Club staff 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

Payment is through ParentPay, this system is used throughout the school for all payments. Should you require assistance in setting up a ParentPay account please liaise with Mrs Rix. **Payments should be made weekly, arrears are not permitted.**

If your employer offers childcare vouchers, these can also be used; please liaise with Mrs Rix.

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.

Please note that all payments need to be up to date. **Failure to comply with this policy could result in your place being revoked and reallocated.**

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 children's services may be called for their advice.

Late Collection

The After School Club has a fining policy of £2.00 a minute. This is because the club ends at 5:50 pm so that the school keeper can lock the school and everybody has left the premises by 6:00pm. If you are collecting your child by 4:30pm the cost is £7.50 and by 5:50pm it is £10.50. 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 4:30pm and have only booked until that time, then you must pay for the whole late session. If you pick your child up past 5:50pm, you will be charged £2.00 per minute per child until they are collected. 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 will not be tolerated and could result in your child no longer attending the club.

Complaints Policy

We aim to work in partnership with parents and 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 manager 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 and carers should advise the Breakfast and After School Club manager on duty when the issue comes to light or at the next available opportunity. The Breakfast and After School Club manager 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 or carer feels the matter has not been dealt with sufficiently, it is their right to take up the issue using the school's complaint procedure (please see school website www.stalbansschil.net and then if still not satisfied; 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 and 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 and Accidents

A book will be available at each session to record any incidents and accidents. Parents and 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.

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, emotional and sexual abuse and also neglect.

- 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 an enhanced Disclosure Barring Check (DBS).
- If there is a need children will only be taken to the toilet by two members of vetted staff and will wait outside the cubicle to allow privacy.

- 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 Children's 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 Clubs aim to offer healthy and nutritious food. At the Breakfast Club children will be offered cereals and toast, at the after school club warm snacks will be served. **Breakfast will finish at 8.00am.** 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 access 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 the Head Teacher will discuss possible 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 and 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 and inhalers are self-administered and Epipens can be given. However the permission form needs to be signed by the child's parents and carers so that we have the authority to do so.

The form on the following page 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 & Afterschool Club
St Alban's Catholic Primary School
Application Form for the Breakfast and After School Club**

Name of Parent or Carer	
Child's Name	
Date of Birth	
Address	
Home Telephone Number	
Mobile Telephone	
Emergency Contact Name and Number (to include relationship to the child)	
Alternative Emergency Contact name and Number (to include relationship to the child)	
Doctor's name	
Doctor's Address	
Doctor's Telephone Number	

Consent to Emergency Hospital treatment

Signed..... Parent/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 and Carers,

Please complete the form indicating who will be collecting your child/ren from the After School Club on a regular basis and return it to Mrs Rix as soon as possible.

My Child:

Class:

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

Parent/Carers Contact Number: _____

Parent/Carers Signature: _____

PASSWORD FOR DROPPING OFF AND COLLECTION OF YOUR CHILD

We require a password as identification should, in an emergency, you need your child to be collected up by someone who does not normally do so.

Password: _____

Signed: _____ Parent/Carer

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

Name of Parent/Carer: _____

Signature: _____

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 a tight schedule and breakfast is served up until 8.00 am. Please make sure your child is in attendance by 7.45am if they wish to eat breakfast.

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

Parent/Carers Name: _____

Signature of Parent/Carer: _____

St Alban's Catholic Primary School
Heron Flight Avenue
Hornchurch

Essex
 RM12 5LN
 Head Teacher: L. P. I. Schaberg
 Telephone/Fax: 01708 555644
 contact@st-albans.havering.sch.uk
 Club mobile: 0753 000 4076
 (Texts any time NO Voicemails)

Booking Form for Breakfast and After School Club

Breakfast Club – Monday to Friday 7:00am – 8:40am / 8:50am – cost £ 6.00..... **AM**

After School Club - Monday to Friday 3:00pm – 4:30pm – cost £7.50..... **PM (E)**

After School Club - Monday to Friday 3:00pm – 5:50pm – cost £10.50..... **PM (L)**

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:			