Breakfast and

After School Club Policy

## **St George's VC Academy**

**Introduction**

The Out of School Club is run by St George’s VC Academy and exists to provide high quality out-of-school hours childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.50am and from 3.25pm – 5.30pm term time, and current costs for each session can be obtained from the School Office or Out of School Club Staff. A copy of this policy is provided to all parents/carers of children attending the Club and is also available on the school website.

**All parents/carers must complete a registration form for each child attending the Club and sign an agreement to adhere to the terms of this policy before any bookings can be made.**

**Admissions**

* Only children that attend St George’s VC Academy are eligible to attend the Club.
* All places are subject to availability, space and appropriate staffing levels to ensure safety levels can be maintained.
* 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 the policy is also available to view via our school website.
* Non contracted pupils are welcomed to use the Club provided there are spaces and parents/carers have previously completed the registration process.
* 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**

Parents/Carers are required to bring their child directly to the school office and sign them in. You should enter the club via the main school entrance, a member of staff will be ready to sign your child in.

Children will be escorted to their relevant classrooms at 8.50am by the Breakfast Club staff.

**After School Club**

The Club staff will take a register of all children who are booked in and liaise with the class teachers/school office to determine any reason as to why a child is not accounted for.

**Departure**

When a child is dropped off before a session, collected at the end or during a session, they must be signed out by a parent/carer or named collector and at 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 this is kept fully up to date.

Parents/carers must inform Club staff via the main school office if their child is going to be absent from the club.

**Daily Routine**

**Morning session - Breakfast Club**

* 7.30am Parents/carers bring their children to Breakfast Club where a range of activities are set out.
* 8.00am Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
* 8.40am Tidy up time encouraging the children to take responsibility for the environment.
* 8.50am Children collect their coats and bags. Children are escorted to their classroom.

**Afternoon Session - After School Club**

* 3.30pm Children are escorted to the school hall by a member of staff from their class and registered by the After School Club staff.
* 3.35pm - 5.30pm Children can then choose from a range of play and planned activities, both indoors and outdoors (weather permitting).
* 4.00pm – 4.30pm Children will be provided with a snack.

**Behaviour**

**Whilst attending a Club, children are expected to:**

* Respect one another.
* Keep themselves and others safe.
* Choose and Participate in a variety of activities.
* Ask for help if needed.
* Enjoy their time at the club.

**Positive Behaviour and Consequences:**

Please refer to St George’s Positive Behaviour Policy on the school website. This will provide you with an in depth understanding of how:

* Positive behaviour is encouraged, celebrated
* The consequence procedure steps that are to be followed when a child makes the wrong choices.

**First Aid**

All accidents will be recorded in the school accident log, accurately reported to the parent/carer upon collection by a member of the club’s staff.

Accident records must give details of; time, date, and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All accidents are dealt with by a qualified first aider

Parent/carer of any child that becomes unwell during the club will be contacted immediately. If the child is sent home during school hours, the Club will be informed 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 to another member of staff. If the child remains missing, the emergency services will be contacted alongside Parents/Carers.

**Uncollected Children**

If a child has not been collected by 5.30pm parents/carers will be contacted in the first instance by telephone. The additional contacts that parents/carers provided on their registration form will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the Police and Social Services will be informed.

**Payment of Fees**

Advance payments are taken through ParentPay account top-ups and certainly no later than the day sessions are attended. To avoid charges for booked sessions that are no longer required, at least 24 hours cancelation notice is required.

The parent/carer signing the Clubs registration form is known as the ‘contracting parent’ and is responsible for payment of all fees.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible. Our staff will treat all matters confidentially.

Continued access to the Club services is dependent upon prompt payment of due fees.

**Related Whole School Polices:**

* Child Protection Policy
* Equal Opportunities Policy
* Health and Safety Policy
* Behaviour Policy
* Charging and Remission Policy

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## **St George's VC Academy**

## **Breakfast and After School Club Agreement**

I………………………………………parent/carer of ……………………………………..

have read and accept and accept a copy of the St George’s VC Academy Out of School Club Policy and agree to abide by the terms they are in.

I accept that I am the ‘contracting parent’ for the above child and agree to make advance payments via ParentPay and certainly no later than on the day the session is to be attended.

The sessions in this contract are 7.30am – 8.50am and 3.25pm – 5.30pm

Parent/Carer Signature ……………………………………………

Print Name ……………………………………………

Date ……………………………………………

Signed …………………………………………… on behalf of the Breakfast and After School Club

Print Name ……………………………………………

Date ……………………………………………

**St George’s VC Academy**

## **Breakfast and After School Club**

## **Pupil Registration Form**

Please note that a registration form must be completed before any bookings can be made.

**All bookings must be made and paid for in advance, via ParentPay.**

**Same day bookings will only be accepted in exceptional circumstances. The must be made my telephoning the school office on 01723 583535** .

**PUPIL PERSONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SURNAME: |  | FORENAME: | |  |
| HOME ADDRESS: |  | | | |
| POSTCODE: |  | | TELEPHONE: |  |

**MOTHER/CARER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: |  |
| PHONE: Club time  Mobile  Home  Work | |  | | | |
|  | | | |
|  | | | |
|  | | | |

**FATHER/CARER INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | SURNAME: |  |
| PHONE: Club time  Mobile  Home  Work | |  | | | |
|  | | | |
|  | | | |
|  | | | |

**OTHER CONTACT INFORMATION – Please provide at least two**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | | SURNAME: |  |
| PHONE: Club time  Mobile  Home  Work | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| RELATIONSHIP TO CHILD | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | | SURNAME: |  |
| PHONE: Club time  Mobile  Home  Work | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| RELATIONSHIP TO CHILD | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TITLE: |  | FORENAME: |  | | SURNAME: |  |
| PHONE: Club time  Mobile  Home  Work | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| RELATIONSHIP TO CHILD | |  | |

**PUPIL – MEDICAL INFORMATION**

|  |  |
| --- | --- |
| I/We agree to appropriate emergency medical treatment being given to my child under the supervision of a responsible adult, should the need arise. I understand that I/we will be informed of the circumstances as soon as reasonably possible. | |
| DOCTOR’S PRACTICE: |  |
| MEDICAL CONDITIONS: |  |

I**s there a current Health Care Plan in School? YES / NO**

**DIETARY INFORMATION**

**Please specify any allergies or dietary requirements.**

**Please use the space below if you would like to add any other relevant information.**

**NOMINATED INDIVDUALS AUTHORISED TO COLLECT YOUR CHILD**

CHILDS FULL NAME …………………………………………………………………………

Please provide on the list below the full names of all individuals authorised to collect your child if you are unavailable. You must inform a member of staff or the school office, if someone other than yourselves is collecting your child.

**Relationship to the child**

|  |  |  |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |