

Woodlands At Sandringham



Breakfast & After School Club Parent Handbook



ABOUT THE CLUB

Aims

At the Breakfast & After School club we provide a safe, secure wrap around care for Reception, Year 1 and Year 2 children, within a relaxed environment. We offer a range of activities to reflect the interests of the children at the club.

What we offer

Children are free to choose activities and resources as they wish. There are always a selection of activities and resources available, including dressing up, crafts, board games, construction and physical play. We also run additional activities for the children during certain days of the week - as displayed on our 'Monthly Activity Planner'.

What we provide

At Breakfast Club we provide a wide choice of food:-

Cereal/toast/croissants/brioche/pancakes/crumpets/fruit/yogurts

The food we provide at the After School club is not intended as a substitute for a main evening meal. We provide nutritional healthy snacks, including fresh fruit and vegetables and water. We promote independence by encouraging the children to clear away after themselves.

TERMS AND CONDITIONS

Admission

We require a completed Contract of Agreement & Consent form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Club Timings, Booking and Fees

Breakfast Club -7:45am - 8:40am at a cost of £4.00

with an extra £2.00 for breakfast

After School Club - 3:10pm - 6pm at a cost of £11.50 a session

The price per session per child applies to all children. **This must be booked and paid for 24 hours in advance.** If you require a booking after this time frame, you will need to contact the School Office during school hours to check availability or out of school hours, please contact the After School Club mobile number on 07796 401478.

If you drop your child to Breakfast Club and their name is not on the register please ensure you speak to a member of staff before leaving your child.

Booking and Payment are via the SCOPay system which can be accessed through the Sandringham School website link 'school cash office'. When joining the school you will be given a letter with a link code and details how to access to your school cash office account. Once your consent form has been received you will then gain access to the booking area of your account. If you do not have one, please contact the school office. We also accept childcare vouchers. Please see attached voucher information sheet and let the school office know you wish to pay by voucher or tax free childcare.

When making your booking please ensure you book within the correct column for Breakfast or After School Club. If this is in the incorrect column it will not show on our register and could affect our staff to pupil ratio for that day leaving us over booked.

It is the parent's responsibility to ensure all vouchers or BACs payments are identified through the reference being entered - this is your child's full name or voucher reference number. **We are also unable to refund any overpayment made using vouchers.**

We are unable to give refunds or credits for places booked within 24 hours of the booked session (excluding weekends). This includes sickness and change of booking. You are able to make changes online up to 24 hours before the booking.

Please remember that we still need to know if your child will not be attending the club for any reason. Please inform the school or leave a message on our after school club mobile number.

We are unable to offer a reduction in session fees if children are collected earlier than 6pm due to allocated space costings.

If you wish to book a Monday session during the weekend, please text the After School Club mobile number to make the booking.

Late Fees & Collection

Please inform the after school club team on the mobile number if you are running late. An additional fee of £6 per child is charged for late collection from 6pm - 6.15pm and an additional full club fee of £11.50 thereafter. This fee is to meet staff costs. For non-collection of children, please refer to our late and non-collection policy.

We expect that your child will normally be collected by those named on the registration form. If you require a different person to collect your child, you must notify us in advance. We operate a passcode system, which should also be used. Please enter these details on the registration form.

We will not release your child into the care of a person unknown to us without your authorisation and the passcode.

Induction

We ask parents to identify themselves to the team on the first day of the child's attendance and your child will be assigned a buddy to help them to settle in.

Arrivals & Departures

All children attending Breakfast club must be signed in by an adult.

All parents must identify themselves at the doors security system on arrival to collect their child and duly sign their child out of the club.

Please be aware of our no use of mobile phones on the school premises due to safeguarding.

Behaviour

High standards of behaviour are expected from all children attending the club. Any child who behaves in an inappropriate way will be given time out and if this continues the Manager will discuss the matter with the parents. Further details can be found within the School Behaviour Policy.

Inappropriate behaviour from any adults will not be tolerated. Our Club is a place of safety and security for the children who attend and the staff who work here. Anyone exhibiting inappropriate behaviour will be asked to leave the site.

Parents are encouraged to discuss any concerns with the Manager or member of the team. All information relating to children and their families is strictly confidential.

GENERAL INFORMATION

Respect for and proper use of all property, equipment and the premises is expected to ensure that the club remains well resourced.

Please ask your child to leave **toys, money or valuables** at home.

Please send your children with a change of clothes and shoes suitable for inside and outside activities. All clothes should be in a named bag and put on the trolley in the hall.

At 5pm we sit and have our tea. Children are invited to bring a packed tea (**no sweets, fizzy drinks or nuts**) to school in the morning. This should be in a named bag and placed on the trolley in the hall in the morning. All children and adults sit and enjoy a social tea time together.

Illness

If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times.

Our team are trained in first aid and a first aid kit is kept on the premises.

If your child has a minor accident whilst in our care, you will be informed when you collect your child.

Medication

Please let the Manager know if your child is taking prescribed medicine.

If your child needs to take medicine whilst at the Club you will be asked to complete a **Permission to administer medication form** in advance with the school.

Please do not give medicines to your child to keep in their bag.

Toileting

If your child has a toilet accident, they will be encouraged to clean themselves and change their clothes if necessary. However, if they are unable to do this, you will be called to collect your child and take them home.

VOUCHER/ TAX FREE CHILDCARE PAYMENTS INFORMATION

If you wish to pay by voucher or tax free child care, please let the school office know. You will then be given access to make bookings in advance.

The school is already set up with most voucher providers, so if you require our school registration account number please contact the office. If we are not already registered with the provider we can contact them to register.

You will need to make voucher or tax free childcare payments on a regular (monthly) basis to meet your booking fees. This can be paid in full or if the balance is not met you will need to make an additional online payment to clear the balance.

The school office will see your voucher or tax free childcare payment and reference number on our bank statement and will credit your account accordingly.

You will receive monthly/half termly statements if your account is not in credit and bookings may be suspended if payment is not made and further action may be taken.

Please note, voucher or tax free childcare payments cannot be refunded by us or your voucher provider when you cease to use the club. This is particularly relevant when your child is leaving the school.

At the end of each academic year, the account must be cleared in time for the next academic year.

We understand this is a complicated process, so please call the office on 01252 837538 if you have any further queries.

CONTACT INFORMATION

Sandringham Infant & Nursery School

Breakfast & After School Club

Sandringham Way

Frimley

Camberley

Surrey

GU16 9YF

School office number: **01252 837538**

Email: Info2@sandringham.kite.academy

Club mobile number: **07796401478**

(Please leave a voice message if there is no reply.)

Club Team

Manager: Mrs A Bellchambers

Email : ASC@sandringham.kite.academy

BREAKFAST & AFTER SCHOOL CLUB CONTRACT OF AGREEMENT & CONSENT FORM

I / we have read and understood the "Terms and Conditions" of the Breakfast Club & after School Club.

I / we undertake to explain all the statements to our children.

I / we understand that if any of the terms/ conditions are contravened it could result in the person being expelled from the school site and/or the club.

NAME OF CHILD: _____

PARENT NAME: _____

SIGNED: _____

DATE: _____

In an emergency if a parent cannot be contacted, it may be necessary to obtain treatment from a doctor or a casualty department at a hospital. As a delay in these matters is highly undesirable, we would ask that you give your consent below in case of such an emergency.

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment and/or administration of a general anaesthetic to my child.

Name of child	
Class	
Allergies	
Medical Conditions	
Address	

CONTACT DETAILS

Name of 1st Contact	
Telephone Number	
Email address	
Name of 1st Contact	
Telephone Number	
Email address	

PASSCODE _____

(This is to be used if another adult collects you child)

Sometimes we may show a PG rated film which we consider to be appropriate for the children to watch however we need your consent to show these to your child:

I agree / disagree (please delete as required) **to my child watching PG rated films at the club.**

Photographs

In addition to the consent you already give the school for photographs, we require our own consent for photographs in breakfast and After School Club.

I give permission for my child's photo to be taken and used:

In school publications **Yes/No**

School website **Yes/No**

In the club newsletter **Yes/No**

Please note, we may make changes to the terms and conditions during the school year. If changes are made we will notify you via email.