

Budbrooke Primary School



Kids Club Policy

This policy was drafted by Headteacher. It was presented in draft version to the full staff compliment for discussion and revision. The final version was presented to Governors for consideration, approval and adoption.

Date adopted by Governors:	January 2023
Date for policy review:	January 2025
Person responsible for review:	Headteacher
Signed by Chair of Governors	

Introduction:

At Budbrooke Primary School we are very proud to be able to offer “Wrap around care” to our pupils. We offer an early morning breakfast club from 7:30am - 8:50am and an After School Club 3:15pm-6:00pm during term time excluding teacher training days.

These are available to pupils attending Budbrooke Primary School.

Aims:

- To provide a caring, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 6pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day and have an after school snack in a pleasant, relaxed environment.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

Our Club is committed to providing:

- Activities that are interesting, enjoyable, stimulating, safe and fun.
- Activities that nurture and promote each child’s development (social, physical, moral and intellectual)
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is caring, experienced, well-trained and properly supported.
- Services that meet the conditions of the Children’s Act 2008 and all other relevant childcare legislation.
- A happy environment which is inclusive and free from discrimination.
- Flexible booking options to all users including short notice emergencies.

Management of the Club:

The Club is owned by Budbrooke Primary School and therefore the Governors of the school are responsible for its provision. The leadership of the Club is delegated to the Head Teacher, with the Club Play Workers who will manage the provision on a day to day basis.

Staffing:

Both the breakfast club and after school club are run by experienced Play Workers.

All staff will have current Barring Disclosure checks in place and are registered on the single central register. Our staff have a qualification in first aid and have annual safeguarding training.

Organisation:

Breakfast Club - Children are dropped into breakfast club by their parent/carer and signed in using the breakfast club register. The staff will then escort children from KS2 to the Y5/6 playground and children from KS1 to the Y3/4 playground at 8.50am ready to be met by their class teacher to start their school day.

Children dropped off before 8.30am will be given a breakfast which consists of cereal and a drink. Breakfast will not be available to children dropped off after 8:30am.

After School Club - At school finishing time (3.15pm / 3:20pm) play workers will collect Reception children from classrooms; KS1 children from the Y3/4 playground and KS2 children from the Y5/6 playground. They will escort the children to the wrap around care facility and sign in their group of children.

All children must be signed out of after school clubs by the adult collecting them - see "Collection" below for more information.

Children wishing to attend Kids Club must book their places in advance via:
<https://budbrooke.kidsclubhq.co.uk/rdr?u=home>

Sessions available are:

Breakfast Club - 7.30 - 8.50

Session 1 - 3.15pm - 4.30pm

Session 2 - 3.15pm - 6.00pm

INSET Days - The club will not be open during INSET days.

Fees and Payment:

Breakfast Club:

£6.00 which will include a cereal and a drink

After School:

Session 1 from: 3.15pm - 4.30pm = £6.00 which will include a roll with a selection of fillings, fruit and a drink. Session 2 from: 3.15pm - 6.00pm = £9.00 which will include a roll with a selection of fillings, fruit and a drink.

If you wish your child to attend one of the schools own After School Activities and then attend Kids Club afterwards, the full session must be booked and paid for, e.g. 3:15 - 6:00pm. It is the Parent/Carers responsibility to inform us if your child is taking part in an after school club either via email or telephone.

All regular bookings are to be made via: <https://budbrooke.kidsclubhq.co.uk/rdr?u=home> and paid for, in advance by the first working day of each month, via card payments or Child Care Vouchers.

To secure a place, fees are payable within 2 weeks of date of invoice.

The school has a right to issue a formal warning to the Parent/Carer for continued late, or non-payments, which will result in their child's place at the Club being removed.

Parents/Carers are encouraged to speak to the school, or the Headteacher, at the earliest opportunity if, for any reason, they are likely to have difficulty in making a payment on time.

If you no longer require your child to attend the club on a regular basis and wish to cancel your contract, **two weeks' notice is required.**

Review of Fees:

The level of fees will be set by the school and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. The Club must be financially viable to cover all expenses for staffing, resources, and equipment.

Payment Policy:

- Payment for Kids Club must be made in advance. If payment has not been received then your child may not be admitted to kids club.
- No refunds or credits will be given for sessions booked but not used.
- Refunds/credit will only be applied in the case of illness.
- If you require a cancellation of your booking, you must give **24 hours' notice.** Any cancellations after this time will not be refunded/credited.
- If you are late to collect your child at the end of the session (4.30pm or 6.00pm) an additional charge of £1.00 per minute, minimum charge £5.00 will be added to your account.

Illness:

Please do not bring your child to the club if they are unwell. If your child becomes ill at the club he/she will be taken to a quiet area away from other children and we will contact you and ask you to collect him/her straight away.

Collection:

Parents should collect their children from the wrap around care facility or name an alternative person to collect their child; this person must be aged 16 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand. Passwords can be set when booking your child into Kids Club so that if an adult unfamiliar to staff is due to collect your child, they can confirm your security word.

Children Not Collected On Time:

Our Club has the highest regard for the safety of the children in our care, from the moment they arrive to the moment they leave.

At the end of every session, staff will ensure that all children are collected by a parent, carer or designated adult, in accordance with the collection procedures detailed above. If for any reason a child is not collected at the end of a session, the following procedures will be followed:

- If a parent, carer or designated adult is more than five minutes late in collecting their child, the manager will be informed and a fee of £5 + £1 per minute, after 6:05pm, will be charged to cover the additional staffing costs.
- The manager will phone the parent, carer or designated adult and use emergency contact details in order to try to ascertain the cause for the delay and how long it is likely to last. Messages left on any answerphone will require a prompt reply and other contact numbers will be phoned in the intervening period.
- While waiting to be collected, the child will continue to be supervised by staff who will offer support and reassurance.
- Under no circumstances will a child be taken to the home of a member of staff.

Safeguarding:

Safeguarding is our key priority at the Club, just as it is during the school day. Staff will be fully trained and if you have any concerns, please speak to one of our Designated Safeguarding Leads. Our school policies, including 'Child Protection', 'Staff and Volunteers Code of Conduct' and 'Health and Safety' are on the school website as well as many others you may be interested in.

Special Needs:

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations.

Each case will be considered individually and risk-assessed to ensure everyone's safety. Our staff training programme includes specific elements relating to children with special needs. For more details on equal opportunities and special needs, see the school's Equalities Policy.

Clothing:

There will be aprons which the Club will use for art. If for any reason a child's uniform becomes unwearable (accident or spillage etc) they will be escorted to collect their PE kits from school and allowed to change.

Fire procedures:

Fire drills will be carried out and the clubs follow the evacuation procedures of the school.

First aid:

There is a qualified First Aider available at all times.

Any incident will be recorded in the Kids Club first aid book.

Insurance:

Insurance cover is provided by Schools Insurance Policy.

Policies:

The Breakfast/After School Clubs will follow the policies of Budbrooke Primary School. Please refer to the following policies:

- Medicines Policy
- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying

The club is also covered by the school's risk assessments.

Homework:

Children may wish to complete homework in the wrap around care facility as tables are available for them to work at. However the 'wrap around care' staff are not responsible for helping children with their homework.

Health and Hygiene:

It is the responsibility of the wrap around care staff to clean work surfaces at the end of each club session. They should also sweep any obvious debris from the floor, mop any spillages up as they occur and wash up any items used.

Outdoor Area:

Children have access to the Reception's playground and the Y3/4 playground during wrap

aroundcare. If children are outside, there will be at least two members of staff supervising them. The legal ratio is 1 adult to 30 children. We aim to supervise the children working at a ratio of 1:15.

Behaviour:

The wrap around care follows the same behaviour policy as the school and children are expected to behave as they would in school. In circumstances where a child's behaviour is a cause for concern, wrap around staff will work with parents and the school leadership team to establish an effective approach. However, if a child's behaviour persists in causing risk to self or others, we reserve the right to cancel and/or refuse further bookings.

Admissions:

Initially it is anticipated that the Club will have space to meet needs. However, we may need to limit numbers and will follow the admissions priority list below.

1. Those already attending the Club, requiring the same days.
2. New member siblings of those at number 1.
3. Those already attending the Club but wishing to change days.
4. New member siblings of those at number 3.
5. New members requiring the most days will be placed fifth.
6. New members requiring least days will be placed sixth.

Complaints:

In the event of a parent wishing to make a complaint, this should be made in the first instance to one of the wrap around Playworkers. If a parent is still concerned then the matter should follow the school's formal Complaints Policy.

