

Bourne Kids

Breakfast and Afterschool Club



Policy Information September 2023



Admissions

Children may attend the Breakfast club and Afterschool club on a full time or part-time basis.

Requests for Breakfast club/ Afterschool club should be made in advance using Arbor booking system.

Provisions are charged for a maximum number of children in accordance with the risk assessment carried out by the school having regard to the age and needs of the children and type(s) of activities.

Places are available on a first come first served basis. We advise booking in advance to ensure the welfare and safety of those attending and for safeguarding reasons, we cannot exceed staff/ pupil ratios. We plan staffing levels based on the number of bookings received and cannot guarantee that there will be space on the day.

Children cannot attend Breakfast club before 7:30am and parents must not drop children and leave unattended on the school site.

Fees and Fines

Bourne Kids charges for its services and relies on parents making payments on time. Where payments are made late or children are collected late, resulting in additional costs to the club, penalties will apply as detailed below.

- Bookings need to be made via Arbor. Please top-up your account, before booking, this will allow the session to then be booked. Booking closes for Breakfast club at 07:25am and for Afterschool club 14:15pm
- Our doors are open term time only and we offer 5 days a week wrap around care.
- Our breakfast club starts at 07:30am and will end at 8:30am. Breakfast will be served until 8am each day and food provision will not be available after this time.
- Our Afterschool club will start at 3:15pm and offer 2 pick- up times 4:45pm or 5:45pm.
- Pick up times are agreed upon and set when the session is booked. Children can be picked up before their agreed time, however no refund will be made.
- The sessions are non-refundable, unless 2 weeks' notice is given, in writing.

Pre-booked sessional costs

- We expect parents/ guardians to book and pay for sessions they wish their child to attend in advance, via Arbor, all sessions are non-refundable.
- Each Breakfast club session will cost £3.75 for the whole 1 hour session, 7:30am to 8:30am. When booking it is a one off payment of £3.75 regardless of arrival time.
- Each Afterschool club session will cost £9.25 for the full session or £7.00 for earlier sessions, whether or not the whole session is attended by the child.
- A proportion of childcare costs may be claimed back as part of a families working tax credit. Childcare vouchers are also accepted where appropriate.
- Bookings are to be made as soon as possible. Please look out for closing dates on the school website.

Children collected late from sessions- costs

- Children must be collected promptly at the end of the agreed session. However, when a child is collected late, after the agreed session ends, whether this is at 4:45pm or 5:45pm, there will be a fee that must be paid. This fee is to contribute to the cost of the two members of staff

that must care for your child until a parent/guardian arrives to collect the child. The cost of this fee is a flat fee of £2.25 per child for the early session, and £5.00 for the later session per child. Timings will be taken from the time recorded at the time of ringing on the club doorbell.

- If a child is not collected at the end of the school day, then for safeguarding reasons they might be put into Afterschool club and in these instances, payments will be charged with the relevant fee.

Arrival and Departure Procedure

Breakfast and Afterschool club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departures of all children attending the clubs. To ensure the safety of the children it is not possible to make allowances which do not adhere to the policy and procedures outlined in their document.

Children will be accompanied by an adult when starting Breakfast club or Afterschool club and a register will be taken. Staff from other clubs must inform the Afterschool club supervisor of the arrival/non arrival of all children expected to attend.

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff registering the children will immediately notify the supervisor
- The supervisor will make contact with staff from relevant class, clubs and the school office to ascertain attendance at school that day.
- The supervisor will contact the named parent/guardian on the initial registration form to ascertain the whereabouts of the child.

We ask that when collecting children, parents/ guardians wait in the designated area, by the main office and must not enter the main school building unless invited by a staff member. Children will be brought out by a member of staff.

Non-collection of a child

In the event that a child is not collected by an authorised parent/ guardian at the end of the session a set of agreed procedures will be put into practise. This procedure will ensure that the child is cared for safely by an experienced and qualified practitioner who is well known to the child. The aim of this is to ensure that the child received high standard of care in order to cause as little distress as possible in the event that the child is not collected by an authorised parent/ guardian.

The Trust recognises that occasionally things happen outside of parents' control which affects collection arrangements and will always work with parents to resolve these issues where possible. The Trust shall apply the following procedures for late collections and reserves the right to apply additional charge where a child/ children are picked up late.

Parents/Guardians will be required to provide specific information which is recorded on Arbor, our school information system. Please ensure all information is always up to date. This includes:

- Home address and telephone (where a parent/ guardian may not have a telephone, an alternative number must be given such as a close relative or neighbour).
- Place of work details, including address, telephone number (where applicable)
- Mobile telephone number (where applicable)
- Any information about a person that should not have access to your child legally

- A password is required by the collecting adult so that we know they have been authorised by parents/ guardians.
- Any medical information including up to date Health Care Plans

If a child is not collected at the end of the session by a parent/ guardian the following set of procedures will be put into action:

- Parent/ Guardians are contacted at home/ work, in order of the consent form
- If this is not successful, the adults who are authorised by the parents/guardian whose telephone numbers are recorded on the registration form will be contacted
- All reasonable attempts are made to contact the parent/guardian or the nominated carers.
- The child will not leave the premises with anyone other than those who are named on the registration form or a nominated carer who knows that child's password.
- If no-one collects the child after half an hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- The child stays at the setting in the care of two members of staff until the child is collected either by the parents or a social worker.
- Social services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- A full written incident report will be recorded on the child's file.

Food and Drink

Snack time is considered a valued part of a club. Eating represents a significant social period for children and it gives them the opportunity to learn about healthy eating. The aim behind this is to provide healthy and nutritious food, which meets each child's dietary needs and the guidelines that have been laid down by the food standard agency.

- Before any child attends Breakfast club and Afterschool club we ask that parents inform us of any allergies or dietary needs.
- We regularly ask that parents keep the club updated with any changes to dietary requirements or allergies.
- We provide healthy and nutritious food avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservatives and colourings.
- We provide opportunities for children to experience foods from a variety of cultural backgrounds, providing children with familiar foods introducing them to new ones.
- We use snack times as a way to help children develop independence through making choices for themselves.
- We have fresh drinking water readily available to the children as well as fresh juice and milk.
- In order to protect the children with food allergies, we have rules about children sharing and swapping their food with other children, we also have a rule that only food supplied by Bourne Kids- can be eaten during our sessions.
- Staff are present at all times and will participate with breakfast and snack times where it is possible for them to do so.
- All of the food (hot or cold) is served at the correct temperatures in accordance with the guidelines set by Food Standards.
- Breakfast will only be served up until 8am each day.

- Our menus will contain all allergens and be displayed in the Bourne Kids board and on the website. A folder containing all food ingredients from packaging including allergies will be accessible to parents/guardians upon request for every food item.

Behaviour and Safeguarding

We continue to hold the same expectations around pupil's behaviour whilst they are in Breakfast and Afterschool club. Please refer to our Positive Behaviour Policy on the Trust website for further details.

We use the Restorative Justice approach, in line with the school behaviour policy, to resolve any behaviour concerns. If there has been a concern at one of the clubs, we will notify parents/ guardians of the concern and how it was resolved when the child is collected.

At Bourne Alliance MAT we take safeguarding as a high priority. All staff are trained in safeguarding and receive regular update training. See our **Safeguarding and child protection** policy for full details. The staff who work in our wraparound care all have access to the Designated Safeguarding Lead team at all times and follow our policy.

During in-person Parent Consultation times, 'no-entry' signs are placed at the doors for the hall and staff are vigilant to visitors being in school. Any person entering the provision who is not known to the staff is challenged. A radio is onhand at all times to call the Office, Site team and Senior Leaders. All parents/carers must continue to use the usual procedure to collect their child, unless they arrange with Bourne Kids staff ahead of time that they will collect the child after parents' consultation.

Children with SEND

Bourne Kids staff work closely with the class teachers so they know the needs of the children who are attending, such as additional support for behaviour or SEND. Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child, including agreeing adaptations being put into place to support them
- Liaison will be agreed with relevant professional support networks if applicable
- Correct integration is given

First Aid and access to medicines

Qualified first aiders are always available in wraparound care and the First Aid policy will continue to be followed at all times. Medicines- such as asthma pumps- are either held by Bourne Kids (where these are made available by parents) or accessible in classrooms. All health care plans are updated and shared with Bourne Kids staff via Arbor.

If a child becomes unwell during afterschool club a parent/ guardian will be contacted to collect their child.

Equipment and Resources

We believe that to heighten the quality of our club we should provide the children with safe, clean attractive, stimulating resources, toys and equipment. The aim behind this is to provide children with resources that will help to consolidate and extend their knowledge, skills, interests and aptitudes. To achieve this, we:

- Provide play equipment and resources that are safe and conform to the relevant safety standards.
- Provide enough equipment and resources for all the children.
- Provide resources that promote all areas of learning and development, which will either be child or adult led.
- Select books, equipment and resources that promote positive images of people of all colours, cultures, ethnicities and abilities, are non-discriminatory and avoid any racial or gender stereotyping.
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenges and meet the needs and interests of all the children.
- Provide furniture that is suitable for the children and our environment.
- Regularly check the resources and equipment that are available to the children at each session and ensure they are out away at the end of the session. We repair, clean or replace any unsafe, worn out, dirty or damaged resources and equipment.
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenges is offered.