

## Before and After School Care Policy

**Document:** Before and After School Care Policy

**Ref:**

**Approval Date:** April 2017

**Review Date:** April 2018

**Status**

**Responsibility:** The Governing Body of St Mary's Primary School [the School] is responsible for the management of the schools Breakfast Club and Twiglets at Twilight After School Club. St Mary's CEVA Primary School is registered with Ofsted – registration number 115700

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### 1. Introduction

The Breakfast Club and Twiglets at Twilight (Twiglets) is run by St Mary's CEVA Primary School and exists to provide high quality out-of-school hours child care for our parents. It provides a range of stimulating and creative activities in a safe environment.

- Breakfast Club runs from 7:45 am to 8:45 am, term time only.
- Twiglets runs from 3:15pm to 6pm, term time only.

A copy of this policy is provided to all parents attending Breakfast Club or Twiglets and is also available on the school website.

**All parents must complete a registration form for each child attending the clubs and sign an agreement to adhere to the terms of this policy.**

## **2. Admissions**

- Only children attending St Mary's CEVA Primary School are eligible to attend the Breakfast Club and Twiglets at Twilight;
- All places are subject to availability;
- Booking should be made through the School Office 01666 502275 or [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk)
- The registration process must be completed prior to the child's commencement at the club;
- All parents will receive a copy of this policy and this policy is available on the school website;
- Children's attendance is recorded in a register at the start of each session.

## **3. Arrival and Departure**

### Breakfast Club

- Parents/Carers should bring their child(ren) into Breakfast Club via the Year 5/6 doors.
- Children who would like breakfast must arrive before 8:20am.
- A register will be taken each morning.
- EYFS/KS1 children will be taken to their classrooms at 8:40am by a member of the Breakfast Club staff.
- Yr3/4 and Yr 5/6 children will be taken to their playgrounds at 8:40am by a member of the Breakfast Club staff.

### Twiglets at Twilight

- Children in EYFS and KS1 classes will be collected from their class by a Twiglets staff member.
- KS2 children will make their own way, promptly, to the Reflection room at the end of the school day.
- Children can attend another club after school before coming to Twiglets however they will be charged for the whole of the Twiglets session.
- Parents will be required to keep Twiglets up to date with the activities which their children will be attending before going to Twiglets.
- A register will be taken at the start of the after school club.
- Parents should enter the school via the Yr5/6 doors to collect children from the after school club. This door will be locked and parents should ring the doorbell to gain entry.
- Parents must sign their children out when they collect them.
- Parents must ensure that any person who may collect their child is listed on the registration form and that this information is kept fully up to date.
- Parents must cancel their child's place at the after school club prior to the start of the school day if it is no longer required.
- St Mary's Office Staff will let the after school club know of any child who is due to attend the after school club but has been absent from school that day.

## 4. Daily Activities

### Breakfast Club

- Children who are having breakfast wash their hands.
- Children are offered a freshly prepared, healthy breakfast.
- A variety of games and toys will be available for the children to play with.
- Whenever possible supervised outdoor play will take place on the school field.
- Children are expected to clear away their plates and tidy away the games and activities encouraging them to take responsibility for the breakfast club area and resources.

### Twiglets at Twilight

- Children will enjoy a healthy afternoon tea. Staff will sit with the children at this time and it will be served around 4:30pm once children taking part in other after school activities have joined them.
- Children will be able to choose from a range of play and planned activities both inside and outside.
- Children will be able to complete homework during this time.
- Children are expected to tidy away the games and activities encouraging them to take responsibility for the after school club area and resources.

## 5. Contacting Twiglets at Twilight

Twiglets at Twilight staff can be contacted on 07526 280975 between the hours of 3:15pm and 6pm. Between the hours of 8am and 3:15pm all contact with Twiglets at Twilight should be made via the School Office on 01666 502275 or [bursar@st-marys-tetbury.gloucs.sch.uk](mailto:bursar@st-marys-tetbury.gloucs.sch.uk)

## 6. Inappropriate Behaviour

Whilst attending Breakfast Club and Twiglets at Twilight children are expected to behave in the same way as they do in school. Pupils will be expected to follow the school's Golden Rules and staff will follow the school's agreed Behaviour Policy.

If after consultation with parents and the implication of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child from before or after school club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## 7. Charges and Payment of Fees

Breakfast Club cost - £3 per session per pupil (1 hour of childcare including a healthy breakfast).

Twiglets at Twilight - £8 per session per pupil (2 ¼ hours of childcare including a healthy afternoon tea).

Payment for Breakfast Club and Twiglets should be made, where possible, via ParentPay. A record of children's attendance at these clubs will be recorded on ParentPay each Friday. Payments made via cash, cheque (payable to Gloucestershire County Council) or Childcare Vouchers will be input into ParentPay once a week, typically on a Friday.

Parents must ensure that Breakfast Club and Twiglet accounts are kept in credit to ensure that their child(ren) can continue to attend these clubs. If you would like to pay for sessions via Childcare Vouchers please speak to the School Office to set up these payments.

Parents who are experiencing difficulty with payment of fees should contact the School Office as soon as possible.

Fees will be subject to review on annual basis.

## **8. Late Collection**

If a parent is running late or needs an adult, other than the adults already listed on their registration form, to collect their child/ren they should contact **Twiglets at Twilight on 07526 280975** to let them know.

If a child has not been collected by 6pm parents will be contacted in the first instance by telephone. The additional contacts they have provided will be telephoned in the second instance.

A charge of £3 will be applied for each instance in which a child is collected after 6pm.

## **9. Review of the Policy**

This Before and After School Care Policy shall be reviewed each year by the Resources Committee, with any recommended changes notified to the full Governing Body.

**Signed:** Liz Maisey (Chair of Governors)

**Date:** 28<sup>th</sup> April 2017

## 10. Breakfast & Twiglets at Twilight Pupil Registration Form

### Pupil Personal Information

Surname		Forename	
Home Address		Class	
Post Code		Telephone	

### Priority 1 Carer

Title		Forename		Surname	
Phone: Club Time					
Mobile					
Home					
Work					
Email					
Relationship to Child					

### Priority 2 Carer

Title		Forename		Surname	
Phone: Club Time					
Mobile					
Home					
Work					
Email					
Relationship to Child					

### Emergency Contact

Title		Forename		Surname	
Phone: Club Time					
Mobile					
Home					
Work					
Email					
Relationship to Child					

**Pupil Medical/Health Information**

Breakfast Club and Twiglets at Twilight will have copies of any medical protocol which your child already has in school. However please complete the allergies section below as children will be eating food at this club.

<b>Allergies</b>	
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Please specify below any further detailed information that you feel is relevant.

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**Nominated Individuals Authorised to Collect Your Child**

Child's Name.....

	Name	Relationship to Child
1		
2		
3		
4		
5		
6		