



BREAKFAST & AFTERSCHOOL CLUB POLICY

Church Langton C E Primary School , aims are to provide a safe and secure; friendly out of school hour's environment in which children can enjoy a healthy and nutritious snack under the supervision of qualified staff.

The Key aims of the club are:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy after the school day
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- A wide variety of fun, creative and stimulating activities.
- Access to outdoor play.
- An opportunity to socialise with other children.

Opening Times

The ASC will open term time only for children in 4+ -Year 6 on: Monday to Friday in two sittings 3:15-4:30 or 3:15-5:30.

Our club will be run by school staff. All staff are in possession of an enhanced DBS certificate and conform to all of the Schools employment requirements. Appropriate adult: child staffing ratios will be maintained at all times.

Registration Forms are available on the school website, or from the school office.

Booking and Payment Arrangements

- A completed membership form is required for each child attending the Club.
- Places at the club are allocated on a strictly "first come, first served basis "
- The advertised price includes the cost of food regardless if your child will be eating or not.
- All sessions must be paid for including absence and sickness days
- All Payment is strictly in advance
- Charges are subject to review and may be adjusted from time to time to reflect costs

For bookings the deadline is 9.00pm on Wednesday of the previous week – this is to ensure that the after school club team can put the appropriate staffing levels in place to supervise children, maintain adult: child ratios and also order the appropriate stock levels of food.

Payments for these must be made on the day your child attends the first session.

The 9.00pm Wednesday deadline also applies to any changes to bookings or cancellation of bookings.

The ASC team will not be permitted to allow a child to attend who has not booked and paid for a place – this is to ensure compliance with adult: child ratios and other health and safety requirements

Fees and Payments

ASC is offered to pupils of Church Langton C E Primary School only during term time only. We offer a snack and activities and start at the end of the school day.

Termly Fees

7.45- 8.45am- £5.00

3:15-4:30pm - £5.00

3:15-5:30pm - £10.00

Payments can be made on Parent Pay and also with childcare vouchers please speak with a member of staff for more information on this. There is no discount for those children not having snacks; the fee includes the price of the food.

Responsibility for payment

The responsibility for payment of fees, charges lies at all times with the family person/carer who has made the booking.

Menus

A nutritious breakfast is provided, which includes cereal, toast, beans, eggs, yoghurt, fruit juice, fresh fruit, milk or water. This is included in the price. Afterschool Club will also be provided with nutritious snacks/food, and the ASC leader will ensure each child's dietary requirements are catered for.

Registers

Children will be registered as they are admitted by a member of staff on duty. The register will be kept in the ASC during the session, and stored in the locked cupboard outside of club hours.

Activities

The ASC provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities.

Behaviour

The Afterschool club will operate the same behaviour policy as School and any incidents of inappropriate behaviour will be reported to the Headteacher and the ASC leader will speak to the parents/carers of the child(ren) involved.

Other Policies

The club will follow the School policies for Anti-Bullying, Child Protection, First Aid, Health & Safety and Complaints Procedure. Appropriate Risk Assessments will be carried out for the ASC Club. Pupil Registration Forms including allergies and emergency contacts will be held by the ASC Staff who has use of a school phone when necessary.