



Whyteleaf Breakfast and After School Club Admission Policy

Introduction

Whyteleaf Breakfast and After School Club is run by Whyteleaf Primary School and aims to provide high quality wrap around care for our families. It provides a range of stimulating and creative activities in a safe and friendly environment.

The club operates from 7:30am until school starts and 3:00 - 5:45pm term time and 3 weeks of school holidays.

All parents/carers must complete a registration form and sign an agreement adhering to the terms of this policy prior to their child starting the provision.

Admission and registration

- Only children who attend Whyteleaf Primary School or Nursery are eligible to attend Whyteleaf Breakfast and After School Club provision.
- All places are subject to availability.
- Registration documents must be completed prior to children joining the provision.
- On joining, all parents will receive a digital copy of this policy and the agreement (additional copies are available on the school website).
- It is a legal requirement that parents provide contact details for at least two additional adults.
- It is the parents/carers responsibility to inform the Whyteleaf Breakfast and After School Club manager of any changes to personal details as soon as they happen.

Aims

The Whyteleaf Breakfast and After School Club team strive to provide the following:

- A varied programme of activities, both indoors and outdoors, all year round.
- A safe, caring and stimulating environment with high quality care.
- Experienced and committed staff with relevant training in child protection and safeguarding, food hygiene and first aid.
- A commitment to equal opportunities.
- A wide variety of equipment and resources.

Arrival and Departure

Breakfast Club

- Parents are required to bring their children directly to the club and sign them in. Entry to the breakfast club is by the pedestrian gate at the front of school. Please ring the bell and a member of breakfast club staff will let you in. The club opens at 7:30am; the door will not be open until this time. For safeguarding reasons, please ensure the gate and door are closed behind you when you leave the building or school grounds.
- Breakfast is served between 7:30-8:15am. Any children arriving after 8:10am will be unable to have breakfast due to time constraints.

- Children in KS1 and EYFS will be escorted to their classroom by a member of the breakfast club team at 8:45am. KS2 children will walk independently to their classroom at 8:35am ready for the start of the day.
- Parents/carers are expected to arrive within their booked times and inform Whyteleaf Breakfast and After School Club if their child is not attending.

After School Club

Collection of EYFS/KS1 children:

- Children from EYFS and KS1 will be collected by a member of Whyteleaf After School Club staff from their classroom and at the end of the school day and taken to the after school club provision.

Collection of KS2 children:

- Children in KS2 will make their own way to the after school club provision at the end of the school day.

A register will be taken at the start of the session to ensure that all children are present. The deputy manager/manager will liaise with the class teachers/office if a child is unaccounted for by 3:20pm.

Children attending after school clubs:

- Once the club is finished, KS1 children will be walked to the provision by the member of staff leading the club and handed over to a member of the after school club team who will then sign them in. KS2 children will make their own way to the provision. The same procedure applies for clubs led by external companies.

Departure:

- EYFS children are collected from the Nursery entrance.
- Children in years 1,2, and 3 are collected from the external door of the dinner hall.
- Children in years 4,5 and 6 are collected from the external door of the dining hall.
- When a child is collected at the end of a session, they must be signed out by a parent/carer or named collector and the correct time recorded.
- The parent/carer must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person collecting their child is listed on the registration form and that this is kept fully up to date.
- Children will not be released to anyone who is not listed on the registration form unless prior contact has been made with Whyteleaf Breakfast and After School Club stating the person's name and given a "safe word". The person collecting must state their name, the child's name and be able to give the correct "safe word" upon collection.
- Parents/carers are expected to collect their children on time and within the session they have booked (see Late Collection section).
- Parents/carers must inform the provision if their child is going to be absent/not attending.

Behaviour

Whilst attending the provision, children will follow the school's behaviour policy (see Promotion of Good Behaviour Policy available on our school website).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the manager and leadership team of the school may have to make the decision to exclude the child from the provision.

The reasons and processes involved will be clearly explained.

Daily Routine

Breakfast Club

- 7:30am: Children start to arrive.
- 7:30 - 8:15am: Breakfast is served. This includes a selection of cereals, toast, fruit and juice/water. Breakfast is self-service under staff supervision.
- 8:00 - 8:45am: Once children have finished breakfast, they can go back into the provision and join in the activities/have free play.
- 8:35: KS2 children walk independently to their classrooms ready for the start of the day.
- 8:45: KS1 and EYFS are escorted to their classrooms for the start of the day.

After School Club

- 3:00pm: EYFS/KS1 children are collected from their classroom by Whyteleafe After School Club staff and escorted to the provision. Registers are taken.
- 3:00pm: KS2 children make their way to the provision. Registers are taken.
- 3:10 - 4:10pm: Planned activities and free play.
- 4:10 - 4:30pm: Snack time.
- 4:30 - 5:45pm: Planned activities and free play.

Fee Structure

The fee structure for 2020-2021 is as follows:

Breakfast Club

7:30 - 8:45am: Reception - Year 6 - £5.00 per child per session. Nursery - £6.00 per child per session.

After School Club

3:00 - 5:45pm: Reception - Year 6 - £10 per child per session. Nursery - £12 per child per session.

First Aid

- All accidents will be recorded in the Whyteleafe Breakfast and After School Club accident book, reported to parents/carers upon collection and signed by a member of the After School Club team.
- All accident records will detail the time, date and nature of the incident, details of the child(ren) involved, type and location of the injury, any action taken and by whom.
- All accidents are dealt with by a qualified first aider.

If a child becomes unwell within the breakfast or after school club, their parents will be contacted immediately. If a child is sent home during school hours, the office will inform the provision of their absence.

Holiday Club

Whyteleafe Breakfast and After School Club provides a holiday club for 3 weeks of the year for children registered with the provision from 8am-4pm. Any unallocated spaces will be offered out to the whole school on a first come first served basis. The holiday club provision does not operate during the half-term breaks.

Missing or Uncollected Children

Missing children

In the event that a child that goes missing or does not arrive, the following procedure will be undertaken. To ascertain if the child was in school that day a member of the after school club will contact the office/class teacher. If the child has been in school that day and is still unaccounted for, then the following steps will be taken:

- The club manager will inform a member of the leadership team.

- A member of Whyteleafe Breakfast and After School Club will search the inside of the building and delegate an outside search of the premises to another member of staff.
- Parents/carers will be contacted.
- Emergency services will be contacted if deemed necessary.

All incidents of missing children will be thoroughly recorded and a review of procedures will be conducted if deemed necessary.

Uncollected children

In an emergency parents can contact the After School Club on **07908 611545**.

If a child has not been collected and parents have not made contact with the provision, then parents will be contacted, in the first instance, by telephone. Additional contacts provided will be telephoned in the second instance. If these contacts are unavailable, after approximately 30 minutes, the police and Children's Services will be informed.

Late Collection

Parents/carers must inform Whyteleafe After School Club if they are unable to collect their child on time.

- Parents/carers must contact Whyteleafe After School Club at the earliest opportunity and state they will be arriving later than planned.
- In the event that the late collection is after 5:45pm, the parent/carer should state an estimated time of collection and keep Whyteleafe After School Club updated of any changes to this.
- In the event that this extends beyond 30 minutes, the parent/carer should arrange for someone else to collect the child(ren) ensuring that Whyteleafe After School Club staff are informed of the person's name and the safe word.
- Regular late collections may result in loss or suspension of a child's place in the provision.
- Parents/carers will be required to complete a "Late Collection" form upon arriving or the next time they are present in the club.

A charge will be levied for late collection at a cost of £5 per child, per every 15 minute interval. The charge will be added to the following month's invoice. All late collections will be recorded and monitored. This also applies to holiday clubs.

Payment of fees

- It is a requirement of the club that parents/carers pay their fees promptly. Fees are to be paid in advance and payment is due for all contracted sessions, even if your child is unable to attend. This is essential to maintain a child's place in the provision.
- The parent/carer signing the club registration form is known as the 'account holder' and is responsible for the payment of all fees which must be paid in full by the due date stated on the invoice.
- If an account holder is experiencing difficulties with payment of their fees, they must contact the Whyteleafe Breakfast and After School Club manager as soon as possible.
- It is possible to pay fees via childcare vouchers, tax-free childcare or BACS payment.

Procedures for payment of fees

- Invoices are generated at the beginning of each month and hand delivered by the Whyteleafe Breakfast and After School Club manager.
- Payments are to be made directly to GLF (details on the invoice).
- A receipt of payment can be issued upon individual request, please email the manager.

- Late or non-payment may result in loss or suspension of a child's place in the provision.
- Four week's notice via email must be given to terminate a child's place in the provision.

Related whole school policies

- Child protection and safeguarding policy
- Promotion of good behaviour policy
- Equal opportunities policy
- Health and safety policy
- Mobile phone policy for staff and visitors

Contact details

Mobile Phone Number 07908611545

Email: wraparoundcare@whyteleafeschool.org