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*'Every child is unique and at the heart of everything we do'*

## Breakfast and After School Clubs

### TERMS AND CONDITIONS

#### About the Club

Thornhill's Breakfast and After School Clubs aim to provide good quality before and after school care for children aged 4-11 years in a safe, happy environment, supervised by professional, experienced staff. We aim to provide a varied programme, which will include outdoor activities, games, arts and crafts, cooking, drama and a quiet area for relaxing, reading listening to stories and doing homework.

A healthy breakfast is provided in our breakfast club and juice and a biscuit is provided during after school club.

Children are supervised at all times during club hours, until they are collected by their parent (or a named carer.) A child is not allowed to go home alone or with anyone other than their parent or named adult carer, who must be over 18 years old.

Breakfast Club runs Monday - Friday from 7.45am - 8.45am.

After School Club runs Monday - Thursday from 3.30pm - 4.30pm.

#### Admissions

Children eligible to register with our Breakfast and After School Clubs are:

- All children on the roll of Thornhill Primary School from Reception to Year 6
- Children of Thornhill Primary School Staff aged 4 - 11 years for Breakfast Club and 4 - 11 years for Afterschool Club.

All children who attend the club must be registered before attending any sessions. To register your child/children you must complete a Registration Form giving contact numbers which must include up to date contact details for at least two people who will be responsible for collecting your child. Medical information must also be logged on the form. Registration Forms are available from the school office and should be returned to the school office upon completion.

If you know you will be using the clubs regularly on one or more days per week please advise the school office so they can block book your child in. Places can be booked, subject to availability, as occasional one off booking. A Registration Form must be completed even if your child rarely attends the clubs.

#### Fees

Breakfast Club runs Monday - Friday from 7.45am - 8.45am at a cost of £3.50 per child per session. Your child will be provided with a light breakfast.



After School Club runs Monday - Thursday from 3.30pm - 4.30pm at a cost of £3.50 per child per session. Your child will be provided with a drink and a biscuit / snack.

The above are complete charges whether or not your child stays for the complete session. Payment for Breakfast and Afterschool Clubs must be made on the day or in advance and placed in a clearly labelled, sealed envelope and handed to the school office.

### **Penalty Charges**

If a parent or carer collects their child after 4.30pm there will be a charge of £2.50 per 15 minutes.

### **Cancellation**

If you no longer need a space you have booked for your child for breakfast or after school club you must cancel the space. Failure to cancel will result in being charged for the session.

### **Collection of Children**

- When parents/carers arrive to collect the children, they are asked to sign the registration sheet which records time of arrival and departure.
- They are also informed of any accidents or incidents which may have occurred during the day, either in school or during after school care.
- Any accidents are recorded in the Accident Book and a copy of the sheet is sent home with the child.
- No child is allowed to leave the After School Club with anyone other than the persons specified on the Registration Form. If circumstances arise where the specified persons are unable to collect their child they must contact the school office to inform them who will be collecting their child.

### **If a Child is Not Collected**

If a child is not collected by 4.30pm the following procedure will be followed:

- Staff will use the emergency contact details file to contact the parents/carers of the child.
- The After School Club leader will inform the Head teacher / Deputy Head immediately.
- The child will be reassured by staff that calls are being made.
- A member of staff will remain with the child until they are collected.
- In case of an accident to the person collecting, staff will work through the emergency contact list in specified order of contacts.
- If the child lives reasonably close to school, a member of the senior leadership team may try to call at the house.
- In the event that the school cannot make contact, out of hours social services/police will be contacted.
- No child will ever be left unattended on school premises.

Charges as detailed above will be incurred for late collections.

### **Sickness, Accidents, First Aid and Emergencies**

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collected. In case of a minor accident, basic First Aid will be administered by a qualified First Aider. In the case of an accident



requiring more than basic first aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken.

All accidents will be logged in the correct way on our school premises.

**BREAKFAST AND AFTER SCHOOL CLUB RULES - BEHAVIOUR CODE**

(Please also refer to our Behaviour Management and Behaviour and Discipline policies)

At all times club members will:

- BE POLITE, FRIENDLY AND HELPFUL TO EVERYONE
- BE KIND AND CARING IN ALL WE DO AND SAY
- PLAY FAIRLY AND INCLUDE EVERYONE IN OUR ACTIVITIES
- TAKE CARE OF THINGS WHICH BELONG TO OURSELVES, OTHERS AND THE CLUB
- STAY WITHIN THE ROOMS AND AREAS ALLOCATED TO THE CLUB
- LISTEN TO AND OBEY INSTRUCTIONS AND REQUEST MADE BY THE CLUB STAFF

**Any child failing to abide by these rules may be excluded from the club.**

**Declaration**

I have read and agree to abide by these Terms and Conditions and have made my child/children aware of the behaviour code.

Signature of Parent/Guardian .....

Name of Parent/Guardian .....

Name(s) of child/children .....

