



# Stanah School Breakfast and After School Club

## Parents' Information and Registration Pack

*Clubs email address: [clubs@stanah.lancs.sch.uk](mailto:clubs@stanah.lancs.sch.uk)*

*School office phone number: 01253 825225*

### **Mission Statement**

The primary purpose of our breakfast and afterschool clubs is to provide childcare and allow parents/carers flexibility around the school day in order to fit in with work and family life.

We believe that this an important part of the day and creating time and space for playing makes a valuable contribution to supporting children's health, creativity, and well-being.

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect you and your child if they attend the breakfast and/or after school club.

The clubs are overseen by the school governing body and we are very happy to discuss anything about the clubs with you.

At the breakfast and after school clubs children have plenty of space to play with access to 2 large indoor spaces and the school grounds to be used. Healthy breakfast and afternoon snacks and drinks are provided at the clubs. The staff and children design the environment and space so that a balance of adult/child led activities and play or rest opportunities are available each day to meet a range of ages, interests and needs.

This pack contains written information about the club, included is:-

- A registration and consents form which needs to be completed for all children attending the club and which must be signed and returned to the school office before your child/ren can start attending.
- Important information about the club including arrangements for contacting the club staff, booking arrangements and fees.
- A copy of our Safety and Security policy setting out the responsibilities of parents, children and staff.

## General Information

Stanah School Breakfast and After School Club provides before and after school childcare for children in Reception to Y6.

## Admissions

Any child of the above age attending school can attend. Places will be allocated on a first come first served basis and once the clubs are full we operate a waiting list. Priority is given to children booked into the clubs on a permanent basis. Casual bookings will be taken according to space and ratio requirements in the clubs.

## Opening Hours

The morning sessions start at 7.30am and breakfast is provided if you wish your child/ren to have some. The children are then able to do quiet activities and/or play before they are taken to school for 8.50 am. Your child will be signed into the club when they arrive in the morning by the member of staff on the door.

The after school sessions start at 3.15pm (when school ends) and finishes at 5.45pm during term time.

Children **must** also be signed out by the authorised adult/s named on your registration form. This is for child protection and insurance purposes. If someone other than these people will be collecting you will need to give us consent beforehand.

## What do I do next if I want to book a space?

Once you have returned your registration form to the school office, please email the [clubs@stanah.lancs.sch.uk](mailto:clubs@stanah.lancs.sch.uk) confirming the sessions you wish your child to attend. We will then agree a start date.

We can take a regular half termly booking or you can book at short notice **if** we have space available.

## Priority Policy Places will be allocated as shown:

1. Children who need to attend 5 mornings/5 afternoons.
2. Siblings.
3. Less than 5 mornings/5 afternoons that attend regular set days.
4. As and when sessions if places are available

## Fees

Present charges are:-

Breakfast Club - full session	£4.50
Breakfast Club from 8.30am	£3
After School Club – full session	£7.70
After School Club – until 4pm	£4

## Payment of Fees

- **Childcare provision is not subsidised by the school budget therefore must be self-sufficient.**
- **Fees must be paid using ParentPay, Tax Free Childcare or Work Based Childcare Vouchers.**
- **Casual bookings will be added to the next half term's bill.**
- **Please note unpaid fees could result in the loss of a place at the club/s.**
- **Fees are charged for booked sessions whether the child attends or not.**
- **Fees are reviewed annually.**
- **All absences will be charged at full price, including illness.**
- **Late Pick up fees:**
  - **5.45pm – 6pm = £5**
  - **6pm a charge of £25 every 15 minutes or part thereof.**

- **Any parent/carer failing to comply with the club's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded permanently.**
- **Parents can request a receipt for any payment made.**

### **Stanah School Breakfast and After School Club Policies and Procedures**

The club operates in line with the Statutory Framework for the EYFS 2021 and follows our school policies and procedures. Further details and important information concerning the clubs can be found in this pack and the on the school website. We kindly ask you to read and understand them upon registration at the club. We have summarised some key policies below.

### **Safeguarding Children Policy**

The welfare of children within our care is of utmost importance to all staff, volunteers and management, as such we believe we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance of abuse that may come to our attention.

Positive steps will be taken to develop a trusting relationship with every child, parent and carer. All staff, volunteers and management who come into contact with the children will be DBS checked.

In the staff handbook, staff are given specific guidelines relating to avoiding allegations of abuse towards children. Procedures are in place for dealing with allegations against staff and will be dealt with directly by the SMT.

Procedures adopted in accordance with requirements of KCSIE in the event of child protection issues:

No less than two members of staff will be on the premises at all times. All practitioners have an up to date understanding of safeguarding children issues and are able to implement the safeguarding policy and procedure appropriately.

On going training will be offered to staff to update child protection knowledge, ensuring they recognise signs and symptoms of possible physical, emotional, sexual abuse or neglect. Any changes in behaviour or physical appearance in a child will be responded to.

If staff become concerned about any child appropriate procedures are taken. Concerns are discussed with senior staff to consider whether the situation should be monitored or immediate action taken. Signs and symptoms are recorded and dated; this information is strictly confidential. Staff will generally check with parents to see if they have noticed any changes in their child-there may be an easy and appropriate explanation. Suspicions will be referred to social services. If social services are contacted parents, carers will be informed at the same time. Staff will liaise with appropriate professionals and continue to monitor the situation. A written report will be kept on file to ensure accurate reporting to the relevant authorities. Confidentiality will be maintained at all times and staff will continue to support the individual. **Further reference-see whole school safeguarding policy.**

### **Parental Involvement**

Stanah Out of School Club believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

Stanah Out of School Club will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship.

It is our policy to contact parents/ carers when there is a concern about a child's health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise.

General comments are also welcome. Parents will gain an insight into their Childs Out of School Club through our Class Dojo page.

### **Behaviour**

Stanah Clubs uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies. The Club rules are clearly displayed at every session, and are discussed regularly. Whilst at Out of School Club we expect children to:

- Use socially acceptable behaviour
- Comply with the Club rules, which are compiled by the children attending the club
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Club Encouraging positive behaviour.

At Out of School Club positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements
- Certificates for exceptional accomplishments
- Offering a variety of play opportunities to meet the needs of the children attending the Club

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable.

Staff at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behaviour displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. We will not threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child.

### **Sickness, Accidents, First Aid and Emergencies**

As with school if a child becomes ill during a session, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Prescribed medication only can be administered and with specific written instructions from a parent/carer/doctor.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/carer and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/carer arrives.

*Please note: the Registration Form contains an Authorisation giving the Supervisor permission to act "in loco parentis" e.g. the parent/carer cannot be contacted in time, the Supervisor will invoke that authority to take*

*action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please delete the relevant permission on the Registration Form.*

### **Missing/Lost Child Procedure**

In the event of a child going missing or being lost on club/school premises the club manager should be informed immediately. The club staff/school head teacher should also be informed immediately. A thorough search will be made of the premises both internally and externally. The Supervisor will inform the child's parent/carer and (head teacher/governors) and also the local police will be contacted. It is therefore **vital** important to let us know if your child will not be attending a pre booked session for any reason as they will be assumed missing.

### **Uncollected Child Procedure**

If a child is not collected at their expected collection time, we follow the procedures below.

- Parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we would contact the local authority children's social care team.

**Those who are persistently late to collect their child could also lose a place at the clubs.**

Parents/carers are responsible for ensuring that contact details provided are kept up to date.

**Stanah School is a no smoking/vaping site.**

## Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered if any debris is on the floor.
- Children should be encouraged to wash their hands and before and after eating food.
- Children should not be allowed in food preparation areas.
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a daily basis.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking will not drink hot drinks whilst with the children.
- Staff preparing food will adhere to personal hygiene recommendations at all times.

## Snacks and drinks

Children attending Out of School Club will be provided with a drink, snack and fruit during the session.

Water and juice will be provided

Extra drinks will be provided during the session when appropriate or if requested by the child e.g. during hot weather.

## Nutritional Food Policy

Objectives: What we want to achieve.

- Ensure that all meals available in the clubs are healthy
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable
- Promote food that reflects the healthy eating messages taught in the classroom
- Encourage healthy eating (Pupils are encouraged to select their own breakfast from the choices on offer).

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning throughout the school day.

On a daily basis we aim to provide rice, wheat, oat and corn based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with jam, marmalade or marmite.

We will also try to provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes, waffles and muffins. (Whole grain varieties will be served whenever possible)

## Safety and Security of Children

The safety and security of children attending our club is an extremely important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, carers, children and staff.

### **1. Responsibilities of parents/carers**

- Making sure that the contact details they have provided to the club are correct and that the club is told about any changes.
- Notifying the club if their child/ren will be arriving late for the club for any reason, e.g. after school activities. This is so they are not assumed as missing by club staff.
- **Notifying the club as soon as possible if their child/ren are not attending at all for a booked session for any reason. Again, this so they are not assumed missing. Please note that refunds cannot be given for cancelled sessions.**
- Letting the supervisor know during a session if they anticipate being later than planned collecting their child/ren (persistent lateness may be charged for).
- Letting the Supervisor know if they have any concerns about their child/ren relating to the club.

- Gaining access to the building to collect their child/ren ONLY via the club room in the KS2 building and not asking children or other parents/carers to let them in. Keeping all doors/ gates locked behind them.

## **2. Responsibilities of children**

- Children are responsible for listening to club staff when they are told which parts of the school they can play in because this may be different on different days.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the outside door of the club room to let in parents or anyone else, even if they are known to the children.
- Children must come straight to after school club after any after school activity if they are booked in for a session. Younger children will be accompanied by a member of club staff.

## **3. Responsibilities of club staff**

Club staff are responsible for:

- Collecting any booked children from their classroom teacher at the end of school and taking them to the club room.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent.
- Ensuring the time the child leaves is in the signing in book and obtaining a signature from parent/carer/person collecting.
- Be completely up to date with first aid/safeguarding training and fully understand their responsibilities around child protection.
- Ensuring unauthorised persons do not enter the premises.



# Stanah School Breakfast and After School Club

01253 827336 (during club hours) - 01253 825225 (outside of club hours)  
clubs@stanah.lancs.sch.uk

## Registration Form

Child/ren's Name(s)	Date of Birth	Class/Year

Home Telephone Number	Email Address
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Child/ren's Home Address including postcode	
Ethnicity	Religion
Gender	

Parent/Carer 1 Full Name	Parent/Carer 2 Full Name
Parent/Carer 1 Address	Parent/Carer 2 Address
Parent/Carer 1 Mobile Number	Parent/Carer 2 Mobile Number

Who has parental responsibility for the child/ren?

Parent/Carer 1	
Parent/Carer 2	
Other (please specify)	

Parent/Carer 1 Employment Details	Parent/Carer 2 Employment Details
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Phone Number (work)	Phone Number (work)

**Emergency Contact Information**

Name	Name
Address	Address
Telephone Number	Telephone Number

Doctor's Name and Address	Telephone Number
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**Medical Information/Specific requirements (SEND)/allergies etc**

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Any prescribed medicine required to be taken during club hours needs to have written parental consent in order for staff to administer. Please ask for a separate form.

<b>In the event of an emergency I give permission for my child(ren) to be taken to hospital either by a member of staff or a member of the emergency services. Please tick</b>	<b>Yes</b>	<b>No</b>
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The sessions I would like for my child are (please tick):

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club Full Time					
Breakfast Club from 8.30am					
After School Club Full Time					
After School Club til 4pm					

Please tell us how you will be paying for the club:

		Please tick
ParentPay		
Tax Free Childcare	Please let us know your child's TFC code (this should be your child's first initial, last initial plus 2 <sup>nd</sup> letter of surname, 4 numbers and TFC) ie A child called Alex Smith would be ASM 1234 TFC	

Work Based Voucher Scheme	Name of Company Providing Vouchers	

I would like my bills emailed

I would like a paper copy of my bills

**Collection**

Who will collect your child?

Name (and relationship to the child)	Telephone Number	Any additional information we need to know

Our full policies and procedures which relate to our out of hours clubs are available from the school or on the website.

I confirm that I have read and agreed to the terms and conditions of the Breakfast and After School Clubs, as outlined in the information booklet.

**Consent**

I do/do not give permission for photos of my child(ren) to be displayed on the school's website.

I do/do not give permission for photos of my child(ren) to be displayed in the Clubs room.

Signed	Parent/Carer Name
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