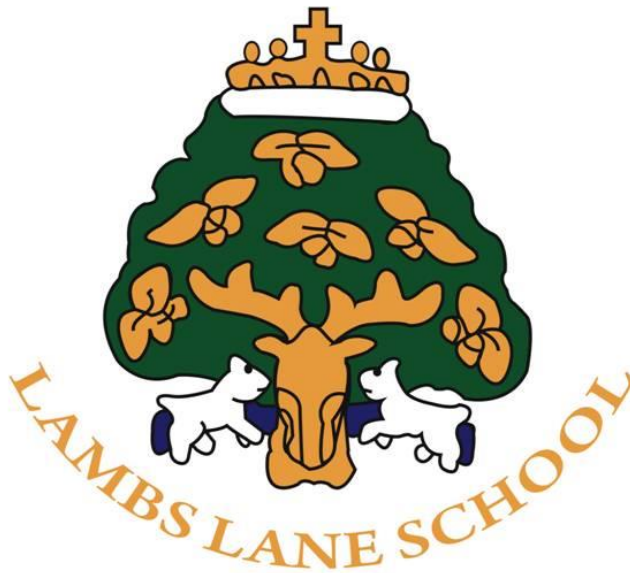


**Lambs Lane Primary School  
Breakfast Club  
and  
After School Club**



**Parents' Handbook**

Lambs Lane Breakfast and After School Clubs aim to provide quality childcare for all age groups in a safe, caring and friendly environment. We endeavour to provide an atmosphere and activities like those found within the home and an opportunity for children to socialise and play. Both clubs are only available during term time.

The Lambs Lane Breakfast Club provides before school care for up to 45 children daily and is available from 7.45am until the start of school. Our After School Club is open between 3.30pm and 6pm daily, providing after school care for up to 45 children. On the last day of each full term the club finishes at 5pm.

It is our intention to make the Breakfast and After School Clubs accessible to all children attending Lambs Lane Primary School.

### **SPECIAL NEEDS**

Lambs Lane Primary School will make every effort to accommodate and welcome any child with Special Educational Needs, whilst working within the limitations of the clubs. Each case will be assessed individually, and risk assessed to ensure everyone's safety. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

### **STAFFING**

- All our staff have an enhanced DBS (Disclosure & Barring Service) check.
- We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

### **REGISTRATION**

Registration documentation for both clubs is organised by Miss Hill and Mrs Pridmore in the School Office.

- Places will be provided where possible as required, but there may be times when all places have been booked. If no additional staff are available to staff the club, we will implement a waiting list system.
- It is important that we have a list of regular bookings so that we can oversee the levels of staff to pupil ratio required for us to run these sessions
- For your child to attend one or both clubs a universal registration form will need to be completed. Please always remember to keep your Arbor account up to date with any information changes.
- You are also asked to sign and accept the terms and conditions of the club
- The registration form will eventually be accessible on your Arbor Portal but at present we require a completed paper copy (enclosed in your information pack)

- **There is a one-off registration fee of £5 per child, which should be paid on your Arbor account in the school shop section.** Please do not hesitate to visit reception if we can be of assistance with this.
- Only primary school age children are eligible for registration and can register at any time. Primary school new entrants can be registered during the half term before they start school when they are added to the Arbor system.
- Registration does not automatically guarantee session places.

## **CONTACT TELEPHONE NUMBER**

Please ensure that we always have an up-to-date contact number on your Arbor account, in case we need to contact you in an emergency.

## **BOOKING PLACES**

- Places should be booked in advance for both Clubs.
- Children who have not been booked in will not be able to attend the Clubs.
- Any children not collected from school at the end of the school day will remain in the care of the school. We will call their parents to arrange immediate collection.
- Bookings can only be made if your Wraparound Care account is in credit (unless you pay the school directly by childcare vouchers where the Arbor system recognises this and allows the bookings to be made).
- New bookings may be made at any time, providing there is space available for that session

## **BOOKING PROCEDURE**

- Once you have registered, you will be able to book your wraparound care sessions via your child's Arbor account.
- You will see a list of available sessions your child CAN BE registered for under the **activities – clubs** section.
- If you do not see availability, it will mean that all spaces are booked for this session.

## **How to Book a Session**

Please follow the link to Arbor information – this will explain how you book a session(s).

[Signing my child up for a Breakfast or After-School Club on the Parent Portal or Parent App – Arbor Help Centre \(arbor-education.com\)](https://arbor-education.com)

A hard copy of this information is available from the school office and is accessible on the school website.

## PRIMARY SCHOOL NEW ENTRANTS

A registration form will be included in the information pack but are also available on request at the school office.

## AMENDMENTS AND CANCELLATIONS TO EXISTING BOOKINGS

- If you have made a booking, you will be able to cancel this **up to** 24 hours prior to the session start.
- The money will be returned to your Arbor Wraparound care account.
- Any credit balance for a year 6 pupil at the end of the academic year, can be transferred to a sibling if required or refunded if preferred.
- In the case of a refund, please speak to the school office.
- If a booked session is cancelled, the money will not be returned to your bank account but will remain in your Arbor Wraparound Care account. This can be used for your next booking.

## BOOKINGS CRITERIA

- Where the number of bookings required exceeds the number of places available, Arbor will not allow you to book onto that session.
- A session will be classed as full when the number of attendees reaches the adult/attendee ratio limit.

## **BREAKFAST CLUB**

- Children attending the Breakfast Club should be dropped off at the door into the hall from the car park from 7.45am. When dropping off, parents must not drive onto the school site, but park on the road or in the overflow car park.
- Please note that we will be unable to accept children before this time.
- If your child is not on the register, they will not be able to attend the session.
- Breakfast Club sessions are offered on a full session or half session basis.
- The full session includes breakfast, which is served until 8.20am.
- The half session is available from 8.30am and does not include breakfast.
- **Please note that if you have booked a half session and your child is dropped off before 8.30am you will be charged at the full session rate.**

### **Breakfast Menu can include:**

- Choice of various cereals,
- toast or an alternative (such as muffins, teacakes, pancakes)

- A selection of yoghurts, and
- Milk or fruit juice.

Please make sure allergy information is up to date on your Arbor account.

### **Activities vary and may include:**

These are varied to accommodate the wide ranges of age and abilities:

- Sports
- Colouring
- Board games
- Crafts

### **AFTER SCHOOL CLUB**

- Please use the hall door in the main school car park to collect your child. Parents must not drive onto the school site but must park on the road or in the overflow car park.
- Any items left in the hall at the end of sessions will be sent to lost property
- Children should always be collected from After School Club by a named adult. If you have arranged for someone else to collect your child, please let us know.

### **Absences**

- If your child will not be attending the After School Club for any reason on a day they have been booked in for, please let the school office know
- If a child is absent without explanation the Missing Child procedure will be implemented
- In cases of a last-minute emergency or illness, please call the office to advise non-attendance as cancellation of sessions is not possible with less than 24 hours' notice.

### **Tea**

- A snack and drink are provided each day at around 4.30pm. This is not intended to replace the main evening meal at home.
- We recognise the importance of healthy nutrition and aim to provide a balanced choice of snacks
- Fresh drinking water is always available.
- The children are encouraged to clear away after themselves when they have finished eating.

## Late Collections

- The After School Club finishes at 6.00pm, except on the last day of term when it finishes at 5pm. All children must be collected by this time at the latest.
- If you are delayed, please telephone the club to let us know.
- If the club is not informed, then the procedures of the Uncollected Children Policy will be implemented.
- Please note that the school will charge **£10 for every 15 minutes**, or part thereof, that a child remains uncollected after 6pm.
- Please note that if a child is attending the short session and is late being collected the school **will charge for the full session**
- If a parent is consistently late in collecting their child from the club, the school reserves the right to withdraw the place.

## NON-ATTENDANCE AT CLUBS

- If a child is absent from school on a day, they are booked to attend the Breakfast or After School Clubs, the session will still be chargeable unless cancelled in advance

## SCHOOL CLOSURE

Lambs Lane Primary School will make every effort to keep the After School Club open, but in very exceptional circumstances, the club may need to be closed at very short notice due to an unexpected event.

Such incidents could include:

- Serious weather conditions
- Heating system failure
- Burst water pipes

If an After School Club session is cancelled by the school for any reason beyond its control, we regret that the school is unable to offer a refund or credit.

These fees cover the cost of the staff who work in the clubs.

## ACCIDENTS AND FIRST AID

- Every precaution is taken to ensure the safety of the children.
- All Breakfast Club and After School Club staff are trained in basic first aid.
- A first aid kit is kept on the premises.
- In the event of an accident, this will be recorded in our accident book and parents will be advised.

- If additional medical treatment is required, the emergency procedure will be followed, and we will contact parents immediately.
- Parents are asked to give their consent for emergency medical care on the registration form.

## **MEDICATION**

Please let the office know if your child is taking prescribed medication that needs to be administered during club time; a medical permissions form will need to be completed.

## **ILLNESS**

We are unable to care for children who are unwell. Children with a communicable or infectious illness should not attend the Breakfast or After School Clubs (or school) to protect other children and staff. If a child becomes ill, or symptoms are noticed while they are attending Breakfast or After School Clubs, the child's parents will be contacted and asked to collect their child as soon as possible. Children are not expected to attend the club with any of the following:

- Chicken pox
- Ear infections
- Food poisoning
- Gastroenteritis
- German measles
- Measles
- Meningitis
- Mumps
- Tonsillitis
- Whooping cough

If your child has had sickness or diarrhoea, please do not send them to school for 48 hours after the illness has ceased.

## **CHILD PROTECTION**

We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

## **POLICIES**

The clubs have adopted the following School Policies:

- Equal Opportunities
- Health and Safety
- Child Protection & Safeguarding
- Anti-Bullying
- Behaviour
- Complaints

All policies are kept on the premises and are available to parents via the school website.  
The Clubs have the following additional policies:

## FEES STRUCTURE

The current fees are detailed below.

Lambs Lane Primary School reserves the right to increase charges at any time, giving registered users at least half a term's notice of such changes.

**All fees are payable at the time of booking.**

### LAMBS LANE BREAKFAST CLUB FEES PAYABLE IN ADVANCE AT THE TIME OF BOOKING

Registration Fee	£5.00 per person
Full Session 7.45am – 8.50am (Breakfast included)	£6.50
Half Session <b>8.30am</b> - 8.50am (Breakfast not included)	£3.00

### LAMBS LANE AFTER SCHOOL CLUB FEES PAYABLE IN ADVANCE AT THE TIME OF BOOKING

Registration Fee	£5.00 per person
Full Session 3.30pm – 6pm (Tea Included)	£13.00
Half Session 3.30pm – <b>4.30pm</b> (Tea not included)	£6.50



## **PAYMENT DIFFICULTIES**

If for any reason, you are having difficulty paying fees, please speak in confidence to the headteacher to discuss payment options and to avoid jeopardising your child's place at the club.

**Lambs Lane Breakfast Club Supervisor – Mrs Tracey Rose & Miss Jayne Rowles**

**Lambs Lane After School Club Supervisor - Mrs Karen Povey**