



# BREAKFAST/AFTER SCHOOL CLUB PARENT HANDBOOK

June 2017

To be reviewed June 2018

## Contact

Address: Goose Green Primary School

Tintagel Crescent SE22 8HG

Breakfast/After School Club Telephone Number: 02086932921

Office Telephone Number: 0208 6933568

Email school: [Office@goosegreenprimaryschool.org](mailto:Office@goosegreenprimaryschool.org)

Website: <http://www.goosegreenprimaryschool.org/>

## Introduction

Welcome to Goose Green Primary School Breakfast/After School Club.

This handbook has been designed to give you all the information you will need when thinking about an extension to your child/children's standard school day.

Goose Green Primary School Breakfast/After School Club offers a well-established and popular childcare service. We currently cater for up to 50 children a day and provide a safe, caring, fun and affordable childcare service for all families. We care for children from the ages of 4 - 11 years, which allows parents to undertake training or employment in the knowledge that their children are safe and happy.

All staff members are checked through the Disclosure and Barring Service (DBS). We maintain a staff/child ratio of 1:8 for children under the age of eight, and 1:10 for children over eight in line with statutory requirements.

Staff are experienced in childcare and have the appropriate skills and qualifications (including first aid) to ensure that your child will be both well looked after and have an enjoyable time at the club.

We provide a quality childcare service and work hard to promote the following principles:

- Each child is respected as an individual

- Each child has the right to equal opportunities
- Each child has the right to play safely

Through both structured and free play, we encourage the social, emotional, physical, intellectual, and creative development of the children.

This club provides a quality care service where every child is respected as an individual. We feel strongly that the needs of the child should be the primary focus of the club.

## Registration for a place at Breakfast/After School Club

We are able to provide breakfast and after school care for children on roll at Goose Green Primary School, subject to appropriate staffing ratios laid down by Ofsted and availability of places.

All children wishing to join Breakfast/After School Club must make an application before they can attend. An application form can be completed on the school website <https://www.goosegreenprimaryschool.org/forms/show-form?id=6> . This will then be checked to ensure availability of places and the confirmation will be emailed once you have been allocated a place.

- You are required to re-register your child every year.
- If you wish to cancel your child's place at the club, we require two weeks written notice. If you then wish to re-join the club, another application will have to be made and your child will join the waiting list,
- It is up to the parent/carer to ensure that all details are kept up to date on application forms, particularly home address and telephone number, emergency contact numbers and GP/dietary needs/medical conditions/medication details. Any changes to these details should be given to the Extended Services Manager as soon as possible to avoid any possible complications.
- Parents/carers should note that completion of the application form **does not** guarantee their child a place on any specific day.

## Club Opening Hours

Breakfast Club is open during term time. The club opening times are as follows:  
Monday to Friday: 7:30am until the start of the school day.

After School Club is open during term time. The club opening times are as follows: Monday to Friday: 3:30pm until 6:30pm

## Signing out:

All parents are required to sign their child/children out on collection.

## **GG Booking System**

Our booking system requires you to book from June 29<sup>th</sup> for the following academic year. Once a place has been awarded and accepted, you will be subject to these sessions and will be required to pay for these set weekly sessions unless you provide the relevant notice period to cancel your place(s). A notification will be sent to all parents before the end of the Summer Term.

## **Flexible Places**

Parents requiring flexible places due to shift work or irregular work patterns should make this very clear when they are applying for a place. We will do all we can to accommodate these requests.

## **Waiting List**

Due to the increased demand for places, GG has had to operate a waiting list system. Places are allocated in the order that application forms are received.

Once places have been allocated those on the waiting list will be contacted when a place has become available. Such places will be allocated in order of application and specific requirements ie particular days.

## **Absence from GG**

Parents must inform After School Club directly of any absences by telephone - 020 86932921 or through the school office. If a child who is booked into the club does not arrive, staff will try to locate the child by searching the school. If the staff are unable to find the child the parent/carer will be contacted immediately and our 'lost child policy' will be put into action. It is expected that places are paid for in advance and these fees are not refundable unless agreed with the school office for example in cases of long-term sickness. Fees are not refundable if parents take children on holiday during term time.

## **Late Collection**

A fine is issued to any parent picking their child up late (after 6:30pm). This is £10 and payable immediately. Parents who pick up their child late on more than 3 occasions will lose their place. Please ensure that you have emergency systems in place in case of unforeseen circumstances and that you contact the after school club immediately if you will be late.

## **GG Fees**

The fees are set by the Business and Operations Committee of the Governing Body and are reviewed on an annual basis. As our club is a registered childcare facility, parents may be able to get help with the cost of the childcare through Working Tax Credits and Child Tax Credits. Further information is available from the HM Revenue and Customs on 0345 300 3941.

Breakfast Club cost is: **£4.50 per session**. Once your child is registered and a place is confirmed, parents are expected to make payment in advance of each session.

Afterschool club cost per session is: **£10.00 P/T session** or **£9.00 F/T session**.  
Once your child is registered and a place is confirmed, parents are expected to make payment in advance of each session.

**GG aims to keep fees to a minimum, whilst still raising enough income to manage our running costs. Please ensure fees are paid promptly.**

### **Methods of Payment**

ParentPay Online is our preferred method.

We also accept childcare vouchers; please speak to the School Finance Officer for more information about the vouchers that the school accepts.

### **Non-Payment of Fees**

Parents who do not pay in advance will be reminded once by our school office. A prompt response will be expected and this should be no longer than 7 working days.

Parents/Carers should note that non-payment of fees will result in GG withdrawing your child's place until either the outstanding debt is cleared or another arrangement is agreed. The Extended Services Manager and School Finance Officer will deal with any matters of non-payment.

The school's Finance Policy states that all debts will be followed up until they are paid. Goose Green reserves the right to refuse places immediately if any of the terms in this policy regarding payment are not adhered to. Where a place has been withdrawn, a further application will be required to rejoin the club/s.

### **Children who are new to Goose Green Clubs**

When children first join the Breakfast/After School Club there is a period of induction. During this period 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 buddy for the first few sessions.

### **Goose Green Club Activities**

Goose Green Primary Breakfast/After School Club is a child-led facility with a focus on play. We ask the children about ideas on how to improve our club/s and the different activities that we could implement. We make sure we involve all the children in compiling the weekly activity plans. In order to accommodate the age ranges and interests of the children attending the club, we offer a wide variety of activities including:

- Arts, crafts and needle work
- Reading/quiet activities
- Imaginary play/dressing up
- Physical games and sports
- Dance and music
- Board games

- Construction
- Outdoor/indoor fun
- Cooking
- Film club
- Library
- ICT
- Homework support
- Local park & adventure playground (Summer Term)

As well as taking part in structured activities, the children also have the opportunity to just relax, chat with their friends and generally 'chill' after a busy day at school.

GG staff organize a variety of themed activities for the children at special times of the year, such as Christmas, Chinese New Year, Halloween etc.

## **Food and Drink**

A healthy breakfast, snack, and drinks are available for the children during the course of the morning/evening. The After School Club snack is not intended to substitute a main evening meal.

Snacks include pasta bolognese, sandwiches, pizza, chicken curry and rice (sometimes we may be provided with cake or biscuits). Fruit is also always provided. We encourage the children to give suggestions regarding the variety of food that is offered to ensure that they are eating what they like. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We promote independence by encouraging the children to clear away after themselves. We use fresh ingredients and follow statutory guidelines for healthy eating.

We follow all Health and Safety Regulations.

## **Premises and Access**

The premises meet accepted standards and conform to Health and Safety Requirements as well as Fire Regulations.

We have an agreed standard of cleanliness and all members of staff take care to ensure that the premises remain clean and safe for all.

## **Fire Safety**

The Club holds regular, unannounced fire drills to ensure that all children are aware of fire exits and assembly points. There is an escape plan on the notice board for children, parents/carers and visitors to see and all fire drills are logged.

## **Play areas and kitchen**

All floors will be kept clean, non-slippery and free from any obstruction. All spillages will be cleaned up immediately. Children are never allowed in the kitchen area without supervision. All cleaning materials are kept out of children's reach.

## **Staff**

All GG staff work to current and appropriate job descriptions and have been appointed ensuring that they all possess the relevant qualifications. All vacancies will be widely advertised. Following a rigorous interview process, all those selected will undergo an Enhanced DBS (Disclosure and Barring Service) check.

Regular staff meetings are held to maintain good communications and to review good practice.

We will follow the minimum staff ratios, as approved by Ofsted.

<b>Breakfast/Afterschool Manager:</b>	<b>Charlene Leach</b>
<b>Reporting to:</b>	<b>Simon Wattam - Headteacher</b>
<b>Finance Officer:</b>	<b>Abbie Smith</b>
<b>Assistant Manager:</b>	<b>Jacqueline Mansfield</b>
<b>Extended Service workers:</b>	<b>Sharon Williams</b>
<b>Andrea Nelson</b>	
<b>Andre Phipps</b>	
<b>Johnny Alexander</b>	
<b>Aaron Paxton</b>	
<b>Breakfast Club workers:</b>	<b>Jacqueline Mansfield</b>
<b>Sharon Williams</b>	
<b>Andre Phipps</b>	
<b>Elizabeth Sowemimo</b>	
<b>Shazia Bi</b>	

## **Policies and Procedures**

GG has a number of formal policies and procedures in place, covering a wide variety of topics. Some policies have been put in place for the staff. Others are for the benefit of the GG children and their parents/carers.

Listed in this handbook are our policies and procedures. If you wish to see our Policy and Procedures in full, please look at the school website.

## **Summaries of Key Policies in use at Breakfast/After School Club**

### **1. Child Protection**

Goose Green School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns, which they may have about their own safety or the well-being of others. We aim to safeguard and promote the welfare of children by protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

## **2. Special Needs**

Goose Green will make every effort to accommodate and welcome any child with special needs. We liaise with parents/carers and relevant professionals to meet the child's specific needs. We will endeavour to accommodate children of all abilities, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

## **3. Behaviour**

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. GG Behaviour Policy will be adhered to in the club.

Breakfast/After School Club aims 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.

**Goose Green does not tolerate bullying of any kind. If we discover that an act of 'bullying or intimidation' has taken place, we act immediately to stop any further occurrences of such behaviour.**

**The club has 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 and may be permanently excluded from the club.**

## **First Aid and Medication**

There will always be a GG staff member present who has undertaken appropriate first aid training and training in epi-pen use. There is a very well stocked first aid box available to all staff. In addition, all staff have received appropriate training and can deal with and record accidents and emergencies efficiently.

If your child has an accident whilst attending Breakfast/After School Club, this will be recorded in the Accident Book and you will be asked to sign the appropriate form as the child's parent/carer.

If you require a member of staff to assist your child in taking prescribed medication, you must complete the relevant permission form and inform the manager prior to the medication being administered. We would also ask that you keep Breakfast and After School Club records up to date by noting any regular medicines, allergies or medical conditions accurately on the form at the school office. We also require that all medication is clearly labelled with the child's name and date of expiry.

## **Suggestions and Complaints**

We have a Complaints Policy, which is available for all Breakfast/After School Club users to read.

Parents wishing to discuss matters of concern should approach the club Manager directly. You are also welcome to write to the Headteacher if you have any concerns regarding Breakfast/After School Club or your individual child/children.

## **Frequently Asked Questions**

### **How do I register and book a place?**

Please complete an application form on the school website for the required extended service.

### **How does my child get to the club?**

Each child will have his/her name checked against a list of those children expected that day. Named staff will ensure that children are escorted safely to the Club and properly registered. Reception children are collected by a member of staff.

### **What happens at home time?**

Children will ONLY be permitted to leave with the person named on the application form. Parents must inform us by calling or in writing of any changes to the named person(s) so that our records can be kept up to date and for the safety of each child.

### **What happens if I'm late in arriving at the end of the day to collect my child?**

**You will need to call before 6.30pm.** If a child has not been collected by 6.30pm, a member of staff will call the emergency contact as detailed on the application form. In the event that a child has not been collected by 6.40pm, and staff have been unable to locate any of the emergency contacts, Social Services or the Police will be contacted. Parents will be responsible for any additional operational costs incurred because of late collection.

### **What happens if my child is sick and off school?**

If your child will not be attending the club as per your normal booking, a phone call should be made directly to the club as soon as possible.

### **Should my child bring anything with him/her to the club/s?**

No; toys, games and equipment are all available at the club.

Many activities take place outside (weather permitting) so it is important that you provide sun cream and hats for your child in the summer and warm coats in winter.