

be kind – be curious – be respectful.

Breakfast and Afterschool Club Policy



**Oak Grange Nursery &
Primary School**

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Introduction

The Breakfast and After School Club is run by Oak Grange Primary and Nursery School and exists to provide high quality out-of-school hours childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The Club operates from 7.30am – 8.50am and 3.30pm – 6.00pm term time and current costs are as follows

Breakfast Club	7:30-8:50	£7:50
Afterschool Club half session	3:30-5pm	£7:50 (includes tea)
Afterschool Club half session	3:30-6pm	£11:50 (includes tea)

This policy is provided to all parents/carers of children attending Breakfast and After School Club and is also available on the school website.

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

Admissions

- Only children attending Oak Grange Primary and Nursery School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded on a register.

Bookings & Payment of Fees

- It is a requirement of the Club that parents/carers pay their fees in advance. Payment is due for all contracted sessions even if your child is unable to attend their booked session, unless the absence is due to illness.
- The parent signing the Club's registration form is known as the 'contracting parent' and is responsible for the payment of all fees.
- Places booked but not attended will be charged for unless cancelled by 3.30pm **the week** before.
- Places can be booked up to a week before the session required.
- If you need to book a place for Monday- please do so by the previous Monday.
- If you need to cancel for Monday- please do so by the previous Monday. If you do not cancel **7 days** prior to the session, then **you will** be charged for this session.
- All places must be booked on ParentPay at least a week in advance. Failure to book may result in your child not being able to attend club due to staff-pupil ratio.
- Places at the Club are allocated on a strictly "first come, first served basis."
- A child does not need to attend every day - sessions are flexible.
- A member of the Breakfast and After School Club will keep an accurate record of attendance and will pass this record to the school office daily.
- It will be at the discretion of the Head Teacher to confirm children who may attend for free, due to financial hardship or other social issues.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Arrival and Departure

Breakfast School Club

Parents/Carers are asked to bring their child to the school reception (or library door), ring the bell and a member of the Oak Rangers Breakfast Club team will come and meet them.

After School Club

The children from FS1 and 2, will be taken to the classroom by a member of the After School Club team.

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 in a timely manner.

Departure

- At the end of the session, the parent/carer will ring the bell at reception (or the library door) A member of After School Club will go to see who the adult is. The staff member will then get the child ready and take them to the parent.
- Parent/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/carers must inform the school office staff if their child is going to be absent from the club.(SEE CANCELLATIONS)
- Staff will **ONLY** release children to named contacts- **WHO KNOW THE PASSWORD (this is the same as you gave for school admission)**

Daily Routine

Morning Session

- **7.30am to 8.30am** Parents/carers bring their children to the school reception (or library door), ring the bell and one of the Oak Rangers staff will meet you. A range of activities will be set out, linked to the time of year.
- **7.30am** Children wishing to have breakfast have a choice of juice, cereals and toast. Breakfast is available until **8.20am**.
- **8.40am** Tidy up time where all children are encouraged to take responsibility for tidying the classroom.
- **8.45am** All children will be asked to toilet and wash their hands, collect their belongings and be taken to their classroom.

Afternoon Session

- **3.20pm – 3.30pm** FS children to be collected and escorted to the classroom.
- **3.30pm – 4.00pm** children will be offered a snack and drink.
- **4.00pm – 6.00pm** children can then choose from a range of play and planned activities.

Tea will be served at approximately 4.20pm.

Behaviour

Whilst attending Breakfast and After School Club children are expected to:

- follow our school values of kindness, respect, and curiosity.



we are kind

I am kind when...

- I smile and say hello.
- I use kind words.
- I use kind actions.
- I include others.
- I help others.
- I am being fair.



we are curious

I am curious and ready to learn when...

- I look carefully
- I listen carefully.
- I use my learning attitudes:



we are respectful

I am respectful when...

- I use good manners.
- I walk in school to stay safe
- I respect the feelings of others.
- I respect the beliefs of others.
- I respect property at school and home.
- I respect our environment by being a Global Citizen.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Staff developing positive relationship with all children.
- Creating consistency with routines and expectations.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

All unacceptable behaviours will be dealt with and addressed with the child.

Adults will use these restorative interactions to help the child resolve the incident or conflict and understand how to repair the harm caused. The level of the behaviour may mean that there needs to be a further reflection time on other days to resolve and repair the incident.

Reflection time aims to:

- Teach children the impact of the behaviours they have shown,
- Support children to take responsibility for their own behaviour,
- Know how to repair the impact of their behaviour,
Have positive strategies to improve their future behaviour

First Aid

- All accidents will be recorded on the school accident forms, accurately reported to the parent/carer.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during club will be contacted immediately.
- If a child is sent home during school hours, club will be informed of their absence.

Uncollected children

Uncollected Children

If a child has not been collected by 6pm parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. Any collection after 5.05pm for the half session will be charged at the full session rate. A fee will be applied for late collection from 6.05pm onwards at £1.00 per minute per child. This charge will be added to your account.

Related whole school policies:

- Child and safeguarding policy
- Equal opportunities policy
- Health an

