

Moorlands Primary Academy  
Breakfast and Afterschool Club  
Terms and Conditions



Respect - Resilience - Compassion - Responsibility - Belief - Honesty

Parents and Carers wishing to use the clubs are asked to carefully read this information and terms and conditions. The **declaration** must then be signed and returned to school prior to a booking being made. Terms and conditions are reviewed termly. If any changes to terms and conditions occur prior to the termly review, parents and carers will be notified of these in writing and asked to sign and return an acknowledgement.

## 1. The Clubs

Our Breakfast and After School Clubs are run by Moorlands staff who also have roles in school during the day. In this way we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day. A schedule of activities are planned for the clubs. Children can join in with the planned activities or take time to read or do their home learning. The clubs aim to be flexible and reasonably priced. The service is non-profit making. Children have a choice of breakfasts, snacks and tea.

**Our Before and After School Clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding expectations.. Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.**

*Moorlands Primary Academy School is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.*

### Aims

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
- To promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit of Moorlands Primary by supporting families to balance homework commitments

## 2. Staff

All our staff are DBS checked and there is a First Aid Trained member of staff on duty in every club. Staff have completed food hygiene training.

### Staff Team:

Judith Basey - Teaching Assistant

Gabrielle Cooper - Teaching Assistant

Neena O'Dell - MSA/Teaching Assistant

Dawn Howes - Teaching Assistant

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Emma Fuller- Teaching Assistant  
Laura Tindell - MSA  
Emmeline Bunting - MSA

**Administration:**

Andrea Mathers - Office Manager  
Sue Fogden – Finance Officer  
Kelly Nicholls - Receptionist

**3. Breakfast and After School Club Emergency Contact**

The direct dial number for the above is: 01493 789249

This number is only available from 7.30am - 8.15am and 4:00pm - 6.00pm.

For enquiries during the school day please contact the school office. 01493 780007

**4. Opening Hours**

The clubs are held in the school dining room. The Breakfast Club is open from 7.30am - 8.35am. The After School Club is open from 3.30pm – 6:00pm. There may be exceptional days throughout the year when the After School Club may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of these as soon as possible.

**5. Arrival and Departure for Breakfast Club**

For parents using the Breakfast Club, we ask that you do not drive into the school drive but park outside on the residential road, walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not allow your children to come into Breakfast Club without an adult. Children will be escorted to classes at the end of breakfast club by club staff.

**6. Arrival and Departure at the After School Club**

Each day teachers are all given a list of children who are attending A.S.C that day. Reception children will be taken by a member of staff from their classrooms and escorted to the school library. Key Stage 1 and 2 children will independently go to the library at 3.30pm where the After School Club member of staff will be waiting for them. Parents and carers of any child without a booked place will be contacted by the school office. All children are gathered in the library and a daily register is completed. Children are then escorted by a staff member at the front of the line and at the back of the line over to the dining hall. A headcount is carried out again once all children are in the club. Parents and Carers collect their children from the dining hall and will be expected to sign their child out.

**7. Parental/Carer Involvement**

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. A copy of the school's complaint policy can be found on the website.

**8. Contact Details**

Parents/carers must fill out a **Registration Form** on their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing. Registration forms are available from the school office or the Breakfast and After School Club. All



information about your child's details is kept in a locked cupboard in the club room. Only the authorised staff will have access to these details. As part of the registration process parents and carers will be asked to share a **password** which will be used by any adult not known to staff who may collect a child.

## 9. Payment

### BREAKFAST CLUB

The current fees are: £3.00 per session

### AFTER SCHOOL CLUB

The current fees are: £4.50 up to 5:00pm, £7.00 thereafter.

**Late Collection:** If a child booked in until 5pm is collected late, the full session cost of £7.00 will be charged.

If a child booked in until 6:00pm is collected late, **there will be £5 charge for the first (or part of) 15 minutes. A further charge of £5 for every 5 minutes will be charged after 6.15pm.** Please be aware staff are only employed until 6:00 pm.

## 10. Booking System

**Bookings for both the Breakfast Club and After School Club must be in advance.** All parts of the booking form need to be completed for it to be processed. Please note there is a limit on the number of places in both clubs which are allocated on a first come first served basis. Block bookings can be taken in advance. Cancellations for anything other than illness must be made **24 hrs** in advance to avoid being charged. Please call the school office number on 01493 780007. To book a place in either club, you can call the above number. For a first booking, please complete the booking forms with all contact details and set up a password, which should not be the child's name or date of birth. The forms are available from the school office and on the website. Payment should be made at the time of first attendance and can **NOT** be handed to the staff at the club, but put in the post box in the foyer, outside the school office. Cheques should be made payable to Moorlands C of E Primary Academy. Payments can be made direct in to the school's bank account. Details upon request.

**We cannot accept children in our clubs without a booking.**

## 11. Late Collection

Please notify the After School Club by ringing the A.S.C direct dial number (01493 789249) if you are unable to pick up your child on time.

## 12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand between the times of 8.35am and 4:00pm. After 4:00pm parents can also ring directly through to the After School Club direct dial number. We will not allow any child to depart from the club unless we have a form of identification or a password. Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

## 13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session, credit will be carried over on your child's account. **It is not possible to provide any refunds.** If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for. Staff at the club cannot administer any form



of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office and will be held there and not in the After School Club.

#### **14. Accidents and First Aid**

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

#### **15. Absences**

If your child is absent from school and has been booked into the After School Club, please could you make the office aware that your child will not be attending the club. If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club. If the session is not cancelled you will be charged.

#### **16. Valuables**

We ask that children keep special items of interest to them i.e. toys and books in their school bags when they are attending the club. Inside the After School Club room we have a large range of toys and books and sometimes personal items can get lost within these

#### **17. Behaviour**

The Breakfast Club and After School Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy. The Breakfast and After School Club will implement the same consequences and reward systems that are used within the main school.

#### **18. Refreshments**

The clubs are nut free. Breakfast and light teas are available daily. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

#### **19. Parental Conduct**

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

#### **20. School Agreement**

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued
- Ensure that all children are safely escorted to and from the clubs by a member of staff

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- Not allow any child to leave the A.S.C with anyone other than the parent/carer unless a form of identification or a password has been agreed between the staff and the parent/carer
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child
- When notified by parents, we will credit an account if a child is absent due to being unwell that day.
- Use the school's behaviour policy.
- Ensure opportunities are made for child initiated play for Reception children in line with Early Years Foundation Curriculum.
- Ensure that all children are supervised at all times during club opening hours.

### **Pupil Agreement:**

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Tell an adult if they have a worry or concern.

### **21. Parent/Carer/Pupil Feedback**

Moorlands values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

### **22. Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the staff car park. The club register should be taken outside and all names checked. There will be a fire practice once per term.

## **SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS**

### **Booking**

- Submitted booking forms need to be accurate and fully completed.
- Incomplete forms will not be processed and returned via your child's book bag.
- Bookings must be received 24 hrs in advance of the date required.
- Bookings made after this time may not be allocated a place.
- There are limited spaces available which are allocated on a first come first serve basis.
- Block bookings can be made in advance
- Correct payment must be received for a booking to be processed.
- Bookings received without payment will be returned
- It is the responsibility of parents and carers to give 24 hrs notice to the school of all cancellations.
- Children will not be accepted at Clubs without advanced booking/sign declaration and completed registration forms.

### **Payment**

- All payments should be in a sealed envelope which clearly states the child's name and details of payment. (Cheques made payable to Moorlands CofE Primary Academy)

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- No money should be handed to the staff at the club, but put in the postbox provided in the school foyer.
- If you are having difficulty paying your bill, please contact the school finance department who may be able to arrange a payment card to support you in your payments.
- Non-payment of fees may affect future bookings for either club.

### **Changes to Bookings**

- Cancellations must be made 24 hrs in advance, or there will be a charge for the booking, unless it is illness related (to the child).
- Extensions to the duration a child is booked to attend, will be charged accordingly.
- Cancellations due to a child's absence will not be charged but the office must be informed that a child will no longer be attending

### **Use of Clubs**

- Parents and carers need to accompany their child into the Breakfast Club signing them in with the correct time.
- Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening
- Children must not turn up to the Breakfast Club without a booking
- On collection from the A.S.C parents need to accurately record the time of departure
- Children must be collected at the end of the session paid for.
- There will be a set charge for late collection outlined above..
- The A.S.C must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff
- The Breakfast Club and After School Club are part of Moorlands Primary School governed by the school's local governing body.

Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.



## **DECLARATION**

The parent(s)/carers of any child/ren attending the Breakfast and After School Club should have read and understood the information and Terms and Conditions before signing the following declaration.

Having read, understood and accepted all statements made in the Information and Terms and Conditions, I/We will comply with all the procedures.

I understand that any decisions made by the Breakfast and After School Club will be final.

Please sign and return to the school office.

### **PRINT IN FULL**

PARENT/CARER NAME:.....

Signed.....

Dated.....

Name(s) of Child/ren:.....

.....

Password (not child's name).....

I understand that these terms and conditions will be reviewed termly and that i will be informed if changes are made before the termly review.

September 2016

Next review January 2017