

Child's Play

Breakfast, Afterschool and Holiday Club



Child's Play

Policy Information

Breakfast, Afterschool and Holiday Club

Food and Drink policy

Statement of intent & aim

Snack time is considered a valued part of our club. Eating represents a significant social period for children and it gives them the opportunity to learn about healthy eating. The aim behind this is to provide healthy and nutritious food, which meets each child's dietary needs and the guidelines that have been laid down by the food standard agency.

Methods

- Before any child attends before & after school club we ask that parents inform us of any allergies or dietary needs.
- We regularly ask that parents keep the club updated with any changes to dietary requirements or allergies.
- We provide healthy and nutritious food avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservative and colourings.
- We provide opportunities for children to experience foods from a variety of cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We have great variety in our menus and are nut free as we are a nut free environment; we also consider the eating practises of their cultures. See our **nut allergy awareness** policy on our website for more information.
- We use snack times to help children develop independence though making choices for themselves.
- We have fresh drinking water readily available to the children as well as fresh juice and milk.
- To protect the children with food allergies, we have rules about children sharing and swapping their food with other children, we also have a rule that only food supplied by Child's Play can be eaten during our sessions.
- Staff are always present and will participate with breakfast and snack times where it is possible for them to do so.
- All the food (hot or cold) is served at the correct temperatures in accordance with the guidelines set by Food Standards.
- Breakfast will only be served up until 8 am term time.
- A folder containing all food ingredients including allergies will be accessible to parents/guardians.

Breakfast, Afterschool and Holiday Club

Equipment and Resources policy

Statement of intent & aim

We believe that to heighten the quality of our club we should provide the children with safe, clean attractive, stimulating resources, toys and equipment. The aim behind this is to provide children with resources that will help to consolidate and extend their knowledge, skills, interests and aptitudes.

Methods

To achieve this, we:

- Provide play equipment and resources that are safe and conform to the relevant safety standards.
- Provide enough equipment and resources for all the children.
- Provide resources that promote all areas of learning and development, which will either be child or adult led.
- Select books, equipment and resources that promote positive images of people of all colours, cultures, ethnicities and abilities, are non-discriminatory and avoid any racial or gender stereotyping.
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenges and meet the needs and interest of all the children.
- Provide furniture that is suitable for the children and our environment.
- Regularly check the resources and equipment that are available to the children at each session and ensure they are put away at the end of the session. We repair, clean or replace any unsafe, worn-out, dirty or damaged resources and equipment.
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenge is offered.

Breakfast, Afterschool and Holiday Club

Fees & Fines policy

Statement of intent & aim

Child's Play charges for its services and relies on parents making payments on time. Where payments are made late or children are collected late, resulting in additional costs to the club, penalties will apply as detailed below.

Details

- Bookings need to be made via Arbor. Please top-up your account, before booking.
Payment to be made at the time of booking.
Bookings close for breakfast club at 06:15 and afterschool club at 12.30pm
- Our doors are open for the full 38-week academic year for five sessions per week for both Breakfast Club and After school club.
- Our Breakfast Club will start at 7:30am and will end at 8:30am. (Breakfast is served until 08:00)
- Our After-school Club will start at 3:15pm and offers two pick-up times: 4:45pm and 6:00pm.
- Pick-up times are agreed upon and set when the session is booked. Children can be picked up before their agreed times, however no refund will be made.
- Our Holiday Club runs on advertised dates across the year.

Pre-booked Sessional costs

- We expect parents/guardians to book and pay for the sessions they wish their child to attend in advance, via Arbor, all sessions are non-refundable.
- Each Breakfast Club session will cost £3.75 for the 1-hour session, 7:30am to 8:30am.
- Each Afterschool Club session will cost £9.25 for the full session or £7.00 for the earlier session, whether the whole session is attended by the child.
- Each holiday club session is split into AM, PM and Full Day sessions. AM sessions are from 7:30 am until 12:30pm and are charged at £11.00. PM Sessions are from 12:30pm until 6pm and are charged at £11.00. A full day session runs from 7:30 am until 6 pm and is charged at £22.00. We also offer half price for siblings attending the same session – 1 sibling only.
- If you require sibling discount, please contact Lorraine for this to be applied, holiday club only.
- A proportion of childcare costs may be claimed back as part of a family's working families tax credit. Childcare vouchers are also accepted where appropriate.
- Training days and Holiday clubs are to be booked in advance and paid for at time of booking.
- All sessions including Training days and Holiday clubs are non-refundable, WE ARE UNABLE TO GIVE REFUNDS OR SWAP SESSIONS
- Booking is to be made as soon as possible.

Children collected late from session - Costs

When a child is collected late, after the agreed session ends, whether this is at 4:45pm or 6:00pm, there will be a fee that must be paid. This fee is to contribute to the cost of the two members of staff that must care for your child until a parent/guardian arrives to collect the child. The cost of this fee is £2.25 per child for the early 4:45pm session, and £5.00 per 5 Minutes per child for after 6.00pm

Breakfast, Afterschool and Holiday Club

session. Timings will be taken from the time recorded at the time of ringing on the Child's Play doorbell or walkie-talkie.

Non-collection of child policy

Statement of intent & aim

If a child is not collected by an authorised parent/guardian at the end of the session a set of agreed procedures will be put into practise. This procedure will ensure that the child is cared for safely by an experienced and qualified practitioner who is well known to the child. The aim of this is to ensure that the child receives a high standard of care to cause as little distress as possible if the child is not collected by an authorised parent/guardian.

Methods

Parents/Guardians will be required to provide specific information, which is recorded on Arbor, our school's information system. Please ensure all information is always up to date.

- Home address and telephone number– if parents/guardians do not have a telephone, an alternative number must be given such as a neighbour or close relative.
- Place of work, address and telephone number (where applicable).
- Mobile telephone number (where applicable).
- Any information about a person that should not have access to your child legally.
- A password is required by the collecting adult so that we know they have been authorised by the parent/guardian – please let the Childsplay manager know.
01795 500992 (Bobbing) 01795 412310 (Iwade)

If a child is not collected at the end of the session by a parent/guardian the following set of procedures will be put into action:

- Parents/guardians are contacted at home/work.
- If this is not successful, the adults who are authorised by the parent/guardian and whose telephone numbers are recoded on the ARBOR will be contacted.
- All reasonable attempts are made to contact the parents/guardians or the nominated carers.
- The child will not leave the premises with anyone other than those who are named on the Registration form or a nominated carer who knows that child's password.
- If no-one collects the child after half an hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local social services department advising them of the situation.
- The child stays at the setting in the care of two members of staff until the child is collected either by the parents or a social worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- A full written incident report will be recorded on the child's file.

Breakfast, Afterschool and Holiday Club

Behaviour & safeguarding

We continue to hold the same expectations around pupil's behaviour whilst they are in breakfast, after school or holiday club. Please see the **Positive Behaviour Principals** Handbook on the Trust website for full details.

We use the Restorative Justice approach, in line with the school behaviour policy, to resolve any behaviour concerns. If there has been a concern at breakfast club, we will send an email to notify you of the concern and how it was resolved. If there has been a concern at afterschool or holiday club, we will speak to you when you come to collect your child.

The Child's Play leads work closely with the class teachers, so they know the needs of the children who are attending, such as additional supports for behaviour or SEND.

At Bourne Alliance MAT we take safeguarding as a high priority. All staff are trained in safeguarding and receive regular update training. See our **safeguarding and child protection** policy for full details. The staff who work in our wraparound care all always have access to the Designated Safeguarding Lead team.

During in-person Parent consultations, 'no entry' signs are placed at the doors for Child's Play and staff are vigilant to visitors being in the school. Any person entering the provision who is not known to the staff is challenged. A radio is always on hand to call the Office, Site Team and Senior Staff. All parents/carers must continue to use the usual procedure to collect their child, unless they arrange with the Child's Play staff ahead of time that they will collect the child after their parent consultation. See the **Parents/Open evening RA**.

First aid and access to medicines

Qualified first aiders are always available in wraparound care. Medicines – such as asthma pumps – are either held by Child's Play (where these are made available by parents), or accessible in classrooms. All health care plans are updated annually and shared with Child's Play staff.