



# Breakfast & After School Club Parent Handbook

Updated October 2022





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# ABOUT THE CLUB

## Aims

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

## Our 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 part of our monthly activity planner.

## What we provide

At Breakfast Club we provide a wide choice of food including:  
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.



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# TERMS AND CONDITIONS

## Admission

On admission, families are given access to the Breakfast and After School Club booking system. By booking, you agree to our Breakfast and After School Club terms and conditions as detailed in this booklet. We will use the same consent and emergency information as completed on your school admission form. Please ensure you let the school office know if any information has changed.

## Timings, Booking and Fees

Breakfast Club -7:45am - 8:40am at a cost of £4.00 (Booking code 'B')

with an extra £2.00 for breakfast (Booking code 'F')

After School Club - 3:10pm - 6pm at a cost of £13.00 a session (Booking code 'A')

PLEASE NOTE. THE AFTER SCHOOL CLUB DOES NOT RUN ON A FRIDAY.

The price per session per child applies to all children. **This must be booked and paid for 48 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 have not already booked, please ensure you speak to a member of staff before leaving your child if you have not already phone or sent a text to check availability.

Booking and Payment are via the school cash office system which can be accessed through the Sandringham School website link 'Online Payments'. When joining the school you will be given a letter with a link code and details on how to access to your school cash office 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 parent 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, this will need to be requested direct to the voucher provider due to tax implications.**

**We are unable to give refunds or credits for places cancelled 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 48 hours before the booking or email the office up to 24 hours in advance for it to be cancelled on your behalf.

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 £13 thereafter. This fee is to meet staff costs. For non-collection of children, please refer to our late and non-collection policy.

Please advise the school office or club if someone else is collecting your child. We will be unable to allow your child to leave with someone else without your prior consent.

## **Induction**

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

## **Arrivals & Departures**

On arrival of Breakfast Club, please ring the hall bell and a member of staff will come to greet your child.

On collection from the After School Club, please ring the hall bell or call the Club mobile number (if advised by a sign on the door) due to the children playing on the school field.

Please note that mobile phones can be used to contact the club on arrival, but should not be used for any other purpose 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 supported in reflection time 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.

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# 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 healthy packed tea (**no sweets, fizzy drinks or nuts**) and all children and adults sit and enjoy a social tea time together. This should be in a named bag and taken into class at in the morning and will be passed on to the After School Club.

## 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 as soon as possible

## 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.

## Sun Cream

If you would like your child to have sun cream available during the summer term, please supply a named bottle to the school office to be kept at the club. This can only be used by your child at the club and not during school hours.

## **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.



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# VOUCHER & TAX FREE 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 may appear to be a complicated process, so please call the office on 01252 837538 if you have any further queries.

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# CONTACT INFORMATION

Sandringham Infant & Nursery Academy

Breakfast & After School Club

Sandringham Way

Frimley

Camberley

Surrey

GU16 9YF

## **School Office Contact**

Admin Officer: Sarah Cable

Telephone: 01252 834405

Email: [sarah.cable@sandringham.kite.academy](mailto:sarah.cable@sandringham.kite.academy)

Monday to Friday 8.30am - 4pm

## **Club Contact**

Manager: Mrs A Bellchambers

Mobile number: 07796401478 (Monitored 7.30am-7.40am & 4pm-6pm.)

Please leave a voice mail message if there is no reply.

Email: [ASC@sandringham.kite.academy](mailto:ASC@sandringham.kite.academy)