



ABBOTS FARM JUNIOR SCHOOL

Learners for Life

Farmers Forever

Ambitious, Healthy Bodies and Minds, Reflective, Resilient

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Breakfast and After School Club (Kidzone) Policy

INTRODUCTION

The Kidzone Breakfast and After School 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) 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 – we will inform you if you have a place or if you have laced on a waiting list.
- 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. See attached.
- 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.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

ARRIVAL, DAILY ROUTINE AND DEPARTURE

ARRIVAL

- Parents/Carers are required to bring their child directly to club and sign them in. Access to the club is via the yellow carpark doors. **Parents are asked to park off-site and walk their children to the yellow doors in the staff car park. PLEASE DO NOT PARK IN THE SCHOOL CAR PARK _ IT IS FOR STAFF ONLY.**
- Children will be escorted to the classrooms at 8.40am by the Kidzone club staff.

DAILY ROUTINE - MORNING SESSION

- **From 7.30** - Parents bring their children to Kidzone where a range of activities are set out.
8.00 am - Children wishing to have breakfast wash their hands and enjoy a freshly prepared breakfast.
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.
- **Breakfast is served from 7.30am to 8.20am only.**

DAILY ROUTINE - AFTERNOON SESSION

- At the end of the school day, Pupils will make their way to the Hall and will be collected by Kidzone staff.
- On arrival all children are marked on the register.
- Drinks and snacks are available to the children from 3.30, consisting of bananas, apples, cucumber, peppers (all unlimited) and biscuits / popcorn / rice cakes or crackers / crisps.
- From 3.30pm – 6.00 pm, a range of indoor and outdoor games and activities (weather permitting) are available for the children to engage in.
- Those wishing to complete home learning are also encouraged to do so, using the resources available at the club.

The After School club is split into three sessions:

- **Session 1 – 3.20 pm – 4.30 pm**
- **Session 2 – 3.20 pm – 5.30 pm**
- **Session 3 – 3.20 pm – 6.00 pm**

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.

BEHAVIOUR

Whilst attending Kidzone, children are expected to:

- Use socially acceptable behaviour and language.
- Comply with the school rules of: **We are Kind, We are Respectful** and **We always Try our Best**, whilst attending the club
- Demonstrate an acceptance of 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 to allow them an opportunity to reflect on any actions.
- 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.

LATE COLLECTIONS PROCESS

In an emergency, if the person collecting a child is going to be late, they must ring to inform the KidZone club on their direct mobile number **07838944834**. The mobile is available between 7.30 and 8.40am and 3.20 – 6pm.

Alternatively, please use option 3 on the school number **01788 576074**. The staff can then make further provisions for that child if necessary, until the family member arrives to collect.

Any late pick-up recorded **more than 10 minutes** after the allocated session, parents will be charged at the next session's rate.

Late collection after 6pm (when KidZone officially closes): **£15 charge**.

Should persistent lateness continue and improvements not be made, the child's place may be rescinded and allocated to others on the waiting list.

We actively promote ongoing communication between families and KidZone / the school and if difficulties in making payments or collecting on time do arise, please contact us.

MISSING OR UNCOLLECTED CHILDREN

NON-ATTENDEES

In the event that a child who is booked into the after-school club does not arrive at the end of the day, the following procedure will be followed:

- A club staff member will check with all after-school club leads of their attendance at a club
- They will contact the office to see if a message has been passed on by parents
- Finally, if the child has not been accounted for, they will contact the first named contact for verification of their child's whereabouts

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 in advance** – accounts can be accessed via our online payments system where payments must be made if not paying by Child Care Vouchers.

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

PROCEDURES FOR PAYMENT OF FEES

- As we are moving to a new payment system, instructions on how to pay will be sent to you in due course.
- Payments should be made promptly (MONTHLY IN ADVANCE and no later than one week after due date) Obviously while we are moving to a new payment system there will be some lee-way!
- A receipt will be generated and emailed when payment of fees has been received.
- **Four term time weeks' notice** must be given to reduce the number of sessions your child attends at the Kidzone club.
- **Four term time weeks' notice** must be given to resign your child's place.

LATE / NON-PAYMENTS

If a payment is late, a reminder will be sent to the family with a deadline date for the payment to be made.

We ask that you let us know in advance if you have any reasons for not paying on time. Please contact Mrs Bowcutt, Kidzone Finance Officer, in the school office.

Your child's place in Kidzone will be at risk if payments are not made on time, in advance. This includes payments made by Computer Vouchers.



ABBOTS FARM JUNIOR SCHOOL

KIDZONE BREAKFAST & AFTER SCHOOL CLUB

Parents' Application Form & Contract

Abbots Farm Junior School's Breakfast and After School club (Kidzone) runs during term-time only, from 7.30-8.40am (breakfast club) and from 3.20-6pm (after school club). It is accessed by the yellow doors in the staff car park.

We have fully competent and trained staff that will endeavour to provide suitable activities for all the children who attend.

The children are provided with breakfast / refreshments; which includes drinks and a light hot/cold snack (which they help to prepare).

In the event of an emergency, the club can be contacted on the school line 01788 576074 or the club co-ordinator's mobile: **07838944834** or via the email – issitt.m@welearn365.com

Please note we do not offer "ad-hoc" sessions – sessions booked will be charged every week for the whole academic year unless you give us four term time weeks notice to change or cancel.

Policy & Procedures:

1. A copy of the club policy is attached and also on school website, and all parents and pupils are expected to abide by the policy.
2. Your child will not be allowed to go home without a parent or someone appointed by a parent – if you need to change time or names of person to collect child, please telephone the school.
3. Whilst under the supervision of staff, your child will not be able to leave the premises unless the staff have organised an activity for which you will have received prior notice.
4. The After School Club closes at 6.00 pm and all children must be collected by this time.
5. We will provide a drink and a snacks during the session. We cannot store snacks from home.

Fees

All fees are payable a month in advance. We ask that you let us know in advance if you have any reasons for not paying on time. Please contact Mrs Bowcutt, Kidzone Finance Officer, in the school office.

- All payments must be made (in advance) via our online payments system or by Child Care Vouchers.
- If you wish to withdraw the place, you will need to give 4 term time weeks' notice
- A £10 registration fee per child is required with the initial payment of fees.

Fees for Breakfast Session: 7.30 – 8.40 = £5.10 (one price for all)

After-school Session 1: 3.20 – 4.30 = £5.60

After-school Session 2: 3.20 – 5.30 = £9.10

After-school Session 3: 3.20 – 6.00 = £10.60

Concessions for After-school club only: First child: Full amount, Second and subsequent children: 25% session discount (regardless of session)

Please note that Kidzone fees are due whether or not your child attends.

Kidzone Booking Slip

Please complete a separate application form for each child and return the contract in full to Mrs Bowcutt, Kidzone Finance Officer via the school office.

I agree to accept the Abbots Farm Junior School Before and After School Club contract and be bound by the terms and conditions, as stated in the Breakfast and Afterschool Club Policy. By completing this form I am requesting a place in Kidzone, and if successful I agree to pay the costs in advance and to give four term time weeks notice to change or cancel.

Fees

All fees are payable a month in advance. We ask that you let us know in advance if you have any reasons for not paying on time. Please contact Mrs Bowcutt, Kidzone Finance Officer, in the school office.

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Please note that Kidzone fees are due whether or not your child attends

I wish to pay my fees through childcare vouchers. My childcare vouchers are registered with:

_____ (e.g. .Edenred / Computersharevouchers)

Please contact your provider with our details: **Ofsted No: 125580**

Pupil Names / s _____

Please indicate the sessions you require

	Breakfast Session 7.30-8:40	After-school Session 1 3.20-4.30	After-school Session 2 3.20-5.30	After-school Session 3 3.20-6.00
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

PLEASE TURN OVER

Abbots Farm Junior School - Before and After School Club Registration Form

Child's Name: _____ Date of Birth: _____

Mother's Name: _____ Contact Telephone Numbers: _____

Father's Name: _____ Contact Telephone Numbers: _____

If someone other than a parent will have responsibility for leaving or collecting the child, please complete the following:

Name: _____ Contact Telephone Numbers: _____

Address: _____

Relationship to Child: _____

MEDICAL INFORMATION

Please give any medical information that may be important if your child is taken ill.

Please state below any medical conditions such as diabetes, epilepsy, asthma, etc. Also allergies to medicines, plasterers or food allergies.

Religious considerations that a doctor should be made aware of e.g. Jehovah's Witness

I give consent for my child to receive any necessary emergency medical and dental treatment, and for anaesthetic to be administered and for an operation to be performed when such treatment is medically or dentally essential.

I understand this is only to be used in a situation where the Before and After School Club Supervisor is unable to contact me

Name of Child

Name of Parent/Carer

Address

.....

Contact Telephone Numbers:.....

Signature of Parent/Carer

Date