



1. Aims

- To provide childcare before and after school and a two-week holiday club.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment, under the supervision of qualified staff.
- In accordance with the school's Healthy Schools status to promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a caring environment for children to enjoy at the start and end of the day.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit embraced by St Joseph's Catholic Primary School and contribute towards the extended school role.

2. Organisation:

Breakfast Club: Breakfast will be provided and activities for children once they have eaten will be offered.

After School Club: A healthy snack will be given and activities for children once they have eaten will be offered.

Summer Holiday Club: Includes lunch and snacks through the day and a range of activities.

For current charges and opening times please see the school website or contact the school office.

Register

- Parents are asked to drop their children at the rear entrance of the school for Breakfast Club and sign their child in on a daily register. In the evening collection is via the main entrance at the front of the school and you will be required to sign your child out.
- Children should hang up their coats and belongings once they have arrived and been signed in.
- Breakfast will be served as soon as the children arrive and will be brought to a table.
- Once children have finished their breakfast or afternoon snack, they then take their plates to be cleaned and go to the range of table top activities available.
- Children will need to help with tidying up equipment used at 8.40a.m. or 5.50p.m.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contacts file in the Breakfast/After School filing cabinet.

Staff - The club is run by staff from the school.

All staff and volunteers are DBS checked and have had appropriate training. The Supervisor holds NVQ Level 4 and is supported by assistants with appropriate childcare qualifications. Teaching staff are also on the premises during the clubs opening hours. The Supervisor and at least two of the Assistants all have Paediatric First Aid qualifications. Two members of staff hold a Level 3 Safeguarding qualification. The ratio of staff to children is in line with Government recommendations. The Supervisor keeps a list of all members of both clubs and a register of attendance will be taken daily.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the school, who will arrange cover. Cover will be provided by a suitably qualified staff member.

Child absence

Parents are asked to inform the staff of any changes to contact details, medical information or allergy changes as soon as possible for their child's well being. If a child is to be absent due to a holiday within term time, parents are asked to inform Breakfast/After School Club as well as the school.

Cooking and Serving Facilities

The school kitchen will be used for preparation and serving food at Breakfast club. Kitchen facilities in the DT room are used for the After School Club. Each session one member of staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy. All paid staff have Food Hygiene Certification.

Resources

Breakfast/After School/Holiday club resources are kept separately. All electrical equipment is PAT tested before use.

3. Booking, Fees and Payment

(See Pay Policy)

Staffing levels may need to fluctuate to meet the staff: pupil ratio, therefore, bookings will need to be made half termly in advance so that staffing levels can be planned and be appropriate. Registration forms are available from the school office or from the Breakfast/After School Club Supervisor. (Copy in Appendix 1)

Club costs for sessions are listed on the school's website. Various sport and music clubs are run, free of charge, throughout the year by the school. After school club session costs will not be reduced at attendance at these activities.

Payment is to be made with a booking form half termly in advance. Payment can be in the form of cash, cheque or childcare vouchers. Bookings can also be made through our online booking system ParentPay. All parents are required to complete a parental contract.

Children booked in for After School Club or Holiday Club must be collected on time. The school reserves the right to charge a £10 fee if this time is not adhered to.

4. Policies and Procedures

The Breakfast/After School/Holiday Club follow the School's policies and procedures. School policies particularly relevant include Equal Opportunities, Health and Safety, Safeguarding and Child Protection and the Behaviour Policy.

5. Parental/Pupil Feedback

Staff will have verbal communication with parents/carers bringing in their children, which may involve passing messages to classroom teachers. A note of these messages will be recorded in a notebook which is passed to the office who will convey the message. Written notes to parents from the club staff will be passed on via the child's classroom teacher.

Guidelines for Children, written specifically for the pupils attending.

We need to have rules at Breakfast/After School/Holiday Club to keep everyone safe, healthy and happy. You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the extension once you have been signed in unless an adult gives you permission.
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules, then you may be asked to leave the club.

Guidelines for Parents/Carers

Please pay club fees half a term in advance. If you have a problem paying the fees or your circumstances change, please talk to the senior member of staff. All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow

the rules of the club, then after consultation with you and due warning, the child's place will be forfeited and refunds will only be available for complete weeks of non-attendance.

6. Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of both clubs have current CRB clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools E-Safety policy and procedures. All staff are Level 2 Safeguarding trained and two members of staff are Level 3 trained.

7. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.

8. Medication

Inhalers are kept in children's classrooms. If a child needs an inhaler, they will collect it from their classroom and staff will observe that the medication has been taken correctly. All other medication administered will follow the existing school policy.

9. Risk Assessment

A separate risk assessment has been completed for Breakfast/After School Club sessions and activities.

10. Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Appendices

Infectious diseases which would lead to a refusal of admission

Disease	Period of exclusion	Comments
Diarrhoea and / or vomiting	48 hours from last episode	
Typhoid	Until recovered	Health Protection Unit to be consulted
Dysentery	Until recovered	Health Protection Unit to be consulted
'Flu	Until recovered	
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset if not treated	Health Protection Unit to be consulted
Chicken Pox	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
German measles	5 days from onset of rash	Dangerous to vulnerable children and pregnant women
Impetigo	Until lesions are crusted or healed	
Measles	5 days from onset of rash	Health Protection Unit to be consulted
Ringworm	Until treatment commenced	
Scabies	Return after first treatment	
Shingles	Exclude if rash is weeping and cannot be covered	
Diphtheria	Until recovered	Health Protection Unit to be consulted
Hepatitis A	Until recovered	Health Protection Unit to be consulted
Hepatitis B & C	None	Health Protection Unit to be consulted
Meningococcal meningitis	Until recovered	Health Protection Unit to be consulted
Meningitis caused by bacteria	Until recovered	Health Protection Unit to be consulted
Meningitis viral	Until recovered	Health Protection Unit to be consulted
Mumps	5 days from onset of swollen glands	

Example of booking form

St. Joseph's Catholic Primary School EARLY BIRDS AND LATE OWLS Booking Form

- **Must be booked in advance and paid before the start of each half term.**
- Please complete **ONE FORM PER CHILD**, and send with your payment to the school office in a sealed envelope.
- Please make cheques payable to **ST JOSEPH'S SCHOOL**.
- Please see over for full terms and conditions

CHILD'S NAME: CLASS:

RECURRING BOOKING: If your child attends the same sessions every week, please complete this table*

Term* Delete as req'd	Session	Mon	Tue	Wed	Thu	Fri	Cost per session	Total Due
Autumn 1	Early Birds from 7.45am						£2.50	
Autumn 2								
Spring 1	Late Owls until 4.45pm						£6	
Spring 2								
Summer 1	Late Owls until 6pm						£9	
Summer 2								

AUTUMN 1 – Please tick appropriate boxes and calculate amount due.

Week	Session	Mon	Tue	Wed	Thu	Fri	Cost per session	Total Due
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
	Early Birds from 7.45am						£2.50	
	Late Owls until 4.45pm						£6	
	Late Owls until 6pm						£9	
TOTAL PAYMENT ENCLOSED BY CASH/CHEQUE/CHILDCARE VOUCHERS (delete as appropriate)								£

SIGNED..... (Parent/Guardian)

Date:

Early Birds & Late Owls Clubs Registration Form

Name of Child:

Class:

I would like my child to attend: Early Birds / Late Owls* (please delete as necessary)

Has your child any health/medical concerns that we should be aware of?

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Does your child have any allergies?.....

.....

Medication if any (including inhalers):

Emergency contact numbers and relationship to child:

1)..... Relationship.....

2)..... Relationship.....

My child will be collected by one of the following:

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.....

I..... (print name)

parent / carer of (child's name)

confirm that I have read the Terms and Conditions laid out in the above policy for the Breakfast and After School Club. I confirm that I will abide by the Terms and Conditions laid down by the Club.

Signed

Date.....