

# George Spicer Primary School Breakfast and Afterschool Club Policy

## Introduction:

The George Spicer 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 7.30am-8.50am and After School Club from 3.15-5.55pm during term time. Current costs for each session can be obtained from BASC staff. An electronic copy of this policy is provided to all parents attending 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. (this is completed when a child is first registered for BASC) Any changes to days must be put in writing to the BASC Staff.**

## Admissions

- Only children attending George Spicer Primary School are eligible to attend BASC
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the BASC
- Non contracted pupils are welcome to use BASC provided there are spaces and parents/carers have previously completed the registration form
- All BASC staff are made aware of the details of a new child
- Children's attendance is recorded on a register
- The school operates on a 1:10 staff ratio at Kimberley Gardens and 1:15 ratio at Sketty Road
- The maximum number of children who can attend a session is 60 at Kimberley Gardens and 75 at Sketty Road

Please be aware that if you would like your child to use BASC after a period of not attending despite having done in the past, two weeks notice and a payment of two weeks in advance will be required. Please be aware that due to the demand for spaces, you may be placed on a waiting list until a space become available.

## Arrival and Departure

### Breakfast Club

- Parents must bring their children to the office foyer where they will be signed in by a member of the BASC team.

### After School Club

- When a child is collected the parent/carer or named collector must inform a member of staff that they are collecting and signing out a child from the hall.

- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that this information is kept up to date.

### Daily routine

#### Breakfast Club

- Breakfast club opens at 7.30am. Parents drop children off in the foyer where they must sign in.
- Food (toast, cereals) is served from 7.30am until 8:30am.
- At 8:45am pupils in Reception, Years 1 and 2 are taken to their classes.
- At 8:55am pupils in Years 3-6 are sent to their classes

#### After School Club

- Opening time is from the end of school until 5:55pm. Any collection after 6pm will incur a late collection charge of £15 and £5 every 15 minutes thereafter.
- Reception to Year 2 pupils are taken to BASC by with the class teacher or support staff at the end of the school day and signed in by a BASC staff member.
- Pupils in Years 3-6 sign into ASC with a member of the ASC staff team.
- A snack and drink are served from 3.20-4.00pm

### Behaviour

The school's Behaviour Policy, available on our website, will be adhered to throughout the Breakfast and After School Club sessions.

If a child continues to display poor behaviour choices, the BASC may decide to exclude the child with agreement from the Deputy Headteacher/Headteacher. The reasons and processes involved will be clearly explained to the child and their parent/carer and you may receive a letter regarding this.

Attendance at BASC is consistently reviewed to ensure that it meets the needs of the children. If we believe that attendance at Breakfast Club or Afterschool Club is not supporting the emotional well-being and development of your child, their self-esteem or confidence or that it is impacting adversely on their learning or progress throughout the school day, we will review their attendance. Following this, as a school, we may take the decision to reduce the number of sessions they may attend or even stop them from attending for a period of time.

### First Aid

- All incidents are dealt with by a qualified First Aider
- All accidents are recorded in the Welfare rooms' accident reporting book, and relayed to the parent/ carer upon collection
- Parents of a child who becomes unwell during BASC will be contacted immediately. If a child is sent home during school hours, BASC will be informed of their absence

### Payment of Fees

The school operates a zero debt policy. It is a requirement of the BASC that fees are paid promptly in advance, each half term.

Booked places are to be paid for even if the child does not attend.

Two 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 fees, they should contact the BASC Manager immediately for a confidential meeting, if necessary.

Payments for BASC are via ParentPay ([www.parentpay.com](http://www.parentpay.com)). An account will be set up for your child when your child joins the school.

We accept the following forms of payment:

- Childcare vouchers
- Tax free childcare
- Salary sacrifice scheme ( if you are an employee within another Enfield school or Enfield council)

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 at least one calendar month in advance.

No fees are payable on school closure days.

#### Uncollected children

If a child has not been collected by 5.55pm, parents will be contacted in the first instance by telephone. Then additional contacts that parents have provided will be telephoned. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and social services.

**A charge will be levied for late collection. A fee of £15 will be applied from 6:00pm then £5 thereafter for every 15 minutes.**

#### Contact Information for BASC

BASC Manager: Mrs Mandy Cassidy

Deputy Managers: Mrs Karen Ranger and Ms Dee Alleyne

To contact BASC Telephone 0208 3631406 3 Sketty Raod and 4 Kimberley Gardens, available from 7.30am – 8:00am & 4:00pm – 5.55pm. From 8:00am – 4:00pm calls will be answered by the School Office.

The Deputy Headteachers for each school site oversee the running of BASC.