



## FAST – BREAKFAST AND AFTER SCHOOL CLUB POLICY



## **Breakfast & After School Club Policy**

Farington Primary School provides Breakfast and After School Club care for the pupils of the school. We provide care for children between the ages of 4 and 11.

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. These are available from either the school office or the Club Manager, Mrs Emma Roberts.

All payments must be made via Parent Pay to ensure that the place is secure. This also assists in the management of numbers attending and staff provision.

### **Standard Bookings**

Bookings can be made through email – [e.roberts1@faringtonprimaryschool.co.uk](mailto:e.roberts1@faringtonprimaryschool.co.uk) or alternatively through the school office. A place is only confirmed if Mrs Roberts has let you know. If you require different sessions each week due to rotas etc, a copy of dates should be sent to Mrs Roberts so that those sessions can be reserved for you. These can be amended with a week's notice.

### **Childcare Vouchers**

Childcare vouchers, Tax free childcare, student childcare are all accepted but this facility is only available to those families that have indicated that they wish to make payments this way. You should notify either Mrs Roberts or Mrs Hampson.

### **Cancellations/amendments to bookings**

Staffing is arranged according to the number of children attending each session; therefore, fees will apply if your child does not attend for whatever reason (sickness, alternative arrangements, holidays etc).

### **The charge relates to the place being held and not the actual attendance.**

Fees are currently charged at £7.25 per session for After School Club and £3.50 per session for Breakfast Club.

The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

## **ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in FAST, 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.

### **Breakfast Club**

Breakfast club opens at 7.45am – unfortunately, due to our insurance policy we are unable to open the doors any earlier.

Entry is through the rear hall door.

The adult welcoming your child must sign in on the register.

At 8.45am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

### **After School Club**

After school club begins at 3.05pm and ends at 6.00pm. On the last day of term – Christmas, Easter and Summer – after school club is open from 2.30pm and closes at 5.00pm.

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children from reception, years 1 and 2 will be escorted from class to After School Club by a member staff.

If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to ask if they should be attending.

A list of children attending any after school extra-curricular clubs; on their return to After School Club they will be registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

Parents/carers collecting children should collect their child/children from the rear hall door and a member of club staff will bring their children to them.

The member of staff seeing that child to their parent must ensure that they have signed them out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Our policy for children who are regularly collected after 6pm will be charged £20 per 15 minutes for a late collection, this is in line with our registration policy. This charge is to discourage people from arriving after 6.00pm and should not be seen as a charge permitting late collection. When collection after 6.00pm occurs regularly we reserve the right to withdraw access to the club.

Children will not be allowed to leave on their own.

All parents/carers are requested to make sure their child/children are collected by 6.00pm. If you are unavoidably delayed, please email [e.roberts1@faringtonprimaryschool.co.uk](mailto:e.roberts1@faringtonprimaryschool.co.uk) or contact school 01772 421977 as soon as possible so that staffing can be arranged.

Any queries regarding fees should be directed in the first instance to Mrs Roberts. If fees are not paid, Mrs Roberts will email the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they speak with Mrs Roberts as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

## **SAFEGUARDING**

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the school website.

Gates will remain locked during the Club session times and access to the school is at the rear car park. No unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

## **OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.