



Breakfast and After School Policy Alvaston Infant and Nursery School

Signature of Headteacher

Signature of Chair Of Governors

Review date	Version number	By whom	Summary of changes made	Date implemented	Date ratified
21.01.20	1	MAllen	New Policy / adaptation to parental contract	21.01.20	
30/01/20	1.1	MAllen	Additional sentence regarding children who attend our breakfast club and also attend the Junior Academy	30/01/20	30.01.20



Alvaston Infant and Nursery School

Breakfast and After School Club Policy

Alvaston Infant and Nursery School provides Breakfast and After School Club care for the pupils of the school. We provide care for children between the ages of 3 and 7. Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority: 1. Siblings of children already attending the club 2. Those requiring the greatest number of sessions/hours per week.

Bookings and Payment: Parents must complete a registration form before their child/children can attend. All bookings must be made via a call or a visit to the school office. The Admin Team will advise you as to whether your booking has been confirmed or whether you will be placed on the waiting list. You will receive a monthly invoice and all payments will need to be paid via ParentPay. If payments have not been made within one month of the invoice date, the school has the right to withdraw your child's childcare. This could result in your child's place being lost and being unable to access this childcare until your account balance has been settled, in full. If you are having difficulty paying your bill, please contact Miss Allen.

Regular Bookings: Regular booking are defined as set days that you agree to pay for. These days do not change from week-to-week. If you require regular booking arrangements e.g. every Monday and Tuesday, please indicate this on the form in Appendix B. Regular bookings will secure you a priority place in the clubs and are the only way of securing a guaranteed space. Charges will be based on the place being held and not the actual attendance. The school will invoice you for these sessions monthly and will require 4 weeks' notice, if you need to cancel / amend the booking. Breakfast Club will be charged at £5.00 per session and will start at 7:30am. After School Club will take place from 3:15pm until 5:30pm and is charged at £6.00 per session. INSET days will not be charged.

Ad-hoc Bookings: Please telephone the school office in order to make an ad-hoc booking. If calling on the same day you require an After School Club space for, please ensure that you have telephoned the office by 3:00pm. No child will be admitted to After School Club after this time. If you require an ad-hoc Breakfast Club place for the following morning, please inform the school by 3:00pm the day before. This is due to us needing to prepare registers and food for children. Ad-hoc bookings will be considered but under no circumstance are they guaranteed. Ad-hoc sessions will be charged at £6.00 per session for After School Club and £5.00 for Breakfast Club.

Enrichment After School Clubs: All Enrichment Clubs will take a weekly register and consent will have been obtained before the child attends. If your child attends an Enrichment After School Club e.g. Dance, Cheerleading etc. and you require child care after the Enrichment Club has finished, we will ensure that your child is escorted safely to our After School Club or Alvaston Junior's After School Club. At Alvaston Infant and Nursery School, child care around Enrichment Clubs will be charged at £6.00 per session due to the retention of your child's place. After Enrichment Clubs, your child will receive a light tea.

The Governing Body reserves the right to increase these charges as appropriate. Parents will be notified 4 weeks' in advance of any changes to payments.

Punctuality: Parents who arrive after 5:30pm are subject to a charge of £5 for every 15 minutes that they are late.

Financial Support: Some families and children may benefit from funded or discounted places. Please contact the school office if you wish to enquire about this further.

Arrivals and departures: The safe arrival and departure of the children in our care is paramount. At Alvaston Infant and Nursery School, staff will ensure that an accurate record is kept of all children in the clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

After School: Children attending Alvaston Infant and Nursery School's After School Club will be collected by a designated member of staff, who will have a register, at the end of the school day. If your child attends another after school provision e.g. a child minder or external company, please ensure that the school office is informed. We are unable to dismiss children to adults without the consent of a parent/carer. If your child attends Alvaston Junior Academy's After School Club, we will ensure that they are safely escorted to the designated members of staff, who will take over their care.

After School Club Staff will sign children out before they leave, including the time of collection. Children can only be collected by an adult who has been authorised to collect them on their registration form or through informing the school office in advance of the collection. Staff will contact the main parent/carer for confirmation if they have any concerns regarding collection. Parents/carers must notify the Club if they will be late collecting their child via option 3 on 01332 571704. If a parent/carer is late to collect their child/children a charge of £5.00 will be imposed for every 15 minutes of lateness. This will be added to the next invoice on ParentPay. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club. Any queries regarding fees should be directed in the first instance to the School Office.

Each afternoon, at 3pm, a register will be delivered to the designated teachers who will run the After School Club. Children will be escorted safely to an open plan space, where a member of staff will register them. Any children attending After School Enrichment Clubs will be safely escorted to the After School Club, once the enrichment activity has concluded. Upon arrival to the After School Club, they will be marked in on the register. If you have booked your child into After School Club but your child will no longer be attending, please inform us so that we can update our register. If a child is booked into the Club but does not attend registration, the designated teacher will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the Designated Safeguarding Lead. Staff will then perform the following actions (not necessarily in order, several actions may be completed at the same time):

- Liaise with the class teacher to gauge whether the child has been dismissed to a parent / carer.
- Conduct a thorough search of the premises and surrounding areas.
- Contact named people, listed on the child's registration form
- Inform police

Breakfast Club: Breakfast Club opens at 7.30am. Entry is via the gate at the left hand side of the school, leading up the nursery pathway. Parents will need to buzz to gain access to the school grounds. Registration will take place in the open plan space and the Breakfast Club staff will record the time that the child arrives. Parents/carers must accompany their child into school and sign their child in. At 8.45am, children in Reception, Year 1 and Year 2 will collect their belongings and will be escorted to a central place in school. At 8:50am, children will be accompanied to their classrooms in order to start the school day. If a child attends Alvaston Junior Academy, they will be safely escorted to the office at 8:45am (approx.).

Safeguarding: The Breakfast and After School Club follow the school's Safeguarding Policy, a copy of which is on the website. Gates will remain locked during the Club session times and access to the school is through the nursery gate. Parents/carers should not go past the registration point in the open plan area when dropping children off or collecting them without the express permission of club staff. No child will be admitted to the club without the relevant registration forms being completed, this is to ensure we can safeguard your child in the event of an emergency and that we are informed of your child's medical needs. (Please see Appendix A)

Monitoring and reviewing: Sept 2020 or sooner if required.



2019-2020 - Appendix A

Alvaston Infant and Nursery School - Breakfast Club Registration Forms

Child's Full Name: _____ Date of Birth: _____ Class: _____

Address: _____

Post Code: _____ Home Telephone Number: _____

Parental Responsibility 1

Name		Relationship to child
Occupation*	Home address	
Home phone number	Mobile phone number	Work phone number

Parental Responsibility 2

Name		Relationship to child
Occupation*	Home address	
Home phone number	Mobile phone number	Work phone number

IN THE EVENT OF AN EMERGENCY, IF PARENTS CANNOT BE CONTACTED, PLEASE CONTACT:

Name: _____ Number: _____ Relationship to child: _____

Name: _____ Number: _____ Relationship to child: _____

Allergies or illnesses, eg asthma, fits? _____

Prescribed medication that your child has to take on a regular basis: _____

Dietary requirements: _____

Religion: _____ Ethnic Origin: _____

Please list here any other information we should be aware of: _____

By signing this form, you are agreeing that you will adhere to the Breakfast and After School Club Policy - please ensure that you have read it.



Parent/Carer signature: _____ Date: _____

2019-2020 - Appendix A

Alvaston Infant and Nursery School - After School Club Registration Forms

Child's Full Name: _____ Date of Birth: _____ Class: _____

Address: _____

Post Code: _____ Home Telephone Number: _____

Parental Responsibility 1

Name		Relationship to child
Occupation*	Home address	
Home phone number	Mobile phone number	Work phone number

Parental Responsibility 2

Name		Relationship to child
Occupation*	Home address	
Home phone number	Mobile phone number	Work phone number

IN THE EVENT OF AN EMERGENCY, IF PARENTS CANNOT BE CONTACTED, PLEASE CONTACT:

Name: _____ Number: _____ Relationship to child: _____

Name: _____ Number: _____ Relationship to child: _____

Allergies or illnesses, eg asthma, fits? _____

Prescribed medication that your child has to take on a regular basis: _____

Dietary requirements: _____

Religion: _____ Ethnic Origin: _____

Please list here any other information we should be aware of: _____

By signing this form, you are agreeing that you will adhere to the Breakfast and After School Club Policy - please ensure that you have read it.

Parent/Carer signature: _____ Date: _____

Appendix B

Session arrangements

Please place a tick in each appropriate box

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Breakfast Club provision will be provided from 7:30am until 8:50am during school term times only (holiday and INSET dates are available from school reception).

Parent / Carer signature:

Parent / Carer signature: Date:

Head teacher's / SBM signature:

Session arrangements

Please place a tick in each appropriate box

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

After-school club provision will be provided from 3:15pm until 5:30pm during school term times only (holiday and INSET dates are available from school reception).

Parent / Carer signature:

Parent / Carer signature: Date:

Head teacher's / SBM signature: