

St Anthony's Catholic Primary School

'We Grow and Learn with Jesus'

Breakfast/After School Club Procedures Policy **Updated February 2020**

We aim to provide a welcoming and calm environment in which the children can enjoy a healthy breakfast/tea. It is also our aim to provide value for money, maintaining high quality provision whilst ensuring the sustainability of the clubs:-

We will ensure that:

- There are always 2 members of staff present during Breakfast Club and 3 Afterschool Club; one of these will be qualified to NVQ Level 3 or equivalent.
- At least one of these members of staff is qualified in first aid.
- The children are provided with a healthy breakfast consisting of cereals, toast, fruit, yogurts and water or milk.
- The children are provided with a healthy tea which will consist of sandwiches, wraps, pasta, beans on toast or similar.
- Any child's allergies and/or dietary requirements are adhered to.

The Breakfast Club runs Mondays to Fridays during School term time. Breakfast Club is available to children attending St Anthony's Catholic Primary School from Nursery to Year 6.

After School Club will run Monday, Tuesday and Thursdays and is available to children attending St Anthony's Catholic Primary School from Reception to Year 6.

We are committed to Equal Opportunities and all children are welcome to attend either club.

Breakfast Club is from 7.30 am to 8.45 am

After School Club is from 3.30 pm to 6.00 pm

After School Club staff will only work until 6.00 pm each evening and all children must be collected by then. Therefore, if for any reason a parent or carer is late collecting a child a fee of £5.00 will be charged for each child, increasing to £10.00 after 15 minutes and £20.00 after 6.30 pm

Admissions Procedure

Spaces are limited to 24 for Breakfast Club and 16 for After School Club and will be allocated on a 'first come first served' basis. Once all places are filled a waiting list will be started.

If a parent/carer needs a one off space this will be acceptable as long as a space is available and a registration form has been completed and payment has been made.

Booking & Cost Procedure

Breakfast/After School Club sessions must be booked and paid for half-termly in advance. The cost of each pre-booked Breakfast Club session is £6.00 (which includes breakfast) and for Afterschool Club the cost will be £10.00 per session (which includes tea).

Both clubs will take place in the dining room and so children will need to be brought to and collected from, the main entrance door. The parent/carer is to press the buzzer and wait. A member of the Breakfast or After School staff will open the door as soon as it is convenient to do so.

Attendance at the clubs is dependent on fees having been paid up to date, in advance. Late or non-payment of fees can result in the withdrawal of the child's place. Two weeks written notice will be required if a parent/carer wishes to cancel their child's place at either of these clubs.

Signing in and Signing Out Procedure

For Breakfast Club a parent/carer will need to sign in the child/children with a signature and time of arrival.

For After School Club a parent/carer will need to sign out the child/children with a signature and time of departure.

At the end of the Breakfast Club session Nursery and Reception children will be walked over to the school by a member of staff at 8.45 am in time for the start of the school day. Key Stage 1 & 2 children will walk to their classrooms and get ready for the start of the school day.

At the beginning of After School Club children from Reception will need to be collected by a member of After School Club staff and escorted to the dining room. Children from Year 1 to Year 6 should go straight from their classroom to the club area in the dining room.

Contacting Staff

A Club mobile phone will be switched on during club hours. This is for emergency use only. It can be used to contact parents/carers if a child is sick or has had an accident. The telephone number is to be given to parent/carers should they need to contact the Club to inform staff of a later pick up or if someone else is picking up.

Children's Accident Procedure

Any accidents will be recorded in an accident report book. We will inform parents or carers of any minor head injuries in the same way as school by providing a bump note.

If the accident is an emergency, we will use all the contact telephone numbers provided on the Registration Form to contact the parent or carer. If the child needs emergency treatment, an ambulance will be called and we will administer first aid prior to medical

assistance arriving. A qualified member of staff will accompany the child to the hospital to be met there by their parent or carer. A teacher or other member of staff will be called upon to cover.

Children's Illness Procedure

If a child becomes ill during Breakfast/After School Club, we will use all of the contact numbers provided on the Registration Form to contact the parent or carer and to arrange for the child to be collected from school.

We request that the child is collected as a matter of priority after the parent or carer has been informed to minimize the spread of infection.

We will inform the class teacher that the child has been collected from Breakfast Club and let them know the reason why the child will not be attending school that day.

Administration of Medicine Procedure

If a child needs their inhaler then a member of staff will escort the child to their classroom and observe that the medication has been taken correctly.

If child is showing signs of an allergy e.g. a rash we will first ring the parent/carer. If the parent/carer says we should administer the medicine held in school then we will do so. Once administered we will let School Welfare, the office and the teacher know, we will also complete a form and put it into the appropriate file. This is the only time that medicine can be administered.

If a child has a severe allergic reaction during Breakfast/After School club and requires his/her epi-pen then this will be given by a trained member of staff in line with the policy procedure set out in the school policy file.

Sharing of Information Procedure

As childcare professionals, we have a duty to safeguard all children within our care and our school policies and procedures documents outline this in detail. For best practice, for those children attending Breakfast/After School Club, we will share any professional information needed in order to fully safeguard the children within our care.

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast/After School Club, will have current DBS clearance. These records are held in the school office.

Behaviour

As both clubs are run by school, the existing school Behaviour Policy will be followed.

Parent/Carers Messages for Teachers Procedure

Messages from parents are passed on to the relevant staff member verbally by club staff. A message book is also provided for parents to write messages to teachers if they wish, this book will be carbon copied and the top copy will go with the child to class. The message book will be left in the club tray for teachers to check at break-time if necessary.

Staff Absence Procedure

Breakfast Club

If Dominika, Alessia or Rieko are sick and cannot come into work, they should telephone Linda to cover in the first instance. If she is not available to come into work at short notice then they should try the After School Club staff before telephoning the Head.

After School Club

If a member of staff from the After School Club is sick then as soon as possible emergency staff should be asked during school time if they can cover. If no one is available refer to the Head.

Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures leaving the building calmly and orderly via the closest exit. They will make their way to the front playground. The club register should be taken outside and all names checked. There will be a fire practice once per term.