



Waterhouses CE Primary Academy and Nursery

“Let your light shine”

Make your light shine, so others will see the good you do and will praise your Father in heaven. Matt 5 v 16

Breakfast and After School Club Policy



Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the After School club.
- To have strong partnerships with parents/carers
- To provide a range of structured play activities to engage and stimulate the children.

Organisation

- The Breakfast Club is open Monday-Friday from 7:45am – 8:45am.
- The After School Club is open Monday-Friday from 3:30pm – 6:00pm
- The Clubs are available for all children from Nursery age to Year 6.
- The Clubs are located in the Sunshine Room, behind the stage. Parents/carers are asked to enter and collect their children via the rear door that leads on to the playground at the back of the school buildings.
- Parents/carers are asked to agree to and sign a contract alongside a registration document for both clubs prior to booking.

Breakfast Club

Children will get a choice of cereals, toast and fruit to begin their day. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements. After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Board games
- Lego or construction games
- Comics or books
- Craft, drawing, puzzles
- Or, at the request of parents/carers, be heard reading or getting help with homework.
- Small world – dolls, cars, animals

At the end of the session, children will be taken to their respective classrooms by the Breakfast Club Leader.

After School Club

All children will line up and be collected from the Community Entrance Area for After School Club registration.

Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, they will be brought back to the After School Club.

The children will be offered a light snack and drink. Snacks offered include soup, spaghetti on toast, baked beans or cheese and crackers and toast. Only snacks will be provided, not tea. Parents/carers are responsible for informing the After School Leader of any dietary requirements. Typical activities will include:

- Art and craft activities (painting aprons/shirts will be provided)
- Chill out' area where books and comics will be available
- Lego and construction
- Board games
- Help with homework, reading or other learning
- Small world – dolls, cars, animals

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Booking

Breakfast Club and After School Club

It is **advisable** that pupils are booked into the Before/After school club by **at least 3:30pm the day before** the session required. These bookings may be made by telephone or the ClassDojo.

Similarly, general bookings must be made through the school office or via Sunshine Club Class DoJo. If a message is left in order to make a booking, parents/carers **must await a reply to confirm a place is available.**

There are a limited number of places available and therefore will be allocated on a first-come, first-served basis.

Documents may also be downloaded from the school website. All information provided remains confidential.

The Breakfast Club and After School Club Leader is Mrs Derbyshire

Day	Breakfast Club	After School Club
<i>Monday</i>	Mrs Derbyshire	Mrs Salt
<i>Tuesday</i>	Mrs Derbyshire	Mrs Derbyshire
<i>Wednesday</i>	Mrs Derbyshire	Mrs Knobbs
<i>Thursday</i>	Mrs Derbyshire	Mrs Derbyshire
<i>Friday</i>	Mrs Derbyshire	Mrs Bradbury or Mrs Salt

Please note : Actual staffing may change from time to time

Documents may also be downloaded from the school website. All information provided remains confidential.

Mrs Derbyshire will take the lead on ordering of snacks/drinks, coordination of bookings and payment.

Collection from the After School Club

Collection will be from the external door of the Sunshine room which leads on to the playground. On collection, parents/carers are asked to sign their child out and record the time that they leave. Parents are asked to knock at the door to announce their arrival. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, the Leader should be notified in advance and a safety password will be provided.

Fees and Payment

Breakfast Club Fees:

7:45 am- 8:45 am £6.00

All payments for the Breakfast and After School Club will be paid on the School Money payment system.

After School Club fees:

3:30pm-6:00pm £12.00

3.30pm-5.00pm £7.50

4.30pm-6.00pm £7.50

Payment is via Parent Pay

Discounts

There is a sibling discount of £1 off for siblings.

Fees will be reviewed annually by the Governing Committee.

Cancellation

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions, school closure will be reported on the Staffordshire County Council website and all parents are contacted via ClassDojo/email.

Late Collection from After School Club

Collection after 6:00pm will incur an extra charge of £5.00

Collection after 6:15pm will incur an extra charge of £20.00

If a child is not collected by 6:30pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts, then the school's Late Collection policy will be followed, and Social Services will be contacted.

Staffing

If a member of staff is absent, they must contact the Headteacher in order for a replacement to be arranged. There is always another member of teaching staff on site to support in case of emergencies or other incidents until the After School Club closes at 6:00pm.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received Level 1 safeguarding training and Paediatric First Aid training
- All staff follow existing school policies and procedures for safeguarding, child protection, the code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's Online-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.
- The back door to the Sunshine room is to be kept locked at all times and is not to be opened by any of the children.

Communication with Parents

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- Written notes to parents from the class teacher will be passed on via the Club Leaders.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed, and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

Medication

The Clubs follow the school's Meeting the needs of pupils with medical Conditions policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equality policy.

Complaints

All complaints will follow the school's complaints policy.

Written in September 2024

To be reviewed in September 2026