

# Breakfast and After School Clubs

Tel: 07842963471

## AIMS

- To provide a happy, welcoming place at the start and end of the school day, where all children are valued.
- To support working parents by providing an affordable child care facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at the Breakfast Club or After School Club.

## OPENING TIMES AND COSTINGS

There are currently up to 20 places available for both Breakfast Club and After School Club.

### Nursery Children:

Club	Times	Cost per child	Cost (family rates - more than one child) per child
Breakfast Club*	7.30am - 8.45am	£5.50	£5.50
After School Club	3.00pm - 4.00pm	£5.00	£4.00
	3.00pm - 5.00pm	£10.00	£9.00
	3.00pm - 6.00pm	£12.50	£11.00

### Reception up to Year 6 Children:

Club	Times	Cost per child	Cost (family rates - more than one child) per child
Breakfast Club*	7.30am - 8.45am	£5.50	£5.50
After School Club	3.20pm - 4.20pm	£5.00	£4.00
	3.20pm - 5.20pm	£10.00	£9.00
	3.20pm - 6.00pm	£12.50	£11.00

The Breakfast Club and Out of School Club operates during term-time only and will be closed on Staff Training Days.

\*Breakfast will not be served after 8.30am.

## ADMISSIONS

- Only children attending Bedlington West End Primary School are eligible to attend.
- The club is fully inclusive for children from Nursery to Year 6.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Adhoc bookings are welcome for children to use the club provided there are spaces and parents\carers have previously completed the registration process.
- All club staff are aware of the details of a new child.
- Children's attendance is recorded in a register.

## BOOKING AND PAYMENT ARRANGMENTS

- Bookings can be made by ringing the school office (Tel: 01670 822328) or by e-mail at [admin@westend.northumberland.sch.uk](mailto:admin@westend.northumberland.sch.uk).
- Fees will be added to the School Money app following your booking and payment should be made immediately.
- Fees are to be paid in advance via the School Money App. Payment is due for all contracted sessions unless your child is unable to attend due to illness and should be made by Friday ready for the following week. **If payment has not been made, your child cannot attend.**
- The parent\carer signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- We are able to accept childcare vouchers.
- We are able to accept 30 hour codes for children aged 3-4.
- Sessions will be allocated on a first come, first served basis. Your child can be added to a reserve list if a session is full and you have requested this.
- Parents\carers can change or cancel their sessions, however we will require **48 hours notice** otherwise a charge will be incurred. Any change or cancellation after this point is non refundable.

## LOCATION OF BREAKFAST AND AFTER SCHOOL CLUB

The club sessions will be held in the Year 6\Dining Block, situated in the classroom on the ground floor.

## ARRIVAL AND DEPARTURE

### Breakfast Club

- Parents\carers are required to bring their child\ren directly to the breakfast club via the front door (beside the steps) of the Year 6\Dining Room building.
- The club staff will keep a register of children attending.
- Children will be escorted onto the school yard by the club staff at 8.45am. The younger children will be taken straight to their class by a club member of staff.

### After School Club

- Children attending after school club will be collected by a member of the club staff directly from their classroom.
- The club staff will take a register of all contracted children and will liaise with the class teacher\school office to determine any reason why a child is not accounted for.

### Departure from After School Club

- When a child is collected at the end of or during a session, they must be signed out by a parent\carer or named collector and the time recorded.
- Parents\carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the club staff if their child is going to be absent from the club by telephoning the school office or e-mailing [admin@westend.northumberland.sch.uk](mailto:admin@westend.northumberland.sch.uk)

## UNCOLLECTED CHILDREN

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Children's Services will be informed.

**A fee will be applied for late collection which will be a minimum of £5.00.**

## BREAKFAST MENU

There will be a selection of food for the children, including cereals, toast, crumpets, fruit, croissants etc. The children will be active in the preparation of their breakfast and will learn hygiene skills.

## **AFTER SCHOOL CLUB MENU**

There will be a selection of healthy snack type foods, however we recommend that children bring their own healthy snacks to After School Club.

## **CLUB ACTIVITIES**

Breakfast and After School Club offer structured activities as well as free choice. Activities include:

- Arts and Crafts
- Construction and Lego
- Board Games
- TV

## **FIRST AID**

Accidents will be treated by a first aider. All accidents will be recorded in the accident book and an accident report slip will be sent home with the child. Breakfast and After School Club will follow the school's first aid policy.

## **RELATED WHOLE SCHOOL POLICIES**

Breakfast and After School Club will follow the school's own policies and procedures and these are available from the school office and on the school website.

## **MONITORING**

The quality of the supervision and of the activities of the Breakfast and After School Clubs will be monitored and checked by the Headteacher. The School Governing Body will also review these activities as the Clubs could be subject to an Ofsted Inspector visit.

Bedlington West End Primary School

**Breakfast and After School Club Agreement**

I ..... parent\carer of .....

have read and accept a copy of the Club policy and agree to abide by the terms therein. The sessions in this contract are 7.30am - 8.45am for Breakfast Club and 3.00pm - 6.00pm for After School Club. Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance via ringing the school office or sending an e-mail. I understand that I will lose my place if my account is not paid up.
- I understand I can change or cancel sessions up to 48 hours prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is non-refundable.
- I understand that fees may change without this policy being reissued. The latest price schedule will be available on the School website or from the school office.
- I understand that a fee will be applied for late collection from 6.15pm onwards per child and this will be charged on the School Money App.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the Breakfast and After School Club.
- I will telephone **07842963471** for the After School Club when the school office is closed and I have added this number to my contacts.

Signed: ..... Date: .....