

**ST ALBAN'S SCHOOL – BREAKFAST AND AFTER SCHOOL CLUB**  
**Academic Year 2019/20**

**Registration**

Breakfast Club operates daily from 7.40am to the start of the school day term time only (except bank holidays, inset days) and After School Club operates from the end of the school day to 6.00pm, term time only (except bank holidays, inset days, school sports day and the last day of each full term).

All children must be registered with the club, by the named parent or carer, in order to attend. A registration form must be completed for each child.

Breakfast Club and After School Club currently accepts up to 50 children each day (but this number is dependent on the staffing levels for each session).

**The fees for the club are as follows:**

Breakfast Club = £4.50 (Fee includes Breakfast)

After School Club = £10.50 (Fee includes a healthy snack and a drink)

A £5 discount will be applied for those children booked in both clubs all week.

Fees will be reviewed annually by the school's Senior Leadership Team.

**Regular Bookings**

- Regular bookings can be requested for any number/combination of days, as required.
- Once a place in the club has been confirmed, the sessions allocated will be secured until the place is cancelled by the parent/carer (please see section below on cancellation). If a parent/carer wishes to change sessions from the original allocation they will need to reapply for the new sessions.
- A waiting list system operates when the demand exceeds capacity; parents will be contacted as and when a place becomes available.
- At the start of each year Reception children will be given priority for unfilled places in the club over existing school children.

Booking forms can be downloaded from the school website or requested from the school office. Completed forms must be returned to the school office. Once a child has been allocated a regular place, the club fees need to be paid in advance via tucasi the Thursday before the following weeks sessions. We also accept childcare vouchers. If your account is not cleared by the Thursday you will receive one written warning. If payment is missed on a further occasion your child will no longer be allowed to attend the club.

If the club is unable to run, for example in adverse weather, the fees for those dates will be cancelled.

### **Cancellation of Regular Bookings**

Parents must give 10 working days' notice (term time only) via email ([admin@stalbans.surrey.sch.uk](mailto:admin@stalbans.surrey.sch.uk)) for any cancellations, however, if the place can be filled immediately the charge can be waived.

If the child is absent due to sickness the fees for the club will still be charged.

Unused club bookings cannot be exchanged for other days.

If the school has arranged a school trip the fees for the club will be cancelled but we request that you inform the school office via email ([admin@stalbans.surrey.sch.uk](mailto:admin@stalbans.surrey.sch.uk)) that the child will not require club on this date.

### **Ad Hoc Bookings**

Ad Hoc bookings (where the child does not have a regular booking, but parents require a one-off place on specific day) should be made via email ([admin@stalbans.surrey.sch.uk](mailto:admin@stalbans.surrey.sch.uk)) but are subject to places being available. Please note the child must be registered with the club to attend ad hoc bookings.

Payment for ad hoc sessions will be required in advance as soon as availability has been confirmed and must be made via Tucasi or via childcare vouchers.

### **Cancellation of Ad Hoc Bookings**

Where an ad hoc space has been issued, parents must give notice of five working days (term time only) in writing for any cancellation. Parents will still be charged if a cancellation is not made within the five working day notice period.

Unused club bookings cannot be exchanged for other days.

If the club is unable to run, for example in adverse weather, the fees for those dates will be cancelled.

### **Collection from After School Club**

It is the After School Clubs policy that all children are collected from the club by the appropriate named person.

Children can be collected from the club anytime from the end of school to 6:00pm.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day.

The club operates a password system for collection by persons unknown to the club. A password will be identified on the registration form for each child and kept securely. If

someone comes to collect a child who is not the known parent or carer they will be asked for the agreed password by staff. If the staff have any doubts regarding collection of children it is their responsibility to attempt to contact the parents. If any issues arise they should speak to the child's class teacher or a member of the school's Senior Leadership Team and ask advice.

If a parent or carer is late collecting their child a penalty of £5 per 5 minutes will apply. The time the parent/carer collects the child will be noted on the register. This charge will be added immediately to your club account to be settled via Tucasi. If a parent/carer fails to pay penalty charges or contact the club to come to an agreement about when they will pay, the school reserves the right to refuse a place at the club. Parents/carers who are persistently late will meet with the Senior Leadership Team to discuss and try to resolve any issues. If the issues cannot be resolved the school reserves the right to refuse a place at the club.

### **Behaviour Management and Discipline**

Good behaviour is expected and is actively encouraged, praised, and rewarded. If a child persistently misbehaves, he/she is removed from the activity that he/she is participating in for a few minutes. A member of staff will talk to him/her, explain what he/she has done wrong, and encourage him/her to apologise for his behaviour. If misbehaviour persists, the child's place will be withdrawn.

We expect the St Alban's Breakfast and After School Club to be a happy and caring place. Please help us keep it that way and keep everyone safe by abiding by these few simple rules:

- Be kind, friendly and polite to others
- Care for and respect each other's and the Club's property
- Sit down when eating and/or drinking
- Do as asked by all adults working in the Club
- Dangerous behaviour, which could lead to an accident, will not be allowed
- Bad language will not be tolerated

### **Club Rules - Parents:**

- The St Alban's Breakfast and After School Club will not take responsibility for valuable items
- Mobile phones are not allowed at the club. If your child has a mobile phone they will be stored in a secure place until pickup time
- Minor misdemeanours will be dealt with immediately
- More serious incidents will be recorded and parents/carers informed
- Repeated bad behaviour will be referred to the school's Senior Leadership team

## Child Protection

St Alban's Breakfast and After School Club staff have undergone Safeguarding training. The welfare of children is our primary concern. If club staff have any concerns they will seek advice from the schools Designated Safeguarding Leads who will talk to the parents in confidence. A record will be kept of any concerns. As with all records and information, strict confidentiality applies.

Child Protection concerns should be reported immediately to the Club's Play Leaders or, if this is not appropriate, directly to the schools Designated Safeguarding Leads:

Miss C Clarke  
Mr M Brannigan  
Mrs J Bishop

## Administration of Medicine

The Club will adhere to the School's policy regarding medicine in school.

1. Children will be permitted to take **medically prescribed** medicines only. These must be handed over **by the parents** to the School office or the Breakfast Club Play Leaders in the morning and they will be transferred to the School office at the start of the day. If applicable, medicines will be handed over to the After School Club Play Leader at 3.00 pm. Please make sure that all medicines are sent clearly labelled with the name of the child, dosage and frequency of intake. Parents must complete an authorisation form (available on the school's website) before medicines can be given.
2. A book will be kept by the Play Leader listing the name of the child, dates the drug was administered, and dosage given.
3. Medicines will be handed to the parent when he/she collects the child from the Club each day.

## First Aid

Staff are qualified in administering paediatric first aid. If they consider it necessary, they will contact you to take your child to the doctor or hospital. If it is impossible to get hold of you, or your named contact, and the staff believe it is necessary for your child to go to hospital, they will call 999 for an Ambulance. All accidents, however minor, are recorded in an accident book.

## Complaints

St Alban's School Breakfast and After School Club aims to provide the highest standard of care possible at the Club. However, if you are unhappy about any aspect of your child's care, please inform a member of staff verbally or in writing. The Club's staff will deal with your complaint immediately if possible. If they are unable to resolve your complaint, they will pass it on to the school's Senior Leadership Team, who will endeavour to deal with it within 7 working days and let you know the outcome in writing.

If you are still unsatisfied, then you should adopt the procedure as laid out in the Parental Concerns Policy on the school website.

**ST ALBAN'S BREAKFAST AND AFTER SCHOOL CLUB**  
**Academic year 2019-20**

**PARENTAL CONTRACT – please read carefully and sign**

**Your child is accepted at the St Alban's Breakfast and/or After Club subject to the following conditions:**

1. Your child must be registered with the club.
2. Club fees need to be paid in advance via tucasi the Thursday before the following weeks sessions. We also accept childcare vouchers. If your account is not cleared by the Thursday you will receive one written warning. If payment is missed on a further occasion your child will no longer be allowed to attend the club.
3. Sessions cannot be exchanged, but you may book additional sessions when needed, subject to availability.
4. Non-payment of fees may result in your child's place being withdrawn.
5. A £5 (per 5 minute) penalty charge is incurred if your child is picked up late from any club.

I give permission to staff at the St Alban's Breakfast and After School Club to give First Aid treatment to my child.

In the case of an emergency during the Club's hours, I authorise the Club staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

I hereby declare, that I the undersigned, understand the contract as set out above. I accept that it is legally binding, and that the information I have given is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

On which sessions will your child attend the Club: (please tick as appropriate.)

**Breakfast**

Monday	Tuesday	Wednesday	Thursday	Friday

**After School**

Monday	Tuesday	Wednesday	Thursday	Friday

**ST ALBAN'S SCHOOL BREAKFAST AND AFTER SCHOOL CLUB**

**REGISTRATION FORM - STRICTLY CONFIDENTIAL**

To be completed for **each** child:

Full name of Child	Date of Birth
Mother's Name	Father's Name
Home Address	
Postcode	Telephone number
Contact email address	
Contact details (in case we need to contact you during working hours)	
Mother's Details	Father's Details
Name and contact details of other person authorised by parents to collect the child if different from the above	
1.	
Name and contact details of a second person authorised by parents to collect the child in an emergency	
2.	
Name of Family Doctor	
Surgery Address	Telephone

Does your child have any known medical problems or allergies? Please give details.

Does your child have any additional needs and what additional support may your child need at the club?

Does your child have any special dietary requirements? Please give details

What is your child's home language ?

Is there any background information on your child which may help us to understand your child better? Eg, fears, any recent family events which may have affected your child?