# http://www.carletongreen.lancs.sch.uk/images/logo/LOGO_CARLETON__WEB_01-2.jpg

# Breakfast and After School Club Policy

Carleton Green Community Primary School provides Breakfast and After School Club care for the pupils of the school.

We provide care for children between the ages of 3 and 11.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

**BOOKINGS AND PAYMENT**

Parents must complete a registration form before their child/children can attend. These are available from either the school office or the Club Manager, Mrs Pilling.

All bookings **must** be made via Parent Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

**Standard Bookings**

Bookings and payments should be made on Parent Pay under “Make Bookings”. In the drop down menu under “Booking Type” please select either Breakfast or Afterschool.

**Childcare Vouchers**

If you pay by Childcare Vouchers you should book your place under “Make Bookings”. In the drop down box under “Booking Type” please select either Morning (for Breakfast Club) or Afternoon (for Afterschool Club). You will not be asked to make a payment as the vouchers are transferred directly to the school bank account. These bookings will then be reconciled with the Voucher payments that school receives. This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs Pilling or Mrs Deaville in the school office should you wish to pay this way.

Bookings for Afterschool club can be made/cancelled or amended on Parent Pay up to 12 noon on the day. Bookings for Breakfast club can be made/cancelled or amended on Parent Pay up to 3.30pm on the day before. All children must be booked into the club using the online system to ensure staff ratios are correct. A charge of £5 will be payable for those who do not use the online system on each occasion. This will be added to your Parent Pay account.

##### After these times if a child does not attend for any reason, you will still be charged for this place. Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance.

##### Should you require a place at After School Club after 12 noon please telephone the school office to check availability. If you require Breakfast club after 3.30pm on the day before please email Mrs Pilling on basc@carletongreen.lancs.sch.uk.

Fees are currently charged at £6.50 per session for After School Club and £3.50 per session for Breakfast Club. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

**ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

**Breakfast Club**

Breakfast club opens at 7.45am.

Entry is through the main school doors. There is a doorbell situated to the left of the inner door. A member of club staff will answer the doorbell and escort your child/children with their belongings to the club.

Parents/carers must sign their child in on the sheet in the entrance to school and wait until their child has been handed over to a member of club staff. If a child is registered to attend the club and does not attend for any reason please email the breakfast club staff as soon as possible basc@carletongreen.lancs.sch.uk . Where no explanation is available for a child’s absence staff a telephone call will be made to the parent/carer in advance of the usual first day of absence calls made following school registration.

At 8.55am children will collect their belongings and go to class. Younger children or those who are identified as having difficulties will be escorted by staff.

**After School Club**

Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that evening.

Children will meet at the open plan space where a member of staff will register them. Children of a younger age or identified as having difficulties will be collected from class and escorted to After School Club by a member staff.

Any children attending after school extra-curricular clubs will report to the After School Club staff  **before** their activity to obtain a pass to be handed to the extra curricular club leader advising them that they must return to After School Club once the activity has concluded. On their return to After School Club they will be re registered.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

* All staff on the school premises will conduct a thorough search of the premises and surrounding areas
* Contacts listed on the registration form will be contacted
* Police may be notified

Parents/carers collecting children should ring the doorbell on the left hand side of the internal doors and a member of club staff will attend and escort them to the club to collect their child/children. Parents/carers must sign their child/children out of the club.

Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password.

Parents/carers must inform the Club in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Parents/carers must notify the Club if they will be late collecting their child. If the Club is not informed, the school Uncollected Children Policy will be followed and a fee may be charged for a late collection.

Children **will not** be allowed to leave on their own.

If a child is booked into After School Club and the place is no longer required but has not been cancelled before 12 noon they must still be collected from the After School Club in the open plan space. This applies even if collection is at 3.30pm.

All parents/carers are requested to make sure their child/children are collected by 5:30pm. If you are unavoidably delayed please telephone 01253 891228 or 07541316590.

The Club closes at 5.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed. This will be added to the next invoice on Parent Pay.

This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding fees should be directed in the first instance to Mrs Pilling.

If fees are not paid, school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Mrs Pilling as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child’s place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child’s place may take place.

**SAFEGUARDING**

The Breakfast and Afterschool club follow the school’s Safeguarding Policy, a copy of which is on the website.

Gates will remain locked during the Club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorized or unaccompanied adults are permitted in school when these clubs are in session.

In exceptional circumstances when a parent is going to be late to collect their child from school ie after 3.30pm then that child will be placed in afterschool club. The parent must sign their child off the school premises. We reserve the right to impose a charge for afterschool club for those children continually collected after 3.30pm.

**OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies.