



Cavendish Close
Infant and Nursery School

Breakfast & After School Club Policy

Reviewed July 2023

Introduction

Our Breakfast and After School Club (BASC) exists to provide high quality out-of-school hours' childcare to support parents and carers. The clubs provide a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7:45am until the beginning of the school day and After School Club operates from the end of the school day until 5:45pm during term time. An electronic copy of this policy is provided to all parents attending the club and is also available on the school website.

All parents/carers must complete a registration form for each child attending BASC and sign an agreement to adhere to the terms of this policy prior to their child attending the provision.

Admissions

- Children attending Cavendish Close Infant and Nursery School and their siblings who attend Cavendish Close Junior Academy are eligible to attend BASC.
- Year two leavers' who already access the provision are also eligible to continue to attend at the discretion of the BASC Manager.
- All places are subject to availability and are offered on receipt of a completed registration / continuation form at the beginning of each academic year, subject to availability.
- The registration process must be completed prior to the child's commencement at the BASC.
- All BASC staff are made aware of the details of a new child.
- Children's attendance is recorded on a register.
- BASC operates on a 1:13 staff ratio.
- The maximum number of children who can attend a session is 39.

Please be aware that due to a high demand for spaces, you may be placed on a waiting list until a space becomes available.

Arrival and Departure

Breakfast Club: Parents/Carers must bring their child to the hall doors where they will be marked on the register by a member of staff.

After School Club: Parents/Carers or named collector must collect their child from the specified doors where a member of staff will assist and sign out the child.

Daily routine

Breakfast Club

- Breakfast club opens at 7:45am.
- Toast and cereals will be served until 8:15am.
- Pupils will be escorted to their classes ahead of the school day beginning.
- Siblings who attend the Junior Academy will be escorted to their school.

After School Club

- Opening time is from the end of the school day until 5:45pm. Any collection after 5:45pm will incur a late collection charge of £15 plus a further £5 for every 15 minutes from 6pm.
- At the end of the school day, pupils will be escorted by their class teams and registered at the After School Club
- Siblings who attend the Junior Academy are collected by a member of staff at the adjoining external gate between school grounds at the end of the school day.
- A light tea is served between 4-4:30pm.

Your responsibilities as a parent / carer are:

- To inform the provision if your child is going to be absent or late for any reason – including when attending after school curriculum clubs / trips.
- To ensure your child is well enough to attend their session. You must inform the provision if your child has been or is unwell, including any medication that they may need.
- To inform and keep the provision up dated of any medical conditions your child may have.
- To inform and keep the provision up dated of any specific dietary requirements your child may have. This could include medical, cultural or religious needs and will enable us to meet your child's individual needs.
- To inform and keep the provision up dated of any allergies that your child may have or any concerns relating to this.
- To inform the provision of any accidents or injuries that your child has sustained whilst not attending the provision.
- To commit to providing your child with a regular attendance pattern at the provision
- To inform and keep the provision up dated with information regarding legal contact and who has parental responsibility.
- To inform and keep the provision up dated with information regarding emergency contacts, change of workplace, home address or family details.

Our responsibilities as a breakfast and afterschool club provision are:

- To work in partnership with you at all times.
- To ensure the safeguarding of your child. To discuss and raise any child protection issues with you and / or our safeguarding team or the safeguarding team at the Junior Academy if appropriate.
- To keep all information confidential in accordance with the UK General Data Protection Regulation.
- To inform you and make a log of any accidents / injuries your child has sustained whilst attending the provision.
- To inform you and make a log of any incidents your child has been involved in whilst attending the provision.
- To administer first aid and seek emergency treatment if necessary.
- To contact you or anyone else named in the emergency contact details in the event of an emergency or your child becoming unwell.
- To not accept responsibility for the loss or accidental damage of children's personal belongings left within the provision.
- To not accept responsibility for the loss or accidental damage of Cavendish Close Junior Academy digital devices.
- To do our utmost to meet individual children's dietary requirements and cater for them wherever possible within the provision.
- To only allow parents / carers with legal contact / parental responsibility access and information to your child
- To manage children's behaviour in a positive manner in line with the school's current policy / procedure.

Other relevant policies:

- [Behaviour Policy](#)
- [Charging and Remissions Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [First Aid Policy](#)

Payment of Fees

Sessions are input at the end of each week to the ParentPay system. Payments must be made in full by the end of each calendar month via your ParentPay account or by your alternative childcare scheme. Failure to make payment at the end of each calendar month will result in the provision being removed with immediate effect at the beginning of the next calendar month until the outstanding balance is cleared.

Booked places must be paid for in full even if the child does not attend. If your child attends an after school Curriculum Club, fees for both clubs will still apply.

4 weeks' notice in writing is required for any changes to your child's attendance.

The parent/carer signing the clubs registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a family is experiencing difficulty with payment of fees, they should contact the BASC Manager without delay in writing to clubs@cavclosei.derby.sch to arrange a confidential meeting.

Payment for BASC are via [ParentPay](#). An account will be set up for your child when they join the school.

We accept the following forms of payment:

- Childcare vouchers
- Tax free childcare
- Salary sacrifice scheme

Please let the school know the company that you will be using so that these can be linked to your ParentPay account.

Any changes to the costs of BASC will be notified to parents in writing with a minimum of 4 weeks' notice in advance.

No fees are payable on school closure days.

Uncollected children

If a child has not been collected by 5:45pm, parents/carers will be contacted in the first instance by telephone. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and/or social care.

A charge will be levied for late collection. A fee of £15 will be applied from 5:45pm plus a further £5 for every 15 minutes from 6pm.

Contact information for BASC

BASC Manager: Mrs Roberts

Email: clubs@cavclosei.derby.sch



We look forward to welcoming your child to our clubs



**Cavendish Close
Infant and Nursery School**

Breakfast & After School Club: Parent Agreement

I wish for my child / children to be enrolled in the Cavendish Close Infant and Nursery School Breakfast & After School Club provision. Please read carefully and complete all sections below before signing.

Full Name of Child:	Date of Birth:
Class:	Address:
Parent / Carer 1 Name: Contact No. Email: Address (if different to the above): Workplace address: Workplace contact number:	Parent / Carer 2 Name: Contact No. Email: Address (if different to the above): Workplace address: Workplace contact number:
Siblings that will also attend the provision Name: Date of Birth: Class:	Siblings that will also attend the provision Name: Date of Birth: Class:
Please notify us here if your child has any additional needs that the team need to be aware of or cater for: 	

Session Arrangements

Please indicate which sessions you require your child / children to attend.

Date of first session required: DD/MM/YY

Breakfast Club

Breakfast club operates from 7:45am until the beginning of the school day during term time, at a cost of £6.00 per pupil, per session.

Monday	Tuesday	Wednesday	Thursday	Friday

After School Club

After School Club operates from the end of the school day until 5:45pm during term time, at a cost of £10.50 per pupil, per session.

Monday	Tuesday	Wednesday	Thursday	Friday

The parent / carer named overleaf is responsible for ensuring information provided to the breakfast and after school club provision remains up to date at all times.

I have read and fully understand the Breakfast & After School Club Policy and I agree to adhere to all terms and conditions within the policy.

Signed: _____ Print Name: _____

Relationship to Child: _____ Date: _____

Breakfast & After School Club Manager:

Signed: _____ Print Name: _____ Date: _____



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