

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



Parents' Handbook

AIMS

Lambs Lane Breakfast and After School Clubs aim to provide quality childcare for 4 – 11 year olds in a safe, caring and friendly environment. We endeavour to provide an atmosphere and activities similar to 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. Admission to both clubs is organised by Mrs Kay Pridmore in the School Office. We will attempt where possible to provide places as required, but there may be times when all places have been filled. If no additional staff are available to help out, we will implement a waiting list system.

SPECIAL NEEDS

Lambs Lane Primary School will make every effort to accommodate and welcome any child with special 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

Parents/Carers interested in using either Club will be given a copy of this booklet and asked to complete a registration form for each child attending. This is confidential and contains basic information about your child. Please remember to notify us if any of the information provided on this form changes.

There is a one-off registration fee of £5 per family, which should be paid to the school office.

Parents will also be asked to sign a form accepting the terms and conditions of the club, including payment in advance for all club sessions booked.

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. Registration does not automatically guarantee session places.

CONTACT TELEPHONE NUMBER

Please ensure that we always have an up-to-date contact number in case we need to contact you in an emergency.

INDUCTION

If a place is available you and your child are welcome to visit the Club and speak to members of staff before your child's first day if you wish. Early in each child's first attendance a short time will be set aside for an induction period, during which time a member of staff will outline the club's rules and routines.

Another child will usually be allocated to act as the new child's mentor for the first few sessions.

BOOKING PLACES

It is essential that all places are booked in advance for both the Breakfast and After School 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 who will call their parents to arrange immediate collection.

BOOKING PROCEDURE

How to Book a Session

Once you have registered, you will need to complete a booking form for the sessions required. This may be a permanent booking for the same sessions each week until further notice, a temporary booking of a month or less only, or a casual booking for a one-off session.

Primary School New Entrants

A registration pack and booking form are available on request to the school office. All returned forms are dated on receipt to ensure that bookings are considered in the correct order.

New Bookings

New bookings may be made at any time.

Amendments to Existing Bookings

Booking amendments involving a permanent change of day/s but not a decrease in the number of sessions booked can be made at any time, subject to the availability of places. Amendments resulting in a decrease in the number of sessions booked are subject to the cancellation terms and conditions (see below).

Prioritising Bookings

Priority for the following term is given to children currently booked into the Breakfast and After School Clubs on a permanent basis. New bookings and amendments for the next term, will then be considered according to the bookings criteria below and then in date of receipt order.

Bookings Criteria

Where the number of bookings received exceeds the number of places available, bookings will be prioritised using the criteria below, and places offered on a first come first served basis.

Priority Bookings Criteria:

1. Permanent bookings for 5 sessions per week (where sibling already attends on the same basis)
2. Other permanent bookings for 5 sessions per week
3. Permanent bookings for less than 5 sessions per week (where sibling already attends the same sessions on the same basis)
4. Other permanent bookings for less than 5 sessions per week
5. Temporary bookings

A session will be classed as full when the number of attendees reaches the adult/attendee ratio limit.

Confirmation of Place

All places will be confirmed in writing, by letter or by e-mail.

In the event that a place is unavailable there will be an option to remain on a waiting list.

CANCELLATIONS

Once a place has been confirmed, at least six weeks' notice must be given in writing to cancel a regular place. Exceptions to this rule will only be considered, on an individual basis, in extreme circumstances and are at the discretion of the headteacher, whose decision is final. Where the minimum notice period is not given the full amount of the invoice is payable.

BREAKFAST CLUB

Children attending the Breakfast Club should be dropped off at the door into the hall from the car park from 7.45am. You will need to sign your child in for each session. Please note that we will be unable to accept children before this time as staff will be preparing for 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

Children will be offered a choice of various cereals, toast or an alternative (such as muffins, teacakes, pancakes), a selection of yoghurts and milk or fruit juice. Parents will be asked to provide information on any allergies their child may have. Please note that breakfast will be served between 7.45am and 8.20am only. Any children arriving after 8.20am will not be served breakfast.

Activities

Various activities will be offered to children after breakfast until the end of the club session to accommodate the wide range of ages and abilities.

AFTER SCHOOL CLUB

Please use the hall door in the main school car part to collect your child/ren making sure that you also collect all their belongings from the hall. Any items left in the hall at the end of each session will be placed in Lost Property. You will need to sign your child out after each session. Parents may use the car park at the front of the school while collecting their child/ren from After School Club.

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. We will not let a child leave the Club with a stranger.

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 remember to let the school office know, even if you have told your child's teacher, so that the message can be passed on to the Club. If a child is absent without explanation the Missing Child procedure will be implemented (After School Club).

Similarly, if you know in advance of any days when your child/ren will not be attending the club please let us know as soon as possible. In cases of a last minute emergency or illness, please call as soon as you can.

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 in a calm and friendly setting. Fresh drinking water is available at all times. 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, and all children must be collected by this time at the latest. If you are delayed, for whatever reason, please telephone the Club to let us know. If the Club is not informed then the provisions of the Uncollected Children Policy will be implemented. Please note that, except in exceptional circumstances, the school will charge £10 for every 15 minutes, or part thereof, that a child remains uncollected after 6pm. 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 would normally attend the Breakfast or After School Clubs, or does not attend for any other reason, the session will still be chargeable.

RESIDENTIAL TRIPS

Where a child attends a residential school trip during term time on days when he/she normally attends the Breakfast or After School Clubs, these sessions are still chargeable.

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; serious accident or illness. In the event that 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 for any fees in respect of these days.

If we have to close the After School Club and Breakfast Club due to a covid 19 local lockdown

Fees will still be due as we still have to pay the staff who work in the clubs.

ACCIDENTS AND FIRST AID

Every precaution is taken to ensure the safety of the children at all times. All Breakfast Club and After School Club staff are trained in basic first aid and 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. In the event that 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 supervisor/deputy know if your child is taking prescribed medicine and /or medication needs to be administered during club time.

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) so as to protect other children and staff. In the event that 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 him/her to school for 48 hours after the illness has ceased.

CHILD PROTECION

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
- Anti-Bullying

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

BEHAVIOUR MANAGEMENT POLICY

‘Promoting Positive Behaviour’

We believe that children thrive and develop best in an ordered environment in which everyone knows what is expected of them and when the care, teaching and leadership by adults is consistent, fair and supportive. Our aim is to create a relaxed, welcoming and caring atmosphere during the transition period between home and school where the children understand the importance of and need for good behaviour.

The Clubs have adopted the school’s Behaviour Policy, summarised here. A full copy of this policy is distributed to all members:

- Children are expected to respect each other, staff and visitors.
- Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- Lambs Lane Breakfast Club and After School Club aim to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities
- Lambs Lane Breakfast Club and After School Club will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.
- The Clubs have procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the clubs.

Lambs Lane Breakfast Club and After School Club recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

COMPLAINTS POLICY

We hope that your child will be happy our Clubs and that no problems arise. If however you do have a complaint we want you to feel comfortable raising it.

All complaints should be made in the first instance to the Breakfast Club or After School Club Supervisor. This may be on a formal or an informal basis. Formal complaints should be made in writing and marked 'Confidential'. If your complaint is such that you do not wish to raise it with the Supervisor or you feel that a satisfactory conclusion has not been reached then the complaint should be addressed to the Headteacher.

Formal complaints will be acknowledged within 5 working days and investigated and responded to within 20 working days. The only exception to this may be when the complaint is made during the last week of term.

FEES STRUCTURE

The current fees are detailed below. We endeavour to keep fees to a minimum, whilst raising enough income to cover our running costs. Please ensure that fees are paid promptly. Non-payment may result in your place being terminated.

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 in advance.

LAMBS LANE BREAKFAST CLUB FEES ALL FEES ARE PAYABLE IN ADVANCE

Registration Fee	£5.00 (per family)
Session fees (full session) with breakfast permanent	£5.00 (7.45am – 8.55am)
Session fees (full session) with breakfast adhoc	£5.50 (7.45am-8.55am)
Session fees (half session) Without breakfast permanent	£2.00 (8.30am – 8.55am)
Session fees (half session)	

Without breakfast adhoc £2.50 (8.30am – 8.55am)

LAMBS LANE AFTER SCHOOL CLUB FEES

ALL FEES ARE PAYABLE IN ADVANCE

Registration Fee £5.00 (per family)

Permanent Bookings – less than 5 sessions per week

1st child £10.25 per session

Siblings £9.75 per session

Non-Permanent Bookings £10.75 per session

Casual Bookings £10.75 per session

A shorter session is also available from 3.30pm to 4.30pm at a set fee of £5.25 per day or £5.75 for an adhoc short session. Please note that tea is not included in this rate and if a child is collected late the session will be charged at the full session rate.

INVOICING FEES & PAYMENT TERMS

- ❑ All charges for Breakfast and After School Clubs are set up on 'SchoolMoney', these will be set up a month at a time. You will receive a text detailing the payments due. Please log onto school money www.schoolmoney.co.uk for details of the full amount owing.
- ❑ Invoices will only be sent out on request.
- ❑ All sessions must be paid for in advance, payment to be received no later than the day before the booking commences. Payment may be made weekly or monthly
- ❑ Fees are non-refundable when a child does not attend a booked session. This includes absence for sickness, holidays (even with 6 weeks' notice) or school trips (including residential visits).
Same day bookings must be paid for at the time of booking.
- ❑ Payment can be made by cash, cheque (made payable to Lambs Lane Primary School), by BACS or on-line via Tucasi secure sco.com system. Details can be obtained from the school office. The Club also accepts childcare vouchers.
- ❑ **Late payments may incur a daily 2% surcharge with immediate effect.**

- Assistance with fees may be possible via the childcare tax credit element of the Working Families Tax Credit (WFTC). A school representative will sign the relevant forms in order for Users to receive this assistance but it must be noted that failure to book sessions will result in the Inland Revenue being informed.

Late Payment of fees

If for any reason, you are having difficulty paying fees, please speak in confidence to Mrs Sharon Finn, headteacher, or Mrs Helen Sharp, Finance Officer, to discuss payment options and to avoid jeopardising your child's place at the Club.

Where fees are paid persistently late or not at all with no explanation, this may result in your child's place at the Club being forfeited.

PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures
- Be consistent and reliable to enable you to plan with confidence and peace of mind
- Share and discuss your child's achievements, experiences, progress and friendships
- Be available to discuss decisions about running the Clubs
- Ask your permission for outings and special events
- Listen to your views and concerns to ensure that we continue to meet your needs.

Lambs Lane Breakfast Club Supervisor

Mrs Lyndsay Reyland

Lambs Lane After School Club Supervisor

Mrs Karen Povey

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