



Breakfast and After School Club Policy

Aims:

- To provide childcare before and after school
- To promote healthy eating and wellbeing
- To provide a caring environment for children at the start and end of the school day
- To provide a range of activities to meet the needs of the children in our care at the start and end of the school day

Organisation:

Opening times

Breakfast club operates every school day from 7:45am until 8:40am.

Sessions start at 7:45am and need to be booked in advance.

After School Club operates every school day from 3.00pm – 6.00pm.

All sessions must be booked in advance.

Breakfast Club and After School Club operate during term time only.

Access:

To access Breakfast Club please use the playground gate entrance and access the Global café through the playground. Please alert the staff to your arrival.

To collect children from After School Club please use the use the playground gate entrance and access the Global café through the playground. The gates are closed for your child's safety and security so please ring the ASC mobile number to arrange for your child to be taken to the gate.

Register:

The person in charge of the club records every child's attendance in a daily register.

Parents/Carers must sign their child/children in for Breakfast Club.

Children attending After School club will be signed in by staff and parents/carers must sign them out from After School Club.

The time must be recorded in the register.

Children must be collected by the end of the session for which they are booked. If a parent/carer is late collecting then they will be charged an additional £1.00 for every five minutes they are late.

If children are not collected at 6pm by the end of club the following procedure will be followed:

- All information regarding normal collection routines will be checked by the club leader.
- Parents will be contacted using the information provided on the After School registration form. Should the club leader be unsuccessful in contacting the parents, information from details provided to the after school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child the after school club leader will contact the Headteacher. Both members of staff must stay with the uncollected child.
- If an authorised adult does not collect the child by 6.30 p.m. the club leader will inform the



Headteacher and contact social services.

Please also refer to our non-collection of children policy

Charges: (September 2015)

Breakfast Club costs:

7:45am - 8:40am at £2.00 per child per session

After School Club costs:

3:00pm - 6:00 pm at £8.00 per child per session.

3.00pm – 4.30pm at £4.00 per child per session.

Booking:

Bookings for Breakfast Club or After School Club to be made at the school office, not with club staff.

Breakfast Menu:

Cereal

Toast with butter/low fat spread

Jam, honey, marmite

Full cream milk

Water

Fresh fruit

We shall encourage children in our care to make healthy options when choosing a breakfast.

The club stocks a variety of non-sugary breakfast cereals e.g. Shreddies, Rice Crispies and Weetabix.

After School Menu:

The After School Club menu will be planned to run over a two week period. A variety of foods will be provided that will ensure the children receive a balanced and healthy diet.

Registration forms should inform staff of any allergies or special dietary requirements.

Space

The clubs meet in the school global cafe where a range of activities will be set up for the children to access.

The food is prepared in the cafe and served at tables.

The clubs are able to use the school outdoor environment.

Staffing and Qualifications

The breakfast club leader and assistant are trained to at least NVQ3 level. All staff have received training in food hygiene and preparation, First Aid and have received Safeguarding training. Other staff members are also on the premises during the clubs opening hours.

OFSTED states that staff ratios should be one adult to eight children for children aged four-eight years. If the After School club is also used by children over eight years, the ratio should always remain 1:8 for children under eight years. It should be noted that no more than 25 children should be allowed at the club.



Storage of Provisions

All food stuffs are stored in a cupboard in the global cafe. The fridge in the cafe is used for the storage of perishables. The fridge is regularly tested for temperature and cleanliness.

Storage of equipment

The clubs own equipment is stored in the cupboards in the global cafe for ease of access. The clubs are able to use school equipment with the prior agreement of the headteacher. (For example sports equipment)

Billing

Breakfast Club

Breakfast Club sessions are paid for on a weekly basis and money should be given to the office.

After School Club

Regular sessions are booked in advance using the appropriate booking form. The Resources Manager will then generate an invoice for each four week period, payable in advance. Additional bookings can be made and will be invoiced for separately. Cash, cheques (payable to Oxford Road Community School) and Childcare vouchers are accepted as payment.

Payment cannot be refunded for days of absence. Refunds/exchange days cannot be made.

Purchases

The club leader puts in a request with the office staff for food as required.

Requests for equipment are put to the Headteacher.

All purchases are recorded for budget monitoring.

Code of Behaviour

Expectations reflect our school policy on behaviour. Consequences for poor behaviour are in line with school policy and procedures. Persistent poor behaviour will result in the offer of a place at Breakfast Club or After School Club being removed.

Health and Safety

The environment for the clubs is risk assessed and reviewed regularly.

All activities are risk assessed by the club staff and approved by the Headteacher.

The staff have access to the school First Aid kits.

Medicines

Club staff are not obliged to administer medicines. Any request for the administration of medicines must be done in line with the school First Aid and Medicines Policy. Any injuries must be recorded and reported to parents/carers on collection. Parents are required to sign the First Aid record.

Safeguarding

Parents and carers must see children in to the building and sign them in on the register.

Children will only be released to the care of named adults and this adult will need to sign the register to confirm collection.

No child will be allowed to the clubs without a completed registration form.

Please also refer to Non-Collection of Children Policy



Photographs

The staff will use and store data and photographs in accordance with the school policy. Photographs will be used for displays, as evidence of a range of play activities and on the website but only with parental permission.

Mobile phones

An allocated mobile phone has been purchased for staff to use in order to contact parents. Mobile phones will not be used by staff for personal use during the session and must be switched to silent. Mobile phones will not be used to take photographs of children at the club. Please also refer to Photograph and Mobile Phone Policy