



Breakfast and Afterschool Care Policy Owlets Club

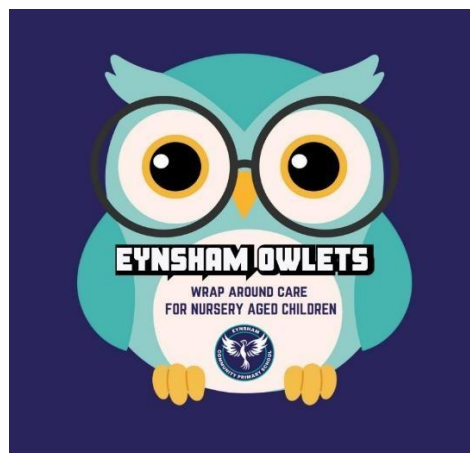
This policy was agreed by Governors on:

Date: May 25

To be reviewed: May 27

Chair of Governors *Peter Beard*

Head Teacher: *M. Hughes*



Introduction

The Owlet's Club is run by Eynsham Community Primary School and exists to provide high quality out of school hours childcare for parents. It offers a range of stimulating and creative activities within a safe environment.

The club operates from 8:00 am – 8:40 am and from 3:10pm - 5:00 pm term time. Current costs can be obtained from the school office or website. A copy of this policy is provided to all parents of children attending the club and is also available on the school's website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children in Cygnets and Ducklings classes, attending Eynsham Community Primary School, are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Children's attendance is recorded in a register.
- Non-pre-booked children are welcome to use the clubs on an ad hoc basis providing there are enough spaces.
- Sessions can be booked in advance from the last day of the previous long term and will be allocated on a first-come, first-served basis.

Drop off and Collection procedures

Breakfast Club

- Parents/Carers are required to bring their child to Cygnets class for 8am.
- At 8.40am, children will either remain in the Cygnets class or be escorted by a member of staff over to Ducklings class.

After School

- Children in Ducklings class will be escorted over to Cygnets class by a member of staff.
- The club staff will take a register and liaise with the class teacher if there is a child unaccounted for.

Departure

- Parents will collect their children from the Cygnets classroom.
- Parents/Carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the school if their child is going to be absent from the club by emailing the office as soon as possible.

If you are late picking up for either session, you will be charged an additional £5.00 for every 15 minutes over the pickup time. Therefore sessions 1 after 4.15pm, session two after 5.15pm.

Morning Routine

- A range of activities will be available and children wishing to have breakfast will wash their hands before being offered a choice of freshly prepared items such as cereal, toast, and fruit.

Afternoon Routine

- 3.15pm - Children will be given a healthy snack and a drink. Children can then choose from a range of play and planned activities, both indoors and (weather permitting) outdoors.
- 4.55pm - tidy up time, encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending breakfast club and after school club, children are expected to follow the school rules. The school Behaviour policy applies at all times, including the rewards and sanctions.

First Aid and Health and Safety

The school's First Aid and Administration of Medicine policies apply at all times.
Parents of any child who become unwell during the club will be contacted immediately.
There is a first aid trained member of staff on site at all times.
There is a member of staff trained at Level 2 Food Hygiene on site at all times.

Missing Children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff and Site Manager will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted as well as parents where appropriate.

Uncollected Children

If a child has not been collected by 4.10pm or 5.10pm, parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts continue to be unavailable after approximately one hour, the police and social services will be informed.

If you are late picking up for either session, you will be charged an additional £5.00 for every 15 minutes over the pickup time. Therefore sessions 1 after 4.15pm, session two after 5.15pm.
Failure to pay late fees may result in your child being unable to attend future club sessions.

Safeguarding

- Mrs Nicola Edwards, Head of School, is the Designated Safeguarding Lead, and Hayley Davis (SENDCo). A list of Deputy Designated Safeguarding Leads is located on the school's website along with the Safeguarding Policy.
- **The Club Leader, Miss Annie Billington, is a Designated Safeguarding Lead.**
- Schools' safeguarding procedures will apply at all times.
- Staff will hear things of a confidential nature regarding the club, their work colleagues, parents/carers and children who attend the club. All staff must observe a strict confidentiality code of practice and must not divulge any information to parties outside of the organisation.
- Confidentiality may only be breached where there is a likelihood of serious harm to self or others, or if a complaint is raised and there is a need to refer to Social Services, Ofsted or the Police, and only if the complaint concerns a serious unease about some form of abuse or criminal activity.
- Matters of a confidential nature must not be discussed with peers, friends, parents or family.
- All records will remain confidential even if a child or staff member no longer attends the club.

Payment of Fees

- Fees should be paid in advance when booking sessions which will secure your child's place in the club. If your child is unable to attend the session, this is non-refundable.
- Late bookings are classed as bookings which are requested for less than 48 hours or less before the date of the session. There will be an additional £3.00 admin fee in addition to the session fee.
- All places must be requested and booked in advance. Payment will be made via Arbor Parent Portal and notice will be given when the booking time slots are available. All payments must be made before the start of the new term. Failure to pay at the agreed time will result in your child's sessions being cancelled.
- All payments, including the Tax-Free Childcare scheme, must be made at the time of booking your sessions. These will not be secured until payment is received.
- If you are late picking up for either session, you will be charged an additional £5.00 for every 15 minutes over the pickup time. Therefore sessions 1 after 4.15pm, session two after 5.15pm. continuous late pickups may jeopardies your place for future bookings.
- List of our current charges can be found on the school's website.

Related School Policies:

The before and after school clubs are an extension of the school so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child Protection policy.
- Equal Opportunities policy.
- Health and Safety Policy.
- Supporting Children with Medical Needs policy.
- E-Safety policy.
- Early Years Intimate Care policy

Copies of these policies can be found on the school's website.

