



**Breakfast and After School Club  
Parent Handbook**

**September 2020 - July 2021**

## **ABOUT THE CLUBS**

Washingborough Academy is registered with Ofsted (registration number 137977).

- Breakfast club is open from 7.45am until 8.45am during term time only.
- Afterschool Club is open from 3.20pm until 6pm during term time only.

As the Academy manages both clubs, you can view our last OFSTED inspection report on our website <http://www.washingboroughacademy.org/Ofsted>. Both clubs are based in our Small Hall in KS1.

Washingborough Academy Policies cover Breakfast Club and After School Club; however, key points are noted in this Parent Handbook.

## **AIMS**

The aim of both clubs is to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Our Clubs allow the children to choose activities and resources as they wish. There will always be a selection of activities and resources available, craft, board games, construction, computer games, physical play, cookery and reading. In addition, other resources are available for the children to select from our equipment library and from the wider school environment.

## **WHAT WE PROVIDE**

Washingborough Academy believe that children start their school day with the right breakfast as fuel for learning; believing that no child's education should suffer for the lack of a breakfast.

In line with the school's wider healthy eating ethos, a range of cereals, home cooked breads, dried fruits and milk are always available. Breakfast foods are available up to 8.30am.

The food we provide at After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables.

We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible (in context with our Health Eating Policy). We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting and children are given an organised space to eat their meals in.

## **STAFFING**

We aim to provide a smooth transition between school and club. All of our staff have significant experience of working with your children and undertake professional development training including first aid. All staff members are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect/drop off your child. If you prefer to arrange a more convenient time for a meeting please contact our School Business Manager, whose contact details are on the back of this Handbook.

As Washingborough Academy run both clubs, this supports a high level of continuity of care, and maintains good communication links.

## TERMS AND CONDITIONS

### ADMISSION

Both Clubs aim to be accessible to children and families of our Academy. Admission to the club is only through advanced booking on Parent Pay or via childcare voucher schemes. Should the need arise a waiting list system will be managed by the school office. 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.

You will be required to complete registration forms for your child/ren before they can attend the club. This information will be treated as confidential and will be stored appropriately. Re-enrolment for each September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form each academic year.

**Our aim is to provide accessible childcare for all family circumstances. If you require access to either club in an emergency, please contact the school office or the club's mobile number. We will always endeavour to support our parent body but we are unable to accept parents who routinely fail to book their child/ren into clubs.**

### PAYMENT OF FEES

Fees are £4 per child for Breakfast Club and £8 per child for After School Club. Fees are payable via Parent Pay in advance or by childcare vouchers. Vouchers are accepted from various schemes and this information can be sought from the School Office. Booking forms for voucher payments can be accessed from the school's website or the school office.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). We do not charge for bank holidays and professional training days. Fees are paid prior to the session being delivered.

### CHANGES TO DAYS AND CANCELLING YOUR PLACE

No refunds will be given for sessions being missed or cancelled, made by mistakes or require amending.

Please remember that we need to know if your child will not be attending either club for any reason. Parents should follow the existing school procedure for informing the school office if your child is not attending school due to sickness. If your child is in school but is not attending club, please ensure that the school office or club contact is made aware.

### ARRIVALS AND DEPARTURES

#### Breakfast Club

Staff will be available to receive your child from 7.45am. **Parents are to accompany their child/ren into the small hall and sign each child in on the daily register.** Breakfast will be served until 8.30am. If children are arriving after 8.30am, parents are to ensure that their child will have received a breakfast at home. At 8.50am, children are sent to their classrooms.

#### After School Club

Each day, teaching staff inform the children who are booked into After School Club to make their way through the internal school corridors to the Small Hall. The After School Club Supervisor or staff member will greet children. The register will be taken when children arrive in to their care. We expect that your child will be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify the school office in advance. We will not release your child into the care of a person unknown to us without your authorisation. Passwords can be nominated at the parent's discretion. **Parent/Carers will be asked to sign out their child upon collecting them.**

Afterschool club finishes promptly at 6pm. If you are delayed for any reason, please telephone the Club to let them know. A late payment fee of £5 up to and including the first 5 minutes, £10 from the 6<sup>th</sup> minute up to and including the 10<sup>th</sup> minute, £15 from the 11<sup>th</sup> to the 15<sup>th</sup> minutes, £20 from the 16<sup>th</sup> to the 20<sup>th</sup> minute and so forth. You will be informed on these charges when you collect your child or the next working day. You may also be asked to contribute towards any extra staff wages and transport costs incurred. If your child remains uncollected after 6.30pm [ie 30 minutes after club closes] and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will inform Washingborough Academy's Headteacher who will follow our Safeguarding Policy.

## **CHILD PROTECTION**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Please refer to Washingborough Academy's website for our Safeguarding Policy.

## **EQUAL OPPORTUNITIES**

Our clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices.

## **GENERAL INFORMATION**

### **BEHAVIOUR**

We have a clear Behaviour Policy and a copy is available on our school website. Our clubs promote the ethos of care, consideration and respect for everyone attending - children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour, an emphasis on cooperative play and sharing and talking to children with the courtesy that we expect from them and engaging children in activities.

Our club follow Washingborough Academy's procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately.

In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our clubs are a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **ILLNESS**

We are unable to care for children who are unwell. If your child becomes unwell whilst at a club, we will contact you and ask you to arrange for them to be collected. If your child has had sickness or diarrhoea please do not send them to either club for 48 hours after the illness has ceased. This is in line with Washingborough Academy's Policy.

## **ACCIDENTS AND FIRST AID**

Every precaution is taken to ensure the safety of the children at all times, and our Breakfast and After School Club come under Washingborough Academy's insurance.

Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

## **COMPLAINTS PROCEDURE**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to a club staff member, your child's class teacher, or our School Business Manager. A full copy of Washingborough Academy's Complaints Policy is available on our website.

## **PLEDGE TO PARENTS**

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

We will:

- Welcome you at all times.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share child's achievements, experiences, progress and friendships
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **CONTACT INFORMATION**

Washingborough Academy  
School Lane  
Washingborough  
Lincoln  
LN4 1BW

Main School Office Contact Number: 01522 801355

After School Club Contact Number: 07470 950110

## **PARENTAL CONTRACT FOR BREAKFAST CLUB AND/OR AFTER SCHOOL CLUB**

I understand that Washingborough Academy's Breakfast and After School Club are extended care facilities and that whilst my child attends he/she will be given stimulating and challenging play opportunities in a safe environment where staff are legally responsible for him/her until I or an authorised person collects them.

I understand that on arrival to Breakfast Club I will escort my child/ren into the small hall and sign the registration form before departing.

I understand that a healthy breakfast will be provided to my child if they arrive on or before 8.30am. If you are accessing Breakfast Club after 8.30am please ensure that your child has benefited from breakfast at home.

Unless I request otherwise my child will be provided with an afternoon snack and drink during After School Club.

Once my child is signed in at Washingborough Academy's Breakfast and After School Club, he/she will be in their care until collected and signed out by the person/s named on my child's collection form.

I will inform the school office by 3pm the day before my booking if my child is not attending a booked session and if I am collecting my child from school on a day that he/she is booked into the club but is going elsewhere.

I will book into either club 72 hours in advance of each session and make payment on Parent Pay, or by voucher. If I have not booked either club, I accept that my child/ren may not be able to attend.

It is my responsibility to keep the School Office informed of any changes to the personal, dietary and medical information regarding my child.

Under the e-safety policy, I understand that my child will not be permitted to use his/her mobile phone during sessions.

Washingborough Academy's After School Club closes promptly at 6pm Monday to Friday. I agree that I will contact the After School Club Manager if I am going to be late. I agree to pay any late collection charges due detailed on the previous page.

If my child/ren remains after 6.30pm and Washingborough Academy's After School Club are unable to contact any of the registered contacts I have provided, Washingborough Academy are legally required to contact Safeguarding Children Services (Social Services).

Any charges incurred for late pickups are required to be paid in full via the Miscellaneous Payment section on Parent Pay before your child will be allowed to attend further sessions.

If we are persistently late to pick up our child from After School Club, we acknowledge that we may risk losing our place.

I will be informed of any incidents or accidents involving my child. A qualified first aider will treat all injuries/accidents. If there is a situation where my child needs urgent medical treatment and I am uncontactable, a member of staff from Washingborough Academy may sign any consent forms necessary for treatment on my behalf using the consent from my registration form.

Any information and details regarding my child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of my child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.

I understand that all children, parents or carers and all members of Washingborough Academy staff should be treated with respect and that behaving in a violent or abusive manner is unacceptable.

I understand Washingborough Academy's Breakfast and After School Club will adopt the policies of Washingborough Academy concerning Behaviour and Exclusions and have agreed to the terms.

If it becomes necessary to exclude my child, I understand that it is my responsibility to pay for any pre-booked sessions.

I understand that refunds to either club will not be granted for any circumstances.

I understand that, under the provisions of Data Protection legislation, Washingborough Academy is not allowed to pass on any information to another party without my written consent.

I understand that I am bound by the same rules of confidentiality and agree not to share information of a sensitive nature.

**I have read the above terms and conditions and I agree to abide by them.**

**I have retained a copy of the Parents Handbook.**

Signed .....

Name .....

Date .....

**WASHINGBOROUGH ACADEMY BREAKFAST AND AFTER SCHOOL CLUB - REGISTRATION FORM AND COLLECTION DETAILS**



Name of Parent ..... Signature: ..... Relationship to Child: .....

Date: ..... Address: .....

1. Full name of Child: .....

Child's class: .....

2. Full name of Child: .....

Child's class: .....

3. Full name of Child: .....

Child's class: .....

4. Full name of Child: .....

Child's class: .....

Name of first designated person authorised to collect:  
.....

Relationship to child .....

Tel No: ..... Tel No: .....

Name of second designated person authorised to collect:  
.....

Relationship to child .....

Tel No: ..... Tel No: .....

Name of third designated person authorised to collect:  
.....

Relationship to child .....

Tel No: ..... Tel No: .....

Name of fourth designated person authorised to collect:  
.....

Relationship to child .....

Tel No: ..... Tel No: .....

**I would like to nominate the following password when my child is being collected. I have chosen the following word .....**

**It is my responsibility to inform the authorised person what my password is.**

I accept that the above designated persons can be contacted should an emergency arise or the main parent/carer fails to collect on time.

**FOR OFFICE USE ONLY**

Date received to School Office ..... by ..... (Initial of Office Staff member)