

SUAT Policy	Breakfast and After School Club					
LGCS Appendix	Information for attendance at our wrap around care facility					
Approved by	CEO/LAC	Issue Date	March 2020	Review Date	March 2022	
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	

BREAKFAST & AFTER SCHOOL CLUB POLICY

INTRODUCTION

The Breakfast and After school Clubs are run by Charnwood Primary Academy and exist to provide out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The Club operates from 7:45 a.m. – 8:45 a.m. and from 3:10 p.m. – 5.30 p.m. (term time) and current costs for each session can be obtained from the School Office.

Copies of the Club policy are given to all parents of children attending Club and are also available upon request and on the school website. All parents must complete a registration form for each child attending the Club and sign an agreement to adhere to Club policy.

OUR AIM

Both Clubs provide a safe, supervised and stimulating play environment including outdoor play and cultural activities for the children, as well as a reliable childcare service to parents and carers. Children have a chance to relax and enjoy themselves and it gives them an opportunity to develop valuable social skills during the time they are enjoying their breakfast or snack. Children can join in a range of activities at both Clubs and at the After-school Club they are able to complete any homework.

ADMISSIONS

All places are subject to availability.

An application and information form must be completed prior to the child's commencement at the Club, containing information about the child's date of birth, address, health, contact details and persons who may collect the child.

Parents are made aware of how of access policies and procedures.

Irregular users are welcomed provided there are spaces.

All staff are made aware of the details of a new child.

Children's attendance is recorded in a register.

ARRIVAL AND DEPARTURE

Breakfast Club

Parents/carers are required to bring their child directly to Club and sign them in.

Children will be escorted into classrooms at 8:45 a.m. by the Club staff.

After School Club

Reception, Years 1 and 2 children will be escorted by a member of staff to the Hub.

Years 3, 4, 5 and 6 children will need to walk to the Hub once dismissed from class.

On arrival all children are marked on the register.

When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.

The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.

Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.

Parents must inform Club staff if their child is going to be absent from Club.

BEHAVIOUR

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Whilst attending Club children are expected to:

Use socially acceptable behaviour. (Charnwood behaviour system will be used at the Club.)

Comply with the Club rules, which are compiled by the children attending the Club.

Respect one another, accepting differences of race, gender, ability, age and religion.

Choose and participate in a variety of activities.

Ask for help if needed.

Enjoy their time at the Club.

Positive behaviour is encouraged by:

Staff acting as positive role models.

Praising appropriate behaviour.

Sticker rewards.

Informing parents about individual achievements.

Team point rewards.

Before and after school rewards given out during Friday's whole school assembly for exceptional accomplishments.

Dealing with inappropriate behaviour:

Challenging behaviour will be addressed in a calm, firm and positive manner.

In the first instance, if necessary, the child will be temporarily removed from the activity.

Staff will explain why the behaviour displayed is deemed inappropriate.

Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implantation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

FOOD AND DRINK

Water is available to children at all times.

A balanced breakfast is offered to all children attending the Breakfast Club. The children can choose from a selection of cereals, toast, milk and juice. Magic Breakfast food is also available.

At the After-school Club the children are given a snack. Children are offered fruit, sandwiches, crackers and a drink. It is the parents/carers responsibility to notify the staff in writing of any known allergies / intolerances.

FIRST AID

All accidents will be recorded in the accident book, accurately reported to the parents/carers upon collection and signed by a member of staff and parent/carer.

Accident records must give details of; Time, date and nature of the accident. Details of the children involved. Type and location of the injury. Action taken, and by whom.

All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

SICKNESS

Parents/carers will be informed if their child becomes unwell during the session.

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If your child is receiving medication the school must be in receipt of a medicine administering consent form. All medicines will be kept in the medical room.

EMERGENCIES

In the event of a serious accident or illness the staff will contact the parent/carer or the nominated contact. Both Clubs have a qualified first-aider in attendance and follow procedures set out in the schools' First Aid Policy. Both Clubs have risk assessments in place and they also adhere to the schools Fire and Health and Safety policy. It is the duty of parents to ensure the Clubs have an up-to-date contact number. If for any reason the Clubs cannot be held (i.e. bad weather, staff sickness) parents/carers will be contacted as soon as possible.

PUNCTUALITY AND COLLECTION OF CHILD/REN

There is an expectation that parents will collect their child/ren from the After-school Club no later than 5:30 p.m. In the event of delay please contact school on 01543 227560 or the school mobile 07498 505133. Should a parent be late four times in a half term the place may be withdrawn. In circumstances when you need another person to collect your child/ren from either of the Clubs, we must insist that a password is given to the staff prior to the child/ren being collected.

Uncollected Children

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

PAYMENT OF FEES

It is a requirement of the Club that parents pay their fees promptly. Fees are to be paid via Parent Pay. If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible.

STAFFING

Breakfast Club is run by Mrs D Gair and Mrs H Baily and After School Club is run by Mrs P Martin and Mrs T Paul.

Links to related policies:

Child protection policy

Health and Safety policy

I the parent/carer of have read and understand the above information and agree to abide by these terms and conditions.

Signed Date

Name in full