



Whitstable Junior School

Breakfast & After School Club

Policy

Implemented: July 2024

Date of last review:

Date of next review:

Staff Responsible: Sarah Kent, Headteacher

Governing Body approval 18th July 2024

Introduction

The Breakfast Club is run by Whitstable Junior School. The After School Club is run by Inclusive Sport. Both clubs exist to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7.30am – 8.30am and After School Club from 3.15pm to 6.00pm. Current costs for each session can be obtained from the School office or club staff. A copy of this policy is provided to all parents of children attending the Clubs 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.

Admissions

- Children attending Whitstable Junior School are eligible to attend breakfast club.
- All places are subject to availability.
- Breakfast club – priority for places will be given to children who have pre-booked set days.
- Breakfast club – ad hoc sessions will be subject to availability. We may not be able to take your child if the club is full.
- 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 also available to view on the school website.
- Non contracted pupils are welcome to use the clubs, provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a weekly register.

Arrival and Departure

Breakfast Club

- Parents/carers are required to buzz the breakfast club at the school gate which will be opened for them. Parents can either walk with their child, or the child can walk by themselves to the Oyster Room.
- **If places are limited, priority will be given to those who have pre-booked sessions in advance. Ad hoc sessions will be subject to availability.**
- Children will be escorted to their classrooms at 8.30am where classroom staff will be in attendance to supervise them.

After School Club

- Class staff will accompany all children to the room and **Inclusive Sport** staff will take an attendance register of all contracted children. After School Club staff will liaise with class staff and the office staff to determine any reason why a child is not accounted for.
- When a child is collected at the end of their session the time will be recorded.
- Children will only be released to adults who are named on the authorised collection list.
- 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 **Inclusive Sport** if their child is going to be absent from after school club. If their child is unwell therefore not attending school, then the school absence procedures must also be followed. If their child is in school but other arrangements are made for the end of day collections the parent must call the school office to advise of these.

Daily Routine

Breakfast Club

- Open between 7.30am – 8.30am. A range of activities are set out for the children to use.
- As children arrive, they should wash their hands before eating. Children then sit down and select their freshly prepared breakfast. Menus are available.

- Children can bring a toothbrush and toothpaste in a named wash bag to clean their teeth after they have eaten, should you want them to.
- 8.25am Tidy up time encouraging the children to take responsibility for the resources and environment.
- 8.30am children are escorted to their classrooms where their teacher will meet them.

After School Club

- 3.15pm – 3.20pm Children are escorted from their classroom to the school hall by their class adult.
- 3.20pm – 5.00pm Children can choose from a range of play and planned activities both indoors and outdoors. A variety of fruit and healthy snacks will be available until 4.30pm and water and milk are available throughout the session.
- 4.30pm- Parents/carers early collection time.
- 5.00pm – 5.30pm A cold snack is served to all children. **Please try to avoid collecting your child during this time.**
- 5.30pm – 6.00pm activities continue to be available until all children have gone home.
- Uncollected children – If a child has not been collected by 6.00pm, and no message is received from parents, we will contact the parents by telephone in the first instance. If there is no reply then we will contact the other emergency contacts for the child. **If all emergency contacts are unavailable, after approximately 45 minutes, the police and social services will be informed.**
- **A charge will be levied for late collection after 4.30pm where the session has only been booked until 4.30 pm. A fee will be charged at £2.00 per child. For late collection after 5.10pm an additional fee of £10.00 will be added. This charge will be added to the following month's invoice.**
- **A charge will be levied for late collection after 6.00pm. A fee will be applied for late collection from 6.00pm onwards at £10.00 plus £1.00 per minute, per child. This charge will be added to the following month's invoice.**

Payment of Fees

Both clubs run during school term time only and in accordance with the published term dates of Whitstable Junior School.

Please note that the clubs will not operate on our five annual staff development days that the school is closed for.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment terms.

The parent signing the club registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the School Business Manager as soon as possible. All matters will be dealt with confidentially.

All fees can be paid by cash, cheque, standing order, bank transfer or tax-free childcare accounts, or childcare vouchers.

Breakfast club

- Invoices will be produced termly, in advance, and you will be charged for the sessions your child is booked in for, regardless of attendance.
- Invoices will be sent home with your child where possible.
- Payment will be **due within two weeks** and can be made by bank transfer, childcare vouchers, cash or cheque, made payable to Whitstable Junior School.
- Receipts will be issued for all payments of fees and a copy will be sent to parents.
- Parents should keep their receipts as proof of payment.
- If fees remain unpaid for two weeks beyond the due date, this may result in a parent losing their childcare place.
- If a place is no longer required for your child, please notify the school office. One months notice is required and fees will be payable for the notice period.

After School Club

- Invoices will be produced via an an online booking system at the beginning of each term for the terms sessions you have pre-booked for your child
- Payment will be due within **14 days of the conclusion of each term** and will be made online via the booking system (childcare vouchers accepted)
- Payment is due for all contracted sessions even if your child is unable to attend their booked session.
- Payment for any additional sessions required throughout the term that have not been booked on the system , or late collection fees will be added to the next terms invoice.
- Receipts will be issued for all payments of fees and a copy will be sent to parents via the online booking system
- Parents should keep their receipts as proof of payment.
- Unpaid fees after the 14 days many result in a parent losing their childcare place.
- Four weeks' notice (not including school holidays) must be given to reduce the number of sessions your child attends at after school club.
- Four weeks' notice (not including school holidays) must be given to resign your child's place.

Related whole school policies

All whole school policies also cover the wrap-around-care provision at Whitstable Junior School.

The following policies, as well as others, are available on the school website or can be requested from the school office.

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Charging Policy

