

**ST ALBAN'S SCHOOL – BREAKFAST AND AFTER SCHOOL CLUB**  
**Academic Year 2017/18**

**Our pledge to you**

We value our relationship with parents, (by parents we include guardians, foster parents, and others who have care responsibilities for children) and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to our clubs.
- Keep you informed of opening times, fees and charges
- Be consistent and reliable, to enable you to plan with confidence and peace of mind
- Listen to your views and concerns to ensure that we continue to meet your needs

**Opening Hours**

Breakfast Club operates from 7.40 am to the start of the school day, when the children will go into school.

After school, the Club operates from the end of the school day to 6.00pm, Monday to Friday, during term time. The club will not open on Bank Holidays and inset days. The After School club will not operate on the last day of term when the school closes early and after school Sports Day.

**Admission**

From September 2017, we can take up to 28 children per session. There is no minimum requirement for the number of sessions you can book each week. For example, you may only want Mondays, or every day. Obviously the sooner you book your sessions, the more likelihood there is of getting them. Once you have received your allocation and have accepted them, these places will be held for you on a permanent basis. If you wish to cancel them, you are required to give 4 weeks' notice.

Requests for ad hoc places will be considered if there is availability. Payment for ad hoc sessions will be required in advance as soon as availability has been confirmed.

**Please note:** you will only be eligible for ad hoc sessions if you have registered.

**Fees**

Fees for each session are:

BREAKFAST CLUB 7.40 – start of the school day = £4.50 (Fee includes Breakfast)

AFTER SCHOOL CLUB – End of the school day- 6.00pm = £10.50 (Fee includes a healthy snack and a drink)

There will be a £5 discount for taking up all sessions (ie £70 per week per child)

### **Payment**

Please ensure all sessions are paid for in advance either weekly or monthly, preferably on-line or alternatively by cheque, cash or childcare vouchers.

Fees will be reviewed by the Management Committee of the Club on an annual basis, and parents will be informed of any change at least one month before implementation.

### **Funding**

Working parents may be entitled to Working Families Tax Credit, which can contribute to the cost of childcare fees. Telephone 0845 300 3900 or see <https://www.gov.uk/help-with-childcare-costs/tax-credits> if you need advice about this.

### **Exchange of Booked Sessions**

Whilst you can book extra sessions when needed, depending upon availability, we do not exchange sessions. If you wish to cancel any sessions, you must give four weeks' notice or fees in lieu.

### **Collection at end of sessions**

Please collect your child no later than 6.00 pm. If you are late picking your child up at the end of a session, **a £5 penalty for every 5 minutes will be added to your bill**, and an entry made in the Late Book. If late collection becomes frequent, the Play Leader will have an informal chat to resolve the problem. If this fails, the matter will be referred to the Senior Leader team.

### **Equal Opportunities**

St Alban's School Breakfast and After School Club is an equal opportunity employer, and operates an equal opportunities policy towards parents and children also. All individuals are treated equally regardless of sex, race, colour, gender, religion and culture, ethnic origin or any form of disability.

### **Behaviour Management and Discipline**

Good behaviour is expected and is actively encouraged, praised, and rewarded. If a child persistently misbehaves, he/she is removed from the activity that he/she is participating in for a few minutes. A member of staff will talk to him/her, explain what he/she has done wrong, and encourage him/her to apologise for his behaviour. If misbehaviour persists, the child's place will be withdrawn.

### **Behaviour Policy**

We expect the St Alban's Breakfast and After School Club to be a happy and caring place. Please help us keep it that way and keep everyone safe by abiding by these few simple rules:

### **Behaviour Guidelines**

- Be kind, friendly and polite to others
- Care for and respect each other's and the Club's property
- Sit down when eating and/or drinking
- Do as asked by all adults working in the Club

Dangerous behaviour, which could lead to an accident, will not be allowed  
Bad language will not be tolerated

### **Club Rules - Parents, Please note:**

- The St Alban's Breakfast and After School Club will not take responsibility for valuable items
- Mobile phones are not allowed at the club. If your child has a mobile phone they will be stored in a secure place until pickup time
- Minor misdemeanours will be dealt with immediately
- More serious incidents will be recorded and parents/carers informed
- Repeated bad behaviour will be referred to the school's Leadership team.

### **Record Keeping**

A registration form *must* be completed for *each* child. Registration and booking forms are included below and are also available from online via school website or the School Office. All information given on these forms are confidential.

Parents *must* inform the Playleader of any change of circumstances, especially a new address, telephone number etc.

There is a signing in and out sheet, which must be signed when you drop off and collect your child.

### **Child Protection**

St Alban's Breakfast and After School Club Staff have undergone Safeguarding training. The welfare of children is our primary concern. If club staff have any concerns they will seek advice from the schools Designated Safeguarding Leads who will talk to the parents in confidence. A record will be kept of any concerns. As with all records and information, strict confidentiality applies.

### **Absence from the Club**

Fees are still payable for your booked sessions even if your child is absent due to illness or any other reason. Exceptions will only be made in exceptional circumstances; for example, in the event that a child is hospitalised.

If your child is on a St Alban's school residential trip, fees will not be payable.

### **School Closures**

If the school has to close unexpectedly for any reason (eg, bad weather), the clubs will not operate. If the clubs do not operate, there will be no charge for that day.

### **Administration of Medicine**

The Club will adhere to the School's policy regarding medicine in school.

1. Children will be permitted to take **medically prescribed** medicines only. These must be handed over **by the parents** to the School office or the Breakfast Club Play Leaders in the morning and they will be transferred to the School office at the start of the day. If applicable, medicines will be handed over to the After School Club Play Leader at 3.00 pm.

Please make sure that all medicines are sent clearly labelled with the name of the child, dosage and frequency of intake. Parents must complete an authorisation form (available on the school's website) before medicines can be given.

2. A book will be kept by the Play Leader listing the name of the child, dates the drug was administered, and dosage given.

3. Medicines will be handed to the parent when he/she collects the child from the Club each day.

### **Jewellery**

Jewellery is not permitted in the Club for safety reasons, as per school policy.

### **First Aid**

Staff are qualified in administering paediatric first aid. **If they consider it necessary, they will contact you to take your child to the doctor or hospital. If it is impossible to get hold of you, or your named contact, and the staff believe it is necessary for your child to go to hospital, they will call 999 for an Ambulance.** All accidents, however minor, are recorded in an accident book. Please countersign this when you have been informed of the incident.

### **Complaints**

St Alban's School Breakfast and After School Club aims to provide the highest standard of care possible at the Club. However, if you are unhappy about any aspect of your child's care, please inform a member of staff verbally or in writing. The Club's staff will deal with your complaint immediately if possible. If she is unable to resolve your complaint, she will pass it on to the school's Leadership Team, who will endeavour to deal with it within 7 working days and let you know the outcome in writing.

If you are still unsatisfied, then you should adopt the procedure as laid out in the Parental Concerns Policy on the school website.

If a parent has any Child Protection concerns, they should report it immediately to either the Club's Play Leaders or, if this is not appropriate, directly to the schools Designated Safeguarding Leads/ Prevent Officers, who are;

Mr Brannigan

Mrs Bishop

Mrs Holliday

**ST ALBAN'S BREAKFAST AND AFTER SCHOOL CLUB**  
**Academic year 2017-18**

**PARENTAL CONTRACT – please read carefully before you sign.**

**Your child is accepted at the St Alban's Breakfast and/or After Club subject to the following conditions:**

1. Your child must be registered with the club.
2. Fees are **pre-payable in advance** either weekly or monthly – By the on-line system, or alternatively by cheque, cash or Childcare Vouchers.
3. Sessions cannot be exchanged, but you may book additional sessions when needed, subject to availability.
4. Non-payment of fees will result in your child's place being withdrawn.
5. **A £5 (per 5 minute) levy is incurred if your child is picked up late from any session.**

**Please delete below as appropriate:**

I hereby give/do not give\* permission to staff at the St Alban's Breakfast and After School Club to give First Aid treatment to my child. In the case of an emergency during the Club's hours, I authorise the Club staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

I hereby declare, that I the undersigned, understand the contract as set out above. I accept that it is legally binding, and that the information I have given is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

On which sessions will your child attend the Club: (please tick as appropriate.)

Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday

After School

Monday	Tuesday	Wednesday	Thursday	Friday

*Please return your form as soon as possible to ensure you receive your preferred options. Places will be allocated on a first come first served basis. Information on how to make your payment to the Club will be sent to you after your places have been reserved.*

## ST ALBAN'S SCHOOL BREAKFAST AND AFTER SCHOOL CLUB

### REGISTRATION FORM - STRICTLY CONFIDENTIAL

All children who attend this club must be registered with us. Children will remain at the club until collected by a named adult.

To be completed for **each** child:

Full name of Child	Date of Birth
Mother's Name	Father's Name
Home Address	
Postcode	Telephone number
Contact email address	
Contact details (in case we need to contact you during working hours)	
Mother's Details	Father's Details
Name and contact details of other person authorised by parents to collect the child if different from the above	
1.	
Name and contact details of a second person authorised by parents to collect the child in an emergency	
2.	
Name of Family Doctor	
Surgery Address	Telephone

Does your child have any known medical problems or allergies? Please give details.

Does your child have any additional needs and what additional support may your child need at the club?

Does your child have any special dietary requirements? Please give details

What is your child's home language ?

Is there any background information on your child which may help us to understand your child better? Eg, fears, any recent family events which may have affected your child?