



Breakfast Club/Cool Kids Policy

Broadmayne First School

Approved by:
Governing Body

Date: March 2025

Last reviewed on: March 2025

Next review due
by: March 2027



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

Introduction

Broadmayne First School provides Breakfast and after school care (known as Cool Kids) for the pupils of the school and siblings of children who are based at Broadmayne and West Knighton Pre-school. Both clubs provide care for children from ages 4 - 9 years.

Aims

The aim of our Breakfast and After School Club are:

- To provide care for children within the school community that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide a range of structured play activities to engage and stimulate the children.

Places available and ratios

Breakfast Club is able to offer 24 spaces each day.

The After School Club (Cool Kids) offers 28 spaces. Each day.

Places for children under the age of 5 are limited and will only be offered once the headteacher has met with parents and observed the child in their preschool setting. Before offering a place to children from preschool, ratios will be considered to see if we are able to accommodate under 5 year olds.

Places are offered on a first-come first-served basis. If all places have been filled a waiting list will be established.



All children attending, we need to complete an admission form. This will be sent electronically via the school office.

Booking and Fees

Sessions can be booked using the Schoolmoney app under the 'club' section.. The Schoolmoney App will allow you to book sessions for the half term. Bookings for both Breakfast and After School Club must be made by 12 noon on a Friday before the next week commences. An attendance report will be run on a Friday afternoon to see how many children are attending so that we have the correct staffing allocation.

Payment is required in advance to secure your booking. We accept childcare vouchers, however, these will need to be credited to the schoolmoney system in advance before any booking can be placed. For example, if you would like to book for the whole half term, you would need to have sufficient credit in place.

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.

Our session prices are as follows:

- Breakfast Club 7.45am - 8.45am : £6.00
- Cool Kids Club: 3.15pm - 6.00pm: £8.00

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.

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, 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 -6.00pm
- 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.
- 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 **5.55pm** 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 6.00pm 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 for each session that they are late. 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 6.00pm and should not be seen as a charge permitting late collection. When collection after 6.00pm 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.

Behaviour

The school values and behaviour policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. We reserve the right to withdraw the service if a child's behaviour is unacceptable.



First Aid

The club has access to first aid and the member of staff will hold a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible.

Other Policies

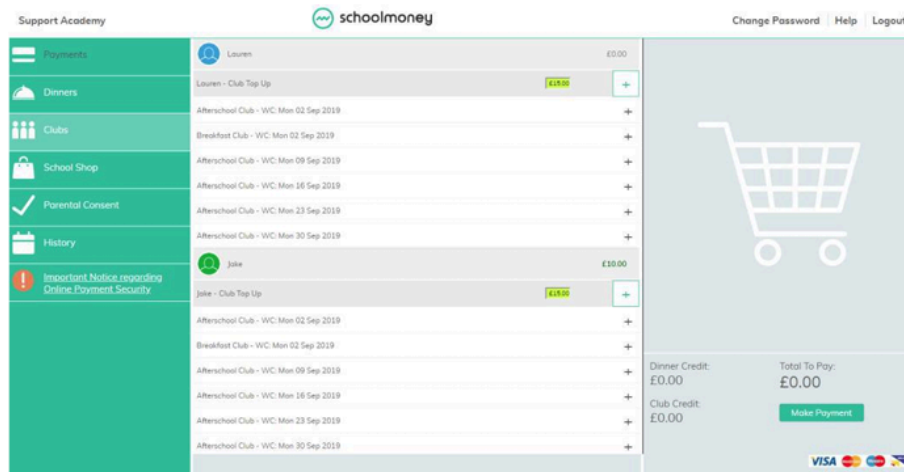
The Breakfast Club and After School Club follow all other school policies, including those for First Aid and medical provision.



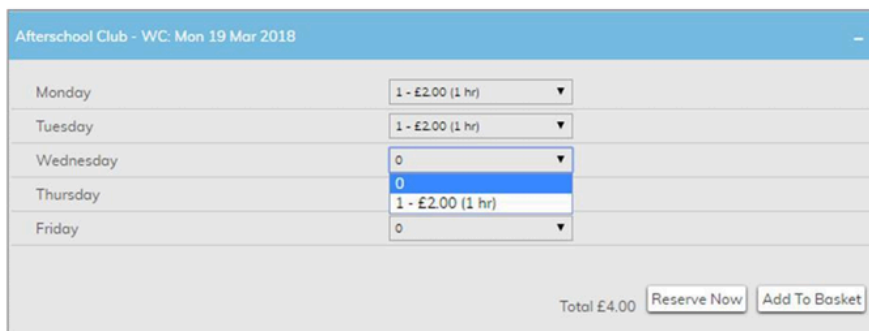
Appendix 1 - Booking Breakfast and After School Club Sessions.

The Schoolmoney App will allow you to book sessions and know in advance that your childcare is organised for the week/month ahead. Breakfast and After School Club provision will now be available to book under the 'club' section of the app. To book a slot, please follow the below steps:

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week-by-week basis.



- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available
 - Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available
 - Click on the drop-down box next to the day you would like to book and choose the session you need



- Once all sessions have been chosen, click 'Add to Basket,' or if available and you do not want to pay yet, 'Reserve Now' in the bottom right-hand corner.



Broadmayne First School Breakfast Club/Cool Kids Policy

The screenshot shows the 'schoolmoney' interface. On the left is a navigation menu with categories: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an important notice. The main area displays a shopping basket for user 'Lauren'. The basket contains:

- Lauren - Club Top Up: £0.00
- Afterschool Club - WC Mon 02 Sep 2019: £2.00
- Breakfast Club - WC Mon 02 Sep 2019: £8.00
- Afterschool Club - WC Mon 09 Sep 2019: £2.00

At the bottom right, a summary shows: Dinner Credit: £0.00, Club Credit: £2.00, and Total To Pay: £12.00. A 'Make Payment' button is visible, along with logos for VISA, Mastercard, and American Express.

- A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket.
- Repeat for any other weeks you want to book.