



ABBOTS FARM JUNIOR SCHOOL

BREAKFAST & AFTER SCHOOL POLICY

INTRODUCTION

The Kidzone Club is run by Abbots Farm Junior School and exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am – 8.40am and from 3.20pm - 6.00pm (term time) and current costs for each session can be obtained from the School Office or Kidzone staff. Copies of the Club policy are given to all parents of children attending Club and are also available upon request and on the school website. All parents must complete a registration form for each child attending the club and sign an agreement to adhere to Kidzone Club policy.

ADMISSIONS

- Only children attending Abbots Farm Junior School are eligible to attend Kidzone Club.
- All places are subject to availability.
- An application and information form must be completed prior to the child's commencement at the club, containing information about the child's date of birth, address, health, contact details and persons who may collect child.
- A first aid consent form and a payment contract must be completed prior to the child commencing.
- Parents are made aware of how to access policies and procedures.
- Irregular users are welcomed provided there are spaces.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

ARRIVAL AND DEPARTURE

BEFORE SCHOOL CLUB

- Parents/Carers are required to bring their child directly to club and sign them in.
- Children will be escorted to the classrooms at 8.40am by the Kidzone club staff.

AFTER SCHOOL CLUB

- Pupils will make their way to the unit at the end of the school day. Lower school pupils (Years 3 & 4) will be escorted by school staff.
- On arrival all children are marked on the register.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Kidzone staff if their child is going to be absent from Kidzone Club.

DAILY ROUTINE

MORNING SESSION

7.30am – 8.40 am Parents bring their children to Before School Club situated in unit where a range of activities are set out. Access to the club is via the carpark doors. Parents are requested not to park in the staff carpark.

8.00 am Children wishing to have breakfast wash their hands and enjoy a freshly prepared breakfast of cereals/toast and a drink.

8.35 am Tidy up time encouraging the children to take responsibility for the club environment.

8.40 am Children collect their coats and bags. Children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

AFTERNOON SESSION

3.20pm Children come to the club (Lower school pupils are escorted by Teaching Assistants) A small range of games, books and activities are available to the children.

3.20pm – 4.00pm. Children can also use this time to complete home learning tasks in the computer suite.

4.00pm - All children gather for a drink and snack. Staff members will sit with the children at this time.

4.15 pm – 6pm children will take part in a range of planned team activities, both indoors and outdoors, and free play is available. During good weather, the children may be taken outside for organised games.

BEHAVIOUR

Whilst attending the Club children are expected to:

- Use socially acceptable behaviour.
- Comply with the Club rules, which are compiled by the children attending the club.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Team point rewards.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

FIRST AID

- All accidents will be recorded in the accident book, accurately reported to the parents/carer upon collection and signed by a member of staff and parent/carer.
- Accident records must give details of; Time, date and nature of the accident. Details of the child involved. Type and location of the injury. Action taken, and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

MISSING OR UNCOLLECTED CHILDREN

MISSING CHILDREN

In the event that a child goes missing, the following procedure will be undertaken: Appropriate school staff will be informed of the missing child. Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

UNCOLLECTED CHILDREN

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

PAYMENT OF FEES

It is a requirement of the club that parents pay their fees promptly following receipt of their invoice.

Any additional time used will be paid in the next invoice.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible.

It is possible to pay fees via cash, cheque, childcare vouchers or online payment.

PROCEDURES FOR PAYMENT OF FEES

- Invoices will be issued every four weeks and an invoice schedule will be provided at the start of each school year.
- Invoices should be paid within 7 days from the date of issue.
- All payments should be made either online or to the school office.
- A receipt will be issued when payment of fees is received.
- Parents should keep their receipts as proof of payment.
- Four weeks' notice must be given to reduce the number of sessions your child attends at the Kidzone club.
- Four weeks' notice must be given to resign your child's place.