



Breakfast and After School Club Policy

Introduction

The breakfast club is run by Deeping St Nicholas Primary School and exists to provide high quality before school childcare for our parents. It will provide a range of stimulating indoor and outdoor sporting activities for your child.

The Breakfast club operates from 8: 00a.m term time. There is a charge per session per child. This may be subject to change with a months' notice. A copy of this policy is provided to all parents of children attending Breakfast club and will also be available on the school's 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 Deeping St Nicholas Primary School are able to attend the Breakfast and After School Club.
- All places are subject to availability and are allocated on a first come, first serve basis.
- The registration process must be completed before the child starts at the club.
- All parents will receive a paper copy of this policy which is also available on the school's website.
- Ad hoc bookings can be accepted with at least 2 working days' notice by booking slot on the Parentmail app and as long as parents/carers have previously completed the registration process.
- All club staff are made aware of details of new children joining the club.
- Children's attendance is recorded on a register produced by the Parentmail app.

Arrival and Departure

- Parents/carers are required to bring their child/ren to the Ivatt Suite to sign them in (Breakfast Club/collect them at the end of the day (After School Club)
- Parents/carers are responsible for ensuring their child(ren) have entered the Ivatt Suite safely before leaving the site.
- Breakfast club -All children will be escorted to the playground at 8.40am ready to line up for the start of the school day. After School Club -Children are collected from the playground at the end of the school day and escorted to the Ivatt Suite.

Daily Routine Breakfast/After School Club

- 8.00a.m parents/carers will escort their child/ren to the Ivatt suite and sign them in upon their arrival. Breakfast club staff will be there to welcome the child/ren as they arrive.
- Children wishing to have breakfast will be asked to wash their hands ready to enjoy their breakfast.
- 8.35am tidy up time encouraging them to take responsibility for the Ivatt Suite environment.
- 8.40am children will collect their coats and bags and be escorted to the playground where they will meet up with the rest of the children awaiting the start of the school day.
- At 3:10 children collect the belonging and handed to club staff by the class teacher Once register completed children are escort to the Ivatt suite ready for the afternoon activities.
- Children receiving a snack will be asked to wash their hands ready to enjoy their snack.
- Before the end of the session children will be ask to assist tidying up encouraging them to take responsibility for the Ivatt Suite environment.
- Parents to collect child/ren from the Ivatt suite entrance.

Behaviour

Whilst attending the Clubs children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Participate in the activities on offer.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

The clubs operate under the same behaviour policy as the school; a copy is available on the school's website.

First Aid

- All accidents will be recorded in the school's accident book. Upon collection parents will receive a copy of the form. The form will give details of time, date and nature of accident. Type and how the injury occurred and what action was taken and by whom.
- Accidents are dealt with by a qualified first aider.
- Parents of any child becoming unwell during the Clubs will be contact immediately.

Payment of Fees

- It is a requirement that parents/carers pay their fees promptly and **in advance**. The parent/carer signing the Clubs registration form is known as the "contacting parent" and is responsible for the payment of all fees.
- If a parent/carer is experiencing difficulty with payment of fees, they must inform the school office as soon as possible. Our staff will treat all matters confidentially and arrange for a discussion in private.
- Fees are to be paid via the Parentmail app. On occasion cash or by cheque payments can be accepts as long at the booking arrangements have been met. (payable to Lincolnshire County Council)
- Each booked session must be paid for even if child/ren does not attend, **UNLESS** cancelled at least 2 working days in advance.
- Persistent late payment may mean that future bookings will not be accepted.

Procedure for payment of fees

- A payment and booking records are created within the Parentmail app. Any sessions which parents have cancelled by giving more than 2 working days' notice will be noted on the app and a credit will remain on the system.

Illness

Children should be kept away from the Clubs if they are sick or advised to do so by a doctor and/or school staff. Children must be clear of vomiting and diarrhoea for 48 hours before returning to the Clubs.

Withdrawal of Breakfast or After School Club Provision

The school reserves the right to withdraw Breakfast or After School Club provision should there be insufficient demand but will provide one half term's notice of its intentions.

Review

The Head Teacher and Governing Body will review this policy every two years in consultation with staff.

Head Teacher
Date 14.12.2023

Chair of Governing Body
Date 14.12.2023

Review Date : December 2025