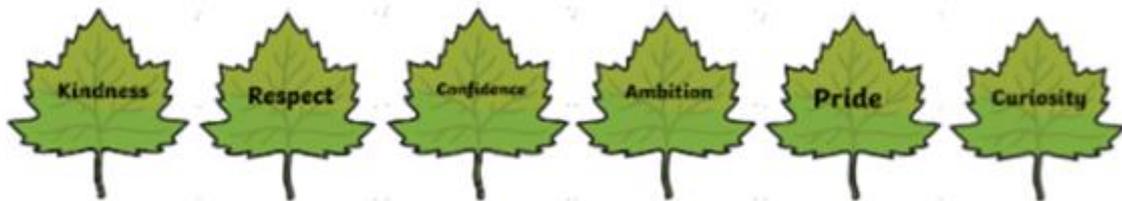




# Fleet Wood Lane School

## School Vision

“We believe our school should be a place which gives our children an atmosphere of happiness and security; where children love learning and achieve their best and where they are relaxed and confident in their relationships with other children and adults.”



‘Growing Our Future Together’

## **Breakfast and After School Club (Squirrels) Policy**

### **Introduction**

The Breakfast Club and After School Clubs (Squirrels) are run by Fleet Wood Lane School and exists to provide high quality before and after school childcare for our children. It provides a range of stimulating and creative activities in a safe environment.

The breakfast club operates from 7.45am to 8.35am during term time and costs £3.50 per session which includes breakfast. The Afterschool Club runs from 3.20 until 5.50pm daily with the choice of two sessions. We offer a full session which provides care from 3.20—5.50pm, to include a light snack, at £10 per session or a half session from 3.20-4.30pm.at £4 per session. We operate an on-line pre-booking and payment system via Parentpay. To assist with the efficient planning and operation of Squirrels, we ask that all bookings and payments are made via ParentPay, at least 1 week in advance.

### **Registration**

Only children attending Fleet Wood Lane School are eligible to attend Fleet Wood Lane School Breakfast and After School Club (Squirrels).

Parents who wish to use the service must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy. (Appendix 1). As the school uses a cashless booking and payment system, all parents wishing to use the service must also activate their Parentpay account. All parents registering for Squirrels receive a paper copy of this policy. This policy is available to view via our school website.

## **Bookings**

It is essential that Squirrels remains a self-funding provision, therefore it is not possible for the school to subsidise attendance or provide credit. We wish to avoid creating a situation of debt as this provides issues for families, as well as the school.

Bookings should ideally be made 1 week in advance of attendance. This is done via Parentpay where Squirrel's session can be found for breakfast and after school club attendance. **To confirm your booking all bookings must be paid for in advance via Parentpay.**

All places are subject to availability and are allocated on a first come, first served basis.

## **Adhoc bookings**

We acknowledge that, on a small number of occasions, it may not be possible to book a week in advance. For this reason, ad hoc bookings can be accepted at the school's discretion with at least 24 hours' notice, where parents/carers have previously completed the registration process. To make an adhoc booking, please contact the school office who will add the booking to your Parentpay account. Once added we request that you settle this charge on your Parentpay account within 24hrs. To avoid any build-up of debt, no further bookings will be accepted for Squirrels until the fee for this adhoc booking is settled in Parentpay.

Unless a child is booked into Squirrels, it is expected that pupils will be collected promptly at the end of the school day (3.20pm). Where children fail to be collected at the end of the school day, our safeguarding systems will be enacted and a call home to parents/carers made to determine the reason for late collection and expected time of arrival. We accept that unexpected incidents can arise where parents are unexpectedly unable to collect on time. If this is the case, your child will be added to the Squirrels register for the evening and your Parentpay account updated to confirm the booking. We reserve the right to add a £5 surcharge to adhoc bookings. On collection parents will be advised that the Adhoc booking has been added their Parentpay account and requested to settle this charge within 24hrs.

## **Arrival and Departure**

Parents/carers are required to sign their children in and out. Children enter the Fleet Wood Lane School Breakfast and After School Club (Squirrels) via the school hall.

Each morning, at 8.35am children will be escorted to their classrooms for the start of the school day.

## **Daily Routines**

### Breakfast Club

Pupils booked into Squirrels via parentpay are welcome to arrive to Breakfast club from 7.45am. On arrival parents sign in and children enter the hall where a range of activities are set out.

Children who wish to enjoy a freshly prepared breakfast, must arrive before 8.15am in order that they have time to enjoy their breakfast before the start of the school day. Children wishing to have breakfast wash their hands..

- . 8.30am tidy up time encouraging children to take responsibility for the school environment.
- . 8.35am children collect their coats and bags and make their way to their classrooms.

We recognise that unexpected events can arise resulting in children needing to arrive to school early. Adhoc bookings of this type can be accepted but may incur an additional surcharge, charged of £1.50. Such bookings are added to Parentpay accounts with parents being asked to settle this charge within 24hrs. To avoid any build-up of debt, no further bookings will be accepted for Squirrels unless this ad-hoc booking/attendance is settled in the Parent pay account.

### Afterschool

To ensure the safe discharge of pupils, at the end of the school day, teachers check the Squirrel's daily register to identify which children are booked to attend after school club. They ensure that these pupils are transferred directly from class to the hall. Squirrel's staff complete the Squirrel's attendance register when pupil arrive to the hall.

3.20 pm-children booked into Afterschool Club are escorted to school hall by a member of staff where a range of activities are set out. Those booked into a full session should be collected before 5.50pm, those booked into a half session should be collected before 4.30pm

At or before 4.30pm – children booked for half a session are collected. Children, who remain uncollected at 4.30pm will be added to the full booking list and Parentpay accounts updated to reflect the increased charge due. Parents will be advised of this on collection, and asked to settle the charge within 24hrs.

4.30pm – Children booked to attend a full session wash their hands and enjoy a light snack.

At or before 5.50pm – children are collected.

Children must be signed out when collected by parents. Please note collection no later than 5.50pm is expected. Late collections will be charged at £5 per 5 minutes up until 6.15pm and payment must be made through ParentPay within 24 hours. All late collections will be reported to the School Office for review and persistent lateness may result in wraparound care provision being stopped. Where children remain uncollected at 6.15pm safeguarding procedures will be enacted.

### **Behaviour**

Whilst attending club children are expected to:

- Use socially acceptable behaviour.
- 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 Squirrels Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.

The club operates under the same behaviour policy as the school, a copy of which is available on the school website.

## First Aid

All accidents will be recorded in the school accident book. Upon collection of pupils at the end of the school day, parents will receive a copy of the form and staff will advise the nature of the accident and the treatment provided.

- 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 incidents are dealt with by a qualified first aider/paediatric first aider
- Parents of any child who becomes unwell during Squirrels club will be contacted immediately.

## Payment of Fees

- It is a requirement of the club that parents pay their fees promptly in **advance**. The parent/carer signing the Fleet Wood Lane School Breakfast and After School Club (Squirrels) 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 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.
- All payments should be made through ParentPay or childcare vouchers, they cannot be paid in cash.
- Persistent late payment of adhoc bookings or surcharges may mean that future booking will not be accepted.
- Our systems aim to ensure that families are protected from developing debt, but where this occurs, debt greater than £50 will mean that you will no longer be able to book your child into Fleet Wood Lane School Breakfast and After School Club (Squirrels) until the debt is cleared. This applies to aged debt too.

## Cancellations

Each booked session must be paid for even if children do not attend, unless cancelled at least 24 hours beforehand. (This includes absence caused by illness)

Cancellations can be made through the school office by giving at least 24 hours notice. At the end of each week, any sessions which parents have cancelled by giving more than 24 hours' notice will be updated on ParentPay to give credit for a future session.

## Children Leaving the School

When a child leaves the school, parents will be required to pay in full any outstanding debts before the child leaves.

## Illness

Children will be kept away from Fleet Wood Lane School Breakfast and After School Club (Squirrels) 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 Fleet Wood Lane School Breakfast and After School Club (Squirrels).

## **Withdrawal of Breakfast/ Afterschool Club Provision**

The school reserves the right to withdraw Fleet Wood Lane School Breakfast and After School Club (Squirrels) 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

Chair of Governing Body

Date

Date

**Appendix 1**

**Fleet Wood Lane School Breakfast and After School Club (Squirrels) Agreement**

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

Have read and accept a copy of Fleet Wood Lane School Breakfast and After School Club (Squirrels)

Policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Fleet Wood Lane School in advance via ParentPay or by childcare vouchers.

The sessions in this contract are Breakfast Club 7.45am to 8.35am term time and Afterschool Club from 03.20- 5.45.

Parent signature.....

Print name.....

Date.....

Signed.....on behalf of Fleet Wood Lane School Breakfast and After School Club (Squirrels)

Print name.....Date.....