



Dereham Church Infant and Nursery School

Breakfast and Afterschool Club Policy



AIMS

To provide a secure, welcoming, before school and after school facility for children to eat a healthy breakfast and snack, improve their social skills and have a positive impact on improving their learning.

To provide a self-sustaining, early drop off and late pick up childcare facility for parents/carers during term time.

To continue to build positive links/relationships with parents.

To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

PROCEDURES

Staffing

Breakfast Club Staff must be prepared for the entrance of children into the Breakfast Club at 7.30am and at Afterschool Club at 3.05pm.

A register will be taken as children enter to provide a record of attendance each day one parent /Guardian must sign on drop off and pick up.

The staff will be responsible for planning the programme of activities throughout the sessions.

Any parents who come into the Breakfast Club to provide reassurance for their child must be advised to leave at the earliest sensible opportunity.

It is expected that the Behaviour Policy of the school will be consistently applied by all staff.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, it is expected that the procedures for reporting absence will be followed.

Booking Arrangements

Parents must complete the appropriate form to register their details at least the day before their child attends for the first time. This form will include child details, medical conditions, parent contact details, additional emergency contact information, allergies, and will be available to Breakfast Staff during each session. These will be kept securely in the office.

Places at the club are allocated on a strictly 'first come, first served basis'.

A child does not need to attend every day.

Once you have chosen your selected sessions you will be charged on a monthly basis regardless of breakfast/afterschool club attendance.

Charges are subject to review and may be adjusted from time to time to reflect costs.

Absences

If a child is going to be absent from a session, parents must notify the school leaving a message on the school's answer phone, you will still be charged for this session due to staff costs.



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FEE STRUCTURE

Breakfast Club Fees are charged at;

7.30am – 8.45am (including breakfast) £4.50 per session

8.00am – 8.45am (without breakfast) £3.50 per session

Afterschool Club Fees are charged at;

3.05pm – 4.00pm (including snack) £3.50 per session

3.05pm-4.30pm (including Snack) £5.25 per session

3.05pm – 5.00pm (including snack) £7.00 per session

3.05pm-5.30pm (including Snack) £8.75 Per session

3.05pm – 6.00pm (including snack and light tea) £10.50 per session.

There will be a reduction of 50p per session for siblings.

Fees are payable monthly in advance for regular bookings although occasional bookings may be made space permitting and paid for prior to the session.

Fees can be paid by cheque, cash, electronic transfer or Childcare Vouchers.

Fees are charged for booked sessions whether the child attends or not.

Fees are reviewed annually. Any queries regarding fees should be directed to the Governing Body.

Non Payment

Sessions will be invoiced on a monthly basis. Payment must be made within 7 days of receipt. Except in exceptional circumstances, and following written agreement from the school, in cases of non-payment, the place will be offered to another if the invoice is not settled within 14 days of the last session attended. Access will be denied from that date onwards. A letter will be sent in advance of any such action.

Cancellation by Breakfast and Afterschool Club

The only possible cause for cancellation would be school closure due to adverse weather conditions of problems with the building, e.g. no heating or water supplies.

In the event of closure, a member of staff will endeavor to contact individuals by telephone before 7.15am.

A 'credit' will be made in respect of any days cancelled by us.

Cancellation by Parents and Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised we are unable to offer a refund if a child does not attend.

Refunds will, except as detailed above in respect of cancellation by us, **only** be available upon written cancellation by a parent of the child as follows;

- 1) Pre-booked places will automatically continue until cancelled.



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- 2) Cancellation of pre-booked places must be in writing and must give two weeks' notice i.e. no refunds will be received for days between the receipt of written notice and two weeks thereafter.
- 3) Cancellation of a pre-booked place for a following term must be given no less than 2 weeks before the end of term. Failure to give notice in accordance with this paragraph will lead to charges in respect of some or all of the first two weeks of the following term.

COMMUNICATION WITH PARENTS

Verbal communication with parents/carers bringing children must be positive – the intention being to ensure that children have a calm and enjoyable experience.

Written notes to parents from the Breakfast and Afterschool Club will be passed on via the office to the child's classroom teach or by text/email.

Parents may make appointments with a member of Breakfast Club Staff, or the School Finance Officer to discuss matters or issues pertaining to the clubs.

SAFEGUARDING

In accordance with Safeguarding arrangements, all staff involved in the running of Breakfast and Afterschool Club will have current DBS clearance. All staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must follow the school's policies and procedures.

POLICIES AND PROCEDURES

Breakfast and Afterschool Club will follow the schools own policies and procedures and these are available on the school website.

ACCIDENTS/FIRST AID

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Breakfast and Afterschool Club will follow the school's first aid policy.

COMPLAINTS

All complaints notified in writing by a parent of a child attending the Breakfast and Afterschool Club will be investigated by appropriate staff of the school, the outcomes of which will be informed to parents.