

## MERRYLANDS PRIMARY SCHOOL AND NURSERY

### Breakfast and After School Club

Registered with Ofsted (Registration No. EY556186)

#### Opening times (*term time only*):

Breakfast Club	7.00 am – 8.45 am
After School Club:	3.15 pm – 6.30 pm

We are based in the outside classroom next to the Nursery. We use the playgrounds either side of the building for outside play. We aim to provide a safe and secure relaxed environment, offering a range of activities to reflect the interest of the children in our care. Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. See activities offered below.

When picking up your child from the After School – enter through the side gate, not the main school gate. The Club is located in the outside classroom near the Nursery. On arrival the gate will be locked, please phone either 07720324222 or 07894008851 and a member of staff will let you in or bring your child to the gate. This procedure is for the safety and welfare of your child.

#### **BREAKFAST CLUB**

Children will be offered a choice of cereals, yoghurts, toast (with a variation of spreads), and fruit to begin their day.

Parents/Carers are responsible for informing the Breakfast and After School Club Leaders of any dietary requirements, although we will have full access to your child's details kept on the school database.

After the children have eaten they will have the opportunity to get involved in a number of activities. These may include:

- board games and puzzles
- exercise activities (inside or outside)
- lego or construction games
- comics and/or books craft and drawing
- small world and imaginary play

At the end of the session children will be taken to their respective classrooms by the Breakfast Club Leaders, (any relevant messages will be passed on to the teachers).

#### **AFTER SCHOOL CLUB**

Children in both Reception, Year 1 and Year 2 will be taken to the collection point by the classteacher; children in Year 3 to Year 6 will make their own way to the collection point upon instruction of their teacher.

If your child is attending a school club, please inform the After School Club Leaders and they will pick your child up after the club has finished, or they will be brought to the After School Club building by a teacher. All children staying after 3.30 pm will be offered a snack and a drink eg choice of fruit each day, muffins, savoury snacks etc.

Children staying after 4.30 pm will be offered a light tea eg jacket potato with a topping, soup and bread roll, beans on toast, pizza followed by fruit or yoghurt.

Typical activities will include:

- art and craft activities
- sports activities and team games using the school's outdoor facilities
- computer games and activities
- cooking (making our own tea – pizzas for example)
- 'Chill Out' area where books and comics will be available
- lego and construction
- board games

Each evening we will assign at least 30 minutes to ensure all children do homework and reading, help will be given if needed.

On occasions, the children may go for a supervised walk to the local play park or Laindon Library

### **Behaviour**

The school rules and Behaviour Policy will be followed to ensure consistency for the children at the Club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise.

The Breakfast and After School Club Leaders reserve the right to withdraw the service if a child's behaviour is consistently unacceptable. We will, of course, inform and work with parents before this needs to happen.

### **Staffing**

All Breakfast Club and After School Club Leaders hold NVQ Level 3 or above in Childcare and Education, all have First Aid Certificates and have Level 2 or above in safeguarding. All staff working in the club will have current DBS clearance.

### **Policies and Procedures**

The Club has clearly defined policies and procedures. Key points of the main policies are included in this document. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

### **Admissions**

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the Club is organised by the Deputy Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

### **Special Needs**

We make every effort to accommodate and welcome any child with special needs. We will liaise with parents/carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

### Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book completed. In an emergency medical aid may need to be sought. The parent/carer will be asked to sign an accident report on collection of their child.

### Medication

The Club follows the school's Medical Conditions in School Policy, which includes guidance and procedures on medicines in school and individual health care plans and Asthma Policies and Procedures. These are available from the Club Leaders on request or can be found on the school website.

### Equal Opportunities

We are committed to taking positive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities Policy.

### Complaints

All complaints will follow the school's Complaints Policy.

### The current fees are:

#### Breakfast Club

- 7.00 am – 8.45 am - £5.00 (with breakfast)
- 8.15 am – 8.45 am - £2.00

#### After School Club

Pick up from school and leave at:

- 3.30 pm - £1.00
- 4.00 pm - £4.00
- 4.30 pm - £6.00
- 5.00 pm - £8.00
- 5.00 pm onwards £10.00

Children staying after 4.30 pm will be offered a light tea. All children (except 3.30 pm) will have a drink and a snack.

Fees can be paid by cash, cheque, bank transfer, tax-free childcare or childcare vouchers.

### PLEASE NOTE:

On registration and booking we will ask for a **£30.00 deposit**, this will be deducted from the first Invoice.

### Payment of fees and debt recovery

- invoices will be issued at the beginning of each half term
- casual bookings need to be paid for before the session
- a monthly/weekly payment plan can be arranged on request (*please speak to Becky*)

**Unless there is a monthly/weekly payment plan in place the invoice should be paid by the due date on the invoice**

## Late Payments

If payment is not paid by the due date and there is no monthly/weekly payment plan in place, the following will happen:

- parents will be telephoned to make arrangements for payment. If contact cannot be made by telephone, an email or letter will be sent home
- for half termly invoices; an administration fee of £10 will be added to your invoice if fees are still outstanding at the end of the half term that the invoice was issued
- for any casual invoices; an administration fee of £10 will be added if fees are still outstanding at the end of the half term that the casual session was taken
- should no attempt be made to clear any outstanding fees, we reserve the right to withdraw the child's place until a payment is made or a payment plan agreed
- continued failure to engage and agree payment for outstanding fees will result in civil recovery through the small claims court
- should a monthly/weekly payment plan be in place and the regular payments are not met, a £10 administration fee will be added to each incorrect/missed payment

We may suspend the provision of childcare for any of the following reasons:

- if your child is suffering from an infectious or contagious disease or illness which may easily be passed onto others at the Club. The suspension will continue whilst we try to resolve the problem in conjunction with the parent/carer
- where forces beyond our control compel us to either close the Club or reduce the available hours, such as an outbreak of disease that involves the intervention of outside agencies such as Environmental Health, severe weather such as snow or ice which significantly impairs safe travel to and from the Club, industrial action affecting travel to and from the Club, an Ofsted investigation or any other reasonable incident not in our control

In the event that the Club is compelled to close in reasonable circumstances beyond our control we are not able to refund fees or organise alternative childcare, nor can we accept any consequential liability sustained by parents/carers due for example to loss of earnings or costs associated with alternative childcare. Every effort will be made to minimise the disruption to service and cost to parents or carers. None of the above compromise your statutory rights if the Club has been negligent.

If you have any queries or questions, or would like to set up a weekly/ monthly payment plan please contact Mrs. R. Sherry.

## PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for you child/children. We will:

- welcome you at all times to discuss our work, have a chat or take part in our activities
- keep you informed of opening times, fees and charges and procedures
- be consistent and reliable to enable you to plan with confidence and peace of mind, we also have a flexible attitude
- share discuss your child's achievements, experiences, progress and friendships
- be available to discuss decisions about running the club
- ask you permission for outings and special events
- listen to your views and concerns to ensure that we continue to meet your needs

**MERRYLANDS PRIMARY SCHOOL AND NURSERY**  
**Breakfast and After School Club**

**BOOKING FORM**

Name of Child: ..... Date of Birth: .....  
Year Group: ..... Class: .....  
Contact Tel No: ..... Email: .....

*\*please cross through times not required leaving only the times needed on the table below*

**BREAKFAST CLUB**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
7.00 - 8.45 am	7.00 – 8.45 am	7.00 - 8.45	7.00 – 8.45 am	7.00 – 8.45 am
8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am

**AFTER SCHOOL CLUB**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
3.30 pm	3.30 pm	3.30 pm	3.30 pm	3.30 pm
4.00 pm	4.00 pm	4.00 pm	4.00 pm	4.00 pm
4.30 pm	4.30 pm	4.30 pm	4.30 pm	4.30 pm
5.00 pm	5.00 pm	5.00 pm	5.00 pm	5.00 pm
5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm

Casual one off bookings can be made please do this via email, telephone 07720324222 or in an emergency please speak to the School Office or email Merrylandsbcandasc@hotmail.com

**DECLARATION**

**I understand, agree and accept**

- ✓ the place offered for my child at the Merrylands Breakfast Club and/or After School Club
- ✓ I should give half a term's notice when my child will cease to attend the Breakfast Club and/or After School Club
- ✓ to pay the normal fee whether or not my child attends on the session reserved or if my child attends part of the session
- ✓ fees are payable as per payment of fees and should be made payable to Mrs R. Sherry
- ✓ permanent lateness will incur a fee of £2.50 for the first 15 minutes and £5.00 for every subsequent 15 minutes thereafter (*please note we do understand when trains, traffic cause delays*)

I enclose £30.00 (*cheque or cash made payable to Mrs R. Sherry*), and understand that this will be deducted from the first invoice.

Signed: ..... (*Parent/Carer*)

Print Name: ..... Date: .....

***Please return this form to the School Office in an envelope marked for the attention of the Breakfast Club/After School Club or alternatively drop off at the Breakfast and After School building***