The Breakfast and After School Club Policy

Due to the restrictions that have been put in place due to **Covid 19**, the operational procedures for Kids Club will be as follows. These procedures are subject to change and are dependant on Government guidance and advice

Introduction

The breakfast and after school club exists to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of nurture through respect, inspire through creativity and succeed beyond expectations ''. The club will be run by staff from the school.

The breakfast club operates from 7.45am – 8.55am during term time.

The after school club operates from 3.15pm - 6.00pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school 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 Mosspits Lane Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- You should enter the club via the pedestrian gate on Woolton Road, the staff will be alerted to your arrival when you press the doorbell.
  Parents/Carers are required to bring their children to the double doors adjacent

to the canteen, where a member of staff will greet them and sign them in. Children will be asked to sanitize their hands on arrival.

● Years Reception to year 4 are escorted to their classrooms by a member of staff.

● Years 5 and 6 are permitted to walk through the school unescorted.

After School Club

● All children are collected by a member of staff and escorted to the canteen.

● The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

● When a child is collected at the end of or during a session, they will be signed out by a member of staff and the name of the collector and the time recorded.

● 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 / Carers must inform Club staff if their child is going to be absent from Club by phoning/texting The Manager Rachel Brown - Mobile number: 07704076776 or emailing: kidsclub@mosspits.com

● Parents/Carers MUST inform the Manager if any other person will be collecting their child from school/club.

Daily Routine

Morning session

● Parents bring their children to Breakfast Club situated in the canteen where all children sit at the tables in their relevant Pods.
A film is played for them to watch and activities are available for them.

● 7.45am onwards children wishing to have breakfast will be sent up in their Pods to order and enjoy their freshly prepared breakfast.

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● 8.30am tidy up time encouraging the children to take responsibility for the environment.

● 8.45am – 8.55am children collect their coats and bags and are escorted to their classrooms.

After school session

● 3:15pm – 3.30pm. All children are collected and escorted to the canteen.

● 4:30pm – 5.00pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, either indoors and outdoors.

● 5:45pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour policy applies at all times.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

● Senior school staff will be informed of the missing child.

● Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.
Parents / Carers will be contacted to enquire as to whether they have collected their child.

Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.05pm onwards at £10 per 15 minutes or part of per child. This charge must be paid immediately.

Payment of Fees

Fees are to be paid in advance and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent signing the clubs' registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Online safety policy.