

## Upton Earlies and Upton Lates - Policies & Procedures

All children who attend must be registered with the clubs

<b>Aims &amp; Objectives</b>
To increase the opportunities and support available to families; to offer a child care facility in an environment which is safe and secure; to help enrich the learning experiences of our children; to develop social skills and enable them to have fun through the 'Upton Earlies' and 'Upton Lates' experience.
<b>Overview</b>
<p>Upton Earlies will be managed by the school, offering the children the opportunity to have a healthy breakfast at the start of the school day in a safe and friendly environment. It will be available for pupils of the school each weekday morning during term time, excluding Inset days and bank holidays, and will run from 7.45am to 8.50am with breakfast, or from 8.15am to 8.50am as a drop off facility. Breakfast will be served until 8.10am.</p> <p>Upton Lates will also be managed by the school, and will provide a nutritious snack and a safe environment. The after school facility will be available for pupils of the school each weekday afternoon during term time, excluding Inset days, bank holidays and any specific days reserved for events and will run from the end of the school day to 4.30pm or 5.30pm or 6pm.</p>
<b>Policies and Procedures</b>
<ul style="list-style-type: none"> <li>Completed booking forms should be handed to the School Office. Once these have been received, and subject to availability your ParentPay 'Upton Earlies' or 'Upton Lates' account will be activated and you will be able to make payment. Bookings and payments must be made at least one week in advance.</li> <li>All fees MUST be paid for in advance using our ParentPay system. This can only be done once your child's place has been confirmed; this will be indicated by an activated account on ParentPay. Please note that refunds cannot be made due to illness or absence as the payment is confirming your child's place at Upton Earlies/Lates.</li> <li>Payments will not be accepted at the Upton Earlies/Lates clubs.</li> <li>Children must be escorted to the breakfast club and registered with a member of staff upon arrival in the school library (via the infant entrance).</li> <li>Children attending Upton Lates will need to be collected from the same place.</li> <li>Staff will be responsible for the care and management of the children, treating them with respect at all times. There will be at least two members of staff in attendance at any one time and legal guidelines relating to adult/child ratio will be adhered to.</li> <li>Staff will promote good behaviour by fostering an ethos of trust and respect with an aim to raise the self-esteem of the children in our care so that they have a sense of belonging and value among their peers and adults. All children who attend Upton Earlies/Lates are expected to behave well, show respect, be polite, look after equipment and be courteous to staff and to each other.</li> <li>This facility is only for children who currently attend our school from Reception to Year 6.</li> <li>At the start of school, junior children will be released into the school via the internal door from the hall and infant children will be taken to their classroom by a member of staff. At the end of the school day, junior children will make their way to Upton Lates and infant children will be collected from their classrooms.</li> <li>Parents and Carers are asked to show their agreement with these policies and procedures by signing and returning the Registration Form and Agreement to the school office.</li> <li>Parents are asked to keep the office informed of any change to emergency contacts.</li> </ul>