

# The Discovery School Breakfast and After School club policy



## Introduction

The Discovery School Breakfast and After School clubs are run by The Discovery School and exist to provide high quality out-of-school hours' childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

The clubs operate from 7:30am-8:40am and from 3:15pm-6:00pm term time only. The clubs do not open on inset days. Current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents attending Club and is also available on the school website.

**All parents 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 The Discovery School are eligible to attend the clubs.
- All places are subject to availability.
- 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 available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

## Bookings

Bookings for both The Discovery School Breakfast and After School club can be made online via the School Gateway. Bookings can also be made at the School Office.

Bookings should be made as follows:

Breakfast club:	by 3pm the day before.
After School club:	by 2pm on the day.

## **Payment of Fees**

It is a requirement of the club that parents pay their fees in advance. Payment can be made online via the School Gateway, or by using childcare vouchers.

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

If a parent is having trouble with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters in confidence and arrange for discussions to be conducted in private.

## **Cancellation**

If a child is unable to attend a previously booked session, we would ask that notice is given as follows so that we can ensure our registration process is correct:

Breakfast Club:           By 2pm the previous day  
After School Club:       By 3pm on the day

The Discovery School will be unable to refund any cancelled sessions but will transfer payment made to a future session.

## **Arrival**

### **Breakfast club**

- Parents/ carers are required to sign their child/ children into Breakfast club. Upon arrival, the doorbell situated to the left of the main school entrance, should be rung to alert staff of your arrival.
- Children will be escorted onto the relevant playground at 8:40am by The Discovery School club staff.

### **After school club**

- Foundation stage children will be taken to the club by school staff.
- All other children will be taken to or make their own way to club in accordance with parents' wishes and their age.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine the reason if a child is not accounted for.

## Departure

- We will not permit your child to be collected by anyone under the age of 16 years old (even if you have given permission).
- Children are to be collected from the small hall. Please ring the doorbell located to the left of the main entrance doors to alert staff of your presence.
- 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.
- The parent /carer or named collector must inform a member of staff that they are collecting and signing out a child.
- 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 school office if their child is going to be absent from the club.

## Daily Routine

### **Breakfast Club**

- 7:30am – 8:40 am parents bring their children to Breakfast Club situated in the small hall where a range of activities are set out.
- 8.10am - breakfast is served.
- 8.35am - tidy up time encouraging the children to take responsibility for the school environment.
- 8.40am - children collect their coats and bags. Foundation stage children are escorted to their classrooms. Key stage 1 and 2 children are released to make their way to their classrooms for the start of school.

### **After school club**

- 3.15pm - Children go to/ or are taken to club in accordance with parents' wishes and their age.
- 3.30pm - Children will be offered a light snack.
- 4pm – 6pm - Children can choose from a range of play and planned activities, both indoors and outdoors (weather permitting).

## Activities

A variety of play based, practical and craft activities is offered for the children to choose from and enjoy. In the warmer months, the children can also play outside. Children will all have an equal chance to participate in all activities and experience a variety of activities during their time in Breakfast and After School club.

If your child wants to complete any homework they may have during the Breakfast and/ or After School Club session they are attending, we will facilitate this, however, club staff will supervise and play with all children equally rather than providing one to one support.

### **Behaviour Policy**

The Discovery School recognises the importance of using effective behaviour management strategies and promotes children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

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

- Adhere to the School's behaviour policy, as they would during the school day.
- Use socially acceptable behaviour.
- Comply with the club rules, which are compiled by children attending the club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities
- Ask for help if needed.
- Enjoy their time at The Discovery School Breakfast and After School club and enable others to enjoy themselves also.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be excluded from the club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- 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.

Parents of any children who become unwell during the club will be contacted immediately. If child is sent home during school hours, the club will be informed of their absence.

### **Uncollected children**

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

Please contact the After School club directly on 01732 847444 if you are likely to be late or are having difficulties collecting your child/ children.

**A charge will be levied for late collection. A fee will be charged for late collection from 6.00pm onwards. This will be charged, per child, at £10 for every 15 minutes that the parent is late and will be added your account.**

**Related whole school policies:**

- Safeguarding and child protection
- Health and Safety
- Behaviour policy
- Complaints policy
- Equal Opportunities