

# **Child's Play**

## **Breakfast, Afterschool and Holiday Club**

**Policy Information**

**September 2023**



## Introduction

Childs Play runs from both Iwade and Bobbing Village Schools. During the school holidays, sessions will run from Iwade school and are open to both Iwade and Bobbing pupils. The holiday sessions will be notified to parents/carers in advance and may vary depending on staff availability and works being undertaken to the school premises.

## Admissions

- 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 Holiday Club runs on advertised dates across the year.
- Children may attend the Breakfast club and Afterschool club on a full time or part-time basis.
- Provisions are charged for a maximum number of children in accordance with the risk assessment carried out by the school having regard to the age and needs of the children and type(s) of activities.
- Places are available on a first come first served basis. We advise booking in advance to ensure the welfare and safety of those attending and for safeguarding reasons, we cannot exceed staff/ pupil ratios. We plan staffing levels based on the number of bookings received and cannot guarantee that there will be space on the day.
- Children cannot attend Breakfast club before 7:30am and parents must not drop children and leave them unattended on the school site.

## Fees & Fines

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

- All payments should be made via Arbor, where an immediate receipt will be issued or via employer vouchers.
- Our Breakfast Club will start at 7:30am and will end at 8:30am.
- 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.

## Pre-booked Sessional costs

- We expect parents/guardians to book and pay for the sessions they wish their child to attend in advance, as far as possible.
- 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 or not 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 families 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.
- Booking are to be made as soon as possible. Please look out for closing dates on the school website.

### 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 5 Minutes per child for the early 4:45pm session, and £5.00 per 5 Minutes (or part thereof) per child for the 6:00pm session. Timings will be taken from the time recorded at the time of ringing on the Child's Play doorbell or contact on the walkie talkie.

### Late payment

- The financial viability of the Breakfast Club and Afterschool Club is dependent on the prompt payment of the monthly invoices which should be paid by the date stated on the invoice.

Non payment of full monthly invoice by deadline specified

| Payment received          | Charge  |
|---------------------------|---|
| By due date               | N/A   |
| Within 3 days of due date | NIL – unless this is 3 <sup>rd</sup> time or more in 12 month period, in which case a £5 charge will be applied |
| 4-15 days after due date  | £10 charge applied  |
| 16-30 days after due date | Further £10 charge applied  |
| 31+ days                  | Further £20 charge applied for each subsequent month that payment remains outstanding                           |

### Termination

- A months' notice in writing is required to terminate the contract that you have agreed to.

### Arrival and Departure Procedure

Childs Play operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departures of all children attending the clubs. To ensure the safety of the children it is not possible to make allowances which do not adhere to the policy and procedures outlined in their document.

Children will be accompanied by an adult when starting Breakfast club or Afterschool club and a register will be taken. In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff registering the children will immediately notify the supervisor
- The supervisor will make contact with staff from relevant class, clubs and the school office to ascertain attendance at school that day.
- The supervisor will contact the named parent/guardian on the initial registration form to ascertain the whereabouts of the child.

We ask that when collecting children, parents/ guardians wait in the designated area, by the main office and must not enter the main school building unless invited by a staff member. Children will be brought out by a member of staff.

### **Non-collection of a child**

In the event that 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 in order to cause as little distress as possible in the event that the child is not collected by an authorised parent/guardian.

Parents/Guardians will be required to provide specific information which is recorded on our registration form, including:

- 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 Childs Play manager know in advance
- 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 Registration Form 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.

## Food and Drink

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.

- Before any child attends before & after school club any dietary requirements or allergies will be recorded from the parents/guardians, this information will be collected when the parents/guardians fill out the registration record for their son/daughter.
- 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 we are as nut free as possible since we are a nut aware environment; we also take into account the eating practises of their cultures. See our **food allergen** policy on our website for more information
- We use snack times as a way 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.
- In order 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 present at all times and will participate with breakfast and snack times where it is possible for them to do so.
- All of 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.

- We cater for all children and their food allergies e.g. we have separate equipment for children who are coeliac

## 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 Managers 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 BA 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 have access to the Designated Safeguarding Lead team at all times.

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 onhand at all times 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**.

## Children with SEND

Childs Play staff work closely with the class teachers so they know the needs of the children who are attending, such as additional support for behaviour or SEND. Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child, including agreeing adaptations being put into place to support them
- Liaison will be agreed with relevant professional support networks if applicable
- Correct integration is given

## First Aid and access to medicines

Qualified first aiders are always available in wraparound care and the First Aid policy will continue to be followed at all times. Medicines- such as asthma pumps- are either held by Childs Play (where these are made available by parents) or accessible in classrooms. All health care plans are updated and shared with Childs Play staff via Arbor.

If a child becomes unwell during afterschool club a parent/ guardian will be contacted to collect their child.

## Equipment and Resources

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.

In order to achieve this we:

- Provide play equipment and resources that are safe and conform to the relevant safety standards.
- Provide a sufficient quantity of equipment and resources for all of 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.