



## **Breakfast Club/Cool Kids Policy**

### **Broadmayne First School**

**Approved by:  
Governing Body**

**Date:** March 2022

**Last reviewed on:** March 2022

**Next review due by:** March 2024



## **Broadmayne First School Breakfast Club and Cool Kids After School Club Policy**

Broadmayne First School provides Breakfast and after school care (known as Cool Kids) for the pupils of the school. The two clubs are both designed to provide a substantial snack/breakfast for children, and games and activities suitable for their age.

Breakfast Club provides care for children from 3 - 9 and Cool Kids from 4 - 11.

Places are offered on a first-come first-served basis.

If all places have been filled a waiting list will be established.

Both clubs are able to cater for up to 24 children aged between 5 and 11 - if under 5 places will be offered after discussion with the school.

Both Breakfast Club and Cool Kids can be contacted in an emergency on the school number, 01305 852471, and choosing Option 3.

### **BOOKINGS AND PAYMENT**

Parents must complete an admission form before their child/children can attend. These are available from the school office or online via the following link:

<https://forms.gle/QewbaksC2TAGMYHJ9>

All bookings must be made via the school office, either by contacting the school office directly, or through using the following link: <https://forms.gle/9JQQH9yKKVnxMtHL6>

All payments must be made via SchoolMoney unless you are paying via childcare vouchers.

- The school is happy to accept childcare vouchers for payment of our out of school care. You should notify the school office should you wish to pay this way.
- 24 hours notice must be given if a child's place in either club needs to be cancelled. Any notice given after this time will be charged at the given rate.

**Please ensure all payments are settled by the end of each half term. Failure to do so will result in places being withdrawn until full payment is made.**

- If fees are not paid, the school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they inform the school office as soon as possible.
- Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.
- If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.



Should you require a place at Cool Kids on the day of booking, please contact the school office and check availability. If you require Breakfast Club in an emergency, please contact the school as soon as possible on the day before.

### **ARRIVALS AND DEPARTURES**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate record is kept of all children in the clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

#### **Breakfast Club**

- Breakfast club opens at 7.45am.
- Entry is through the side door by the kitchen.
- Registration will take place in the kitchen area.
- **Parents/carers must accompany their child into school and sign their child in.**
- At 8.45am children will collect their belongings and go to class. Younger children or those who need assistance will be escorted by staff.

If children from Broadmayne and West Knighton Preschool attend Breakfast Club, the school will supervise them in the foyer until 9am, at which point they will be walked by a member of staff to the preschool building, and handed over to the staff there.

#### **Cool Kids**

- Cool Kids operates from 3.15pm - 5.30pm
- A central register is kept for children attending Cool Kids.
- Children will meet in the hall, where a member of staff will register them.
- Any children attending after school extra-curricular clubs will have their names on a register in Cool Kids, and will report to the staff there to be registered once their activity is over.
- If a child is booked into Cool Kids but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the headteacher and take the following steps:
  - ☐ The child's teacher will be contacted to check if the child has been picked up by a designated adult
  - ☐ All staff on the school premises will conduct a thorough search of the premises and surrounding areas
  - ☐ Contacts listed on the registration form will be contacted
  - ☐ Police may be notified
- Staff will ensure that parents/carers sign children out before they leave, including the time of collection.



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- Children can only be collected by an adult who has been authorised to collect them on their registration form. Parents/carers must inform the school in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.
- Children will not be allowed to leave on their own.
- All parents and carers are asked to ensure they are at school by **5.25pm** at the latest to collect their child. This ensures there is time for registers to be signed and messages to be passed on before the club closes at 5.30pm to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is continuously late to collect their child/children a charge of £5.00 per child will be imposed. This will be added to the next invoice on SchoolMoney. By 'continuously' we mean more than twice in a half term. This charge is to discourage people from arriving after 5.30pm and should not be seen as a charge permitting late collection. When collection after 5.30pm occurs regularly we reserve the right to withdraw access to the club.

### **SAFEGUARDING**

- Breakfast Club and Cool Kids follow the school's Safeguarding Policy, a copy of which is on the school website.
- Doors will remain locked during the club session times and access to the school is through the side entrance only.
- Parents/carers should not go past the registration point in the kitchen area when dropping children off or collecting them without the express permission of club staff.

### **OTHER POLICIES**

The Breakfast Club and After School Club follow all other school policies, including those for First Aid and medical provision.

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### PARENT/CARER REPLY SLIP- COOL KIDS

Name of child:..... Date:.....

- ☐ I confirm I have read and understood the policy for Broadmayne First School after school club known as Cool Kids

Signed:.....

Please print name:.....