



Shirley Primary School Breakfast & After School Club Terms and Conditions

Introduction

As part of our school extended service we run a Breakfast Club (BC) and After School Club (ASC) in the club area beside the Children's Centre for Shirley children during term time only, providing children aged 4-11 with a friendly, caring and supportive environment where they feel comfortable and happy. The BC runs from 7:45 – 8:40am and ASC from 3:15 – 6:00pm

Our Aims

- To provide a safe and friendly childcare facility for parents/carers
- To provide healthy foods/snacks for children attending either club.
- To provide a range of fun activities such as board games, arts and crafts, lego and card games etc. as well as outside activities when possible.
- To provide children with a quiet area for relaxation
- To support homework as necessary

Organisation

All members of staff have a current DBS certification. All are First Aid trained and have undertaken training in Basic Food hygiene. Both clubs are based in the school hall but will also make use of the school playground, weather permitting.

Booking a place

All families must read and sign this Breakfast & After School Club terms and conditions document before making a booking. Places should be booked in advance via a termly booking form that will be produced at the end of each term for the following term. These will be sent home via Pupil Asset or can be downloaded from the Club page of the Shirley website. Parents/Carers should complete the booking form and return to Mrs Jelliman, Wrap-Around Care Manager before the end of term so that capacity can be assessed and places allocated before the start of the new term. We will do our best to accommodate one off sessions, but there is no guarantee. Please email finance@shirley.cambs.sch.uk to see if space is available.



BREAKFAST CLUB: The Breakfast Club opens at 7:45am. Parents should not leave their children prior to this time as they will be un-supervised. Children will be served a healthy breakfast and drink before having the opportunity to play quiet games in the Club area. At 8:40am children will be taken their classrooms, or to any preschool club they may be attending.



AFTER SCHOOL CLUB: Children will be escorted from class to the club area at 3:15pm by a member of staff. A register of all children will be taken at 3:20pm. Children who are booked in to attend a session, but who do not arrive will be located. Parents will be contacted should it not be possible to locate pupils. Parents are asked to inform the school office of any changes to attendance at ASC.

Fees

The cost of attending the Breakfast Club is £2 per child per session. This includes a healthy breakfast such as cereals, croissants, crumpets and/or toast!

The cost of attending the After School Club is £7 per child per session. This includes a healthy snack such as fresh fruit, yoghurts, cheese and biscuits or sandwiches.

The After School Club closes promptly at 6:00pm. Any child collected after 6:00pm will incur a late collection fee of £1 per minute thereafter. This charge is to cover the cost of staff supervising uncollected children. Should late collection of your child/ren occur more than three times in any half term, your child's place for the following half term may be jeopardised.

Club fees should be paid half termly in advance via our online payment system on Pupil Asset, by cash, cheque, childcare vouchers, or via direct bank transfer. Shirley has also registered for the Government's Tax free Child care scheme. Non payment of fees, or regular late payment, may jeopardise your child's place at the clubs. There is no price reduction for early collection from ASC and regular lateness in collecting your children could result in a possible forfeit of your child/ren's place at the club.

PLEASE NOTE THAT ALL SESSIONS BOOKED MUST BE PAID FOR EVEN IF YOUR CHILD DOES NOT ATTEND.

Behaviour

Shirley Primary School recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending Wrap-Around Care, children will be expected to abide by the school behaviour policy.

We reserve the right to withdraw a place in the event of persistent unacceptable behaviour.

Shirley offers these clubs as an additional but non statutory offer to parents. Whilst every attempt will be made to accommodate children, in some instance the provision may not meet the child's needs and attending the club may not be in the best interest of the child to ensure that they are happy and successful in the space. In some instances shorter periods of time may need to be allotted, or fewer days, or alternative days or on rare occasions, not at all. These decisions will be made in full consultation with parents.

In accordance with safeguarding arrangements, all staff involved in the running of Breakfast and After School Club follow existing school policies and procedures relating to Safeguarding and Child Protection. Please visit the school website, www.shirley.cambs.sch.uk where all school policies and procedures can be found.

Sickness and medication

All medication will be administered following the existing school policy.

Emergencies

In the event of a serious accident or illness, staff will contact the parent/carer identified on Pupil Asset, so parents/carers are asked to ensure that all contact information held in school is accurate and up to date.

I have read and agree to comply with these terms and conditions.

Signed Date

Parent of; Year