



Breakfast & After School Club Policy

Introduction

Melbourne Breakfast & After School Club (ASC) is run by Melbourne Primary School to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The clubs operate from 7.30am – 8.30am and from 3pm – 5.00pm term time, and current costs for each session can be seen when booking sessions on the School Gateway app. A copy of this policy is provided to all parents of children attending these clubs and is also available on the school website.

All parents must complete a new registration form for each child attending the clubs and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Melbourne Primary School are eligible to attend the Clubs.
- Children are admitted in Reception to Year 6.
- Places for each club are limited to 30 children, this will work on a first come, first served basis.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All Club staff are made aware of the details of a new child using wraparound care and any important information (i.e. allergies and medical conditions disclosed by parents to the school).
- Children's attendance is recorded in a register.

Booking Procedures and Payment

- ***All bookings for Breakfast and ASC must be made via School Gateway***
- ***Payment must be made at the time of booking.***
- ***Bookings must be made 24hrs in advance of the required session. Any late bookings or cancellations must be communicated directly to the main office.***
- ***To ensure that club registers are accurate and to safeguard your children effectively, it is the responsibility of parents to ensure that they book / cancel the sessions required and to communicate any late changes to the office staff.***
- ***24hrs notice is required for the cancellation of any bookings to be refunded unless the child is absent from school due to illness (refunds are provided by way of credit onto your account).***
- ***In the unlikely event that ASC or breakfast is cancelled (i.e. school closure) all affected sessions will be refunded.***

If your usual method of payment for breakfast and ASC is via childcare voucher or tax free childcare account, please send proof of payment (i.e. receipt) to admin@mcps.org.uk and we will credit your School Gateway account with the stated balance.

If a parent is experiencing difficulty with payment or has a query about payment, they should contact the school office staff.

Arrival and Departure

Breakfast Club

- 7.30am – 8.30am parents bring their children to the main school office to be collected by a member of the breakfast club team (please ring bell at reception on arrival) and signed in.
- Breakfast Club is situated in Cygnet & Swan classroom where activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.15am tidy up time encouraging the children to take responsibility for their environment.
- At 8.20am the children are escorted to the playground where they meet up with the rest of the children awaiting the start of school. Reception children will have continual supervision until their line goes in at 8.30am.

After School Club (ASC)

- ASC is located in the main school building.
- At the end of the school day Reception children attending ASC are escorted to the hall and handed over to ASC staff. All other classes go to the hall directly to meet a member of the ASC staff.
- ASC staff take a register of all children as they arrive into ASC.
- All children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors (weather dependent).
- If your child is in an enrichment club until 4pm they will be taken to ASC by staff. All children arriving at 4pm will still be offered a snack.

Collection from ASC

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded by a member of the ASC staff.
- Prior permission must be given for anyone other than Parents or carers that are collecting children from ASC. Any changes should be communicated to the school office.
- Collection is from the main school building. Children should be collected from the main school entrance. The staff will be alerted to your arrival when you press the bell in the main reception.
- Parents must inform Club staff or the office if their child is going to be absent from Club.

Behaviour

Whilst attending both clubs, children and staff will adhere to the school behaviour policy and uphold the school values. Please refer to the school behaviour policy for more information. This can be found on the school website or requested from the office.

We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable, for the safe and efficient running of the club, parents will be informed and a written warning given to the child. Any additional unacceptable behaviour

will result in the child being excluded from the club for a period of time deemed appropriate by the school's senior leadership team.

First Aid

- All accidents will be recorded in the school accident reporting system (EVERY compliance) and accurately reported to the parents/carer upon collection.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, club will be informed of their absence.

Late Collection

If a child has not been collected by 5.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be applied for late collection from ASC. A fee will be applied for late collection from 5.05pm of £15, for every additional 10 mins after this a further £10 will be incurred. This charge will be invoiced separately.