

BREAKFAST CLUB AND AFTERSCHOOL CLUB TERMS & CONDITIONS

Aims:

- to support parents/carers by providing a high-quality service which meets the needs of both parents/carers and children;
- to provide a reliable, safe, supportive, and welcoming environment where children can play, have fun, relax and be with friends;
- peace of mind for parents/carers, knowing that your child is safe and happy in clubs that are reliable and offer a consistent service.

Introduction

The clubs are governed by a Committee of the Upshire Primary Foundation School Governing Board ('the Committee').

The clubs run term time only and offer out of school care from 7.30am until 5.45pm – please note that this does not refer to Extra-curricular clubs which are offered by outside providers.

Staff will be responsible for the care and management of children, always treating them with respect.

Children can choose and participate in a variety of activities; staff will also assist with homework (this will not include one to one tuition).

Children will not be allowed to leave the club area to play outside unsupervised.

The clubs will comply with environmental, health and food safety standards.

The clubs welcome staff and children from all backgrounds regardless of race, gender, religious beliefs, and disability. We ensure that all children and staff are treated fairly and equally and comply with the Equality Act 2010 and the Special Educational Needs and Disability Code 2014. For children who have additional needs appropriate adjustments will need to be discussed before your child can attend.

The clubs are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All club bookings and payments for your chosen sessions **MUST** be made in advance (the breakfast session at 8.10am is free of charge). You can book your child/ren in on a termly, monthly or weekly basis but if booking on a weekly basis please be aware that the booking window closes **2 days** before the booking is due to take place, for example if you need a place on a Monday, please ensure you book no later than Friday evening. If there are any changes to the location of the clubs, parents/carers will receive sufficient notice.

A registration form must be completed and returned before your child starts. Please ensure that we are informed immediately of any subsequent changes, whether these are emergency contact details, medical information, allergies, family situations or other details which may require special precautions.

Admissions

Clubs are for children attending Upshire Primary Foundation School ('the school').

Our breakfast club, is open from 7.30am and this session incurs a charge for this club.

The Early Adopters Breakfast Club is open from 8.10am and as this club is funded by the Government, there is no charge for this provision.

Breakfast club is held in the main school hall.

Afterschool club runs from 3.10pm to 5.45pm and there are banded charges for this club.

From 3.10pm until 4.15pm the club will be situated in the ICT suite when there are extra-curricular clubs running (unless informed otherwise). Children must be collected from the main school doors. Please call the club mobile on 07434 765256 and a member of staff will bring your child out to you.

Children will move to the hall at approximately 4.20pm, after this time you will need to collect your children from the hall doors leading out to the car park.

All places at these clubs are subject to availability.

Current Opening Times and Session Fees

Breakfast Club and Early Adopters Breakfast Club

Breakfast club is open from 7.30am until the start of school. The charge for this club is £5.40 per session.

Places **MUST** be booked and paid for in advance via the Parentmail booking and payment system. The early adopters breakfast club is open from 8.10am until the start of school. There is no charge for this club.

Places for this club must be booked in advance via the Parentmail booking system.

Please **do not** drop off your child at breakfast club on the day without making a prior booking as there may not be sufficient space and you will be turned away.

A simple breakfast is offered at these breakfast clubs which includes a selection of cereals, fruit, toast/pancakes, or crumpets with a choice of topping, plus a drink of milk, water, or juice. Please ensure that you inform us of any dietary requirements or allergies.

We offer a staggered arrival, but please note that breakfast is only served until **8.25am**. **If you arrive after this time your child will not receive breakfast, and you will still be charged the club rate (if applicable).**

Additional Information

If you require a breakfast place at short notice or there is an emergency, please call the club mobile on 07434 765256 between 7.15am and 7.30am and the club staff will be able to inform you if there is availability. **You will be charged a late booking fee of £3.00 which will be added to the session charge, where applicable.**

If your child is booked into club and you no longer require the session, please either call the club mobile on 07434 765256 and inform the club staff or email Mrs McPheat at lmcpheat@upshire.essex.sch.uk. Kindly note **NO** refunds will be given if a child does not attend sessions that have been booked without notice of cancellation.

Parents/carers must bring their children to club and sign them in on the register.

Please note that if you drop your child off prior to your elected time you will be charged the full breakfast club rate.

Afterschool Club

From the end of the school day until 5.45pm. We currently have space for 30 children.

To 4.30pm – no snack included	£5.50
To 5.45pm (full session) – snack included	£12.00

There is also a session from the end of an extra-curricular club until 5.45pm at a cost of £8.00 (this includes snack).

Please note that for those children booked on to the 4.30pm session, if they are not collected by the end of the session and roll over into the full session, parents and carers will be charged for the full session charge.

Children are offered drinks and a biscuit at the start of afterschool club. Please note that children who are booked in for the full session are given a snack, however this is **not a substitute** for your child's evening meal and is to tide them over before going home.

It is possible that we may be able to accommodate your child on the day for afterschool club, please either email Mrs McPheat at lmcpheat@upshire.essex.sch.uk, or call the school office before 2.00pm on 01992 715567, to see if there are spaces available. You will need to make the payment before your child(ren) can attend the session. **A late booking charge of £3.00 will be added to the session charge for those children who are not booked in before 2.00pm on the day that they require the club.**

Please note that parents/carers will be charged a late collection fee if your child is not collected by 5.45pm. Please refer to 'Late Collection'

You must sign the register and enter the time collected when picking your children up from afterschool club.

Booking and Payments

All club bookings and payments must be made via Parentmail in advance. If you wish to pay by Childcare Vouchers, the Tax-Free Childcare Scheme or Universal Credit, please inform Mrs McPheat. Voucher and tax-free payments will be added manually to your club accounts once notification of the payment has been received. For Universal Credit you will have to pay for the clubs in advance and then claim back your childcare costs.

We will try our best to accommodate 'ad hoc' late bookings, but this will be dependent on the availability of spaces and staffing. Please note that we have limited places available, as we must plan for the correct ratio of adults to children, therefore it is important that you book a place for your child.

For further information about the Tax-Free Childcare Scheme or Universal Credit, please click on the following links: [Tax-Free Childcare - Best Start in Life](#) and [Universal Credit Childcare - Best Start in Life](#) or you can email Mrs McPheat at lmcpheat@upshire.essex.sch.uk.

If you have not already signed up for Parentmail then please speak to the school office.

You will not be able to book sessions if you have any outstanding club balances and we cannot accommodate your child until the outstanding amount has been paid.

Parents/carers will be given notice of any increase in fees. The Committee reserves the right to exclude a child if fees are not paid. Fees are the responsibility of each person who has signed the registration form or who has parental responsibility for the child(ren).

Please see the Appendix for details on how to make bookings and payments.

NB: There will be occasions when the hall may be used for extra-curricular activities, therefore the afterschool club will need to be relocated within the school. You will be notified via Parentmail of any changes to afterschool club.

Cancelling or Changing Sessions

If you have booked a session for any club which you no longer require, please ensure that you go into your club account and unclick the session. If you need to cancel a session after the booking window has closed, or require a club session at late notice, please do the following:

- for breakfast club, you can call the club mobile on 07434 765256 on the day – available from 7.15am to 7.30am;
- for afterschool club by 2.00pm on the day, either call the school office on 01992 715567 or email Mrs McPheat at lmcpheat@upshire.essex.sch.uk.

You will be informed if there are additional costs incurred. Failure to inform staff will incur a late booking charge as well as the additional session cost.

Arrival and Departure

Breakfast Clubs

Parents and carers are required to take their child directly to the club entrance – hall doors leading on to the car park. Please sign your child in and enter their time of arrival on the club register. The register is printed the afternoon before, if you have prebooked and your child's name is not on the register, please inform club staff that you booked at short notice via email.

Afterschool club

Currently children from Reception and Years 1 and 2 will be taken to the ICT suite/hall by staff. Children in Years 3 to 6 will be notified of their attendance in the club and will make their own way to the ICT suite/school hall. Club staff will take a daily register of all children booked for the session and will liaise with the Extended Services Co-ordinator/school office to determine the reason why a child may be absent.

When collecting your child please ensure that you sign them out and record the time collected. Between 3.15pm and 4.15pm collect from the main school doors, after 4.20pm from the hall doors leading on to the car park. Your child must be collected by 5.45pm when the afterschool club closes.

Parent/carers must ensure that any person who is collecting their child is listed on the registration form and that it is kept fully up to date. Please ensure that the person collecting is aware of your chosen password and that it is indicated on the form. Club staff will ask for a password if they do not know the person collecting.

Your child is only permitted to leave the club with a 'named contact' (as disclosed by you on the registration form). If an unauthorised person arrives to collect your child, they will not be permitted to leave until we have contacted you or one of the named contacts on your registration form. No child under the age of 16 is permitted to collect your child unless we have had permission from you.

Daily attendance is recorded on a register which is an important part of our Health & Safety and Fire Procedures.

Late Collection

If you think that you will be unable to pick your child up from the afterschool club before 5.45pm due to unforeseen circumstances, please make alternative arrangements for collection. The office telephone line closes at 3.30pm, therefore, if you need to contact the afterschool club after this time to let them know that another person is collecting your child or that you are running a little late, please ring the club mobile on 07434 765256.

Late pick up from afterschool club – please be aware that if you do not collect your child from club by 5.45pm a late collection charge will be levied in the sum of £10 per child, this will be added to your club account.

If your child has not been collected by 5.50pm you will be charged a further £5 per child for every 5 minutes thereafter.

These charges reflect the costs incurred to keep the school open and staffed.

Uncollected Children

If a child has not been collected by 5.45pm parents/carers will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes, the police and Social Services will be informed.

Using the Car Park

When using the car park for clubs please do not speed and please park sensibly.

Mornings are a busy time with staff arriving for work and deliveries being made, therefore please do not release your child/ren from the car to enter the club unaccompanied.

When collecting your child please be mindful not to block other vehicles in.

Property and Belongings

The clubs have a range of equipment for all children. It is therefore not necessary or advisable for children to bring toys from home. We are not responsible for any loss or damage to these items or clothes.

Behaviour

All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.

Children who do not behave well or do not show respect for staff or each other may be excluded from the clubs – either permanently or temporarily depending on the circumstances. We follow the Behaviour Management Policy of the school.

Illness

Any child with a rash, discharge from the eyes, diarrhoea or any contagious/infectious illness should not be brought to the clubs.

If a child becomes unwell during a club session their parents/carers will be contacted immediately. If a child is sent home during school hours, afterschool club staff will be informed of their absence.

If a child becomes sick during his/her attendance we reserve the right to call for emergency assistance and if necessary, take them to hospital. It is not our policy to administer medicines to children unless specifically requested by the child's parent/carer. To have medicines administered they must be prescribed by the child's doctor, be in the original packaging and have the child's details and dosage required on the front. Parents/carers are required to fill in a consent form which is obtainable from the school office, this is in line with the school's Supporting Children with Medical Conditions Policy.

Incidents and accidents

If your child is involved in an incident, we will inform you of this. In an emergency we will contact you straight away.

All accidents will be recorded in the school accident book and reported to the parent/carer. All club staff are qualified first aiders.

Complaints

In the event of a parent/carers wishing to make a complaint, this should be made in the first instance to a member of club staff. If a parent/carer is still concerned, then the matter should be taken to Mrs McPheat the Extended Services Co-ordinator.

A copy of the Complaints Procedure is available on the school website under the Key Information tab.

A copy of these terms and conditions is available on the school website under the Extended Services tab.

Appendix

How to book Breakfast and Afterschool Club sessions on Parentmail

Login to Parentmail using your existing login details which you use for other items such as school dinners, uniform, Pre-school fees etc. If you have not registered already for Parentmail, please contact the school to request a registration email.

Click the 3-bar menu button on the top left of the page and go to 'Accounts', select either Breakfast Club or Owls Afterschool Club. You should see your child(ren)'s names above the name of the chosen club.

If there is an amount in 'green' eg. £20.00 this is the current credit balance on your club account. If there is a zero amount in black eg. £00.00, you have no credit balance and you will need to make a payment when booking your session.

For Breakfast/Early Adopters Breakfast Club when you select your day you will need to choose which session you require - £5.40 for the earlier session or £0 for the Early Adopters Breakfast Club, then, click 'Pay Now'.

When selecting Owls Afterschool Club you will also need to choose which session you require, £5.50 or £12.00. The £8 session at Afterschool Club is for those children who are attending after an extra-curricular club only.

You can then select 'Continue' if it is a one-off booking, or 'Repeat' if you want the same session each week. Parents/carers can add monies to their club accounts at any time by making a 'top-up' payment.

You will then get the opportunity to review your selection, chose 'Confirm' if correct or 'Back' if you need to make changes. If you have no credit balance, you will need to click 'Checkout' to pay to reserve the place. If you are in credit, click to pay now and it will deduct the amount from your credit balance, leaving an updated credit total.

The dates that you have booked and paid for will turn green, indicating that these days have been purchased.

If a session needs to be changed and the booking schedule is closed or for help adding monies to your account, please either contact the school office during normal opening hours 8.30am to 3.30pm or email Mrs McPheat at lmcpheat@upshire.essex.sch.uk

If you pay for clubs using either vouchers such as Edenred or Tax-Free Childcare with HMRC, once payments are received the amount will be allocated to your child's club account.

If you require an invoice for vouchers, HMRC or Universal Credit payments please speak to Mrs McPheat via the school office or email at lmcpheat@upshire.essex.sch.uk.

Please remember that the booking window for all clubs will now close 2 days before the session is due to take place