



# Rise 'n Shine Breakfast and After School Club Policy

Club Mobile 07597537579  
School Office 01270 685750

The Rise 'n Shine Club is a term time, pre and post school club for 4 to 11 year old school children.

## Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school club.
- To have strong partnerships with parents/carers.
- Having access to all the school's facilities including the outdoor environment enables us to provide a range of structured and stimulating play activities to engage the children.

## Breakfast Club

*Breakfast club is open Monday to Friday from 8.00 am to 8.50 am.*

- Children will get a choice of cereals, toast and fruit to begin their day. *Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements.*
- There is a range of appropriate activities to ease children gently into the school day.

A supervised escort ensures that all children join their class safely as school begins.

## After School Club

*After school club is open Monday to Friday from 3.15 pm to 5.55 pm. There is also a short after school club session which runs from 3.15 pm to 4.30 pm.*

Children up to the end of Year 2 will be collected directly from their classrooms by the school club staff. Children from Year 3 to Year 6 will meet in the school's dining room. All children will be registered into the school club.

- Children will be offered fresh fruit and a drink during short club. A light snack will be offered for children staying until 5.55 pm. *Parents/carers are responsible for informing the After School Leader of any dietary requirements.*
- A range of activities are available e.g. board games, role play, arts and crafts, computers, a quiet area for reading, as well as access to outdoor space and free play. For added interest themed activities and special events are scheduled regularly. This is the children's club and therefore their opinions are valued and discussed.

Parents/carers may donate toys and games to the After-School Club but children should not bring anything valuable from home.

The Breakfast and After School Clubs are not responsible for the loss or damage to any items brought from home.

### **Fees and Payment**

Breakfast session	£5.00 -	8.00 am to 8.50 am
Short after School Session	£5.00 -	3.15pm to 4.30 pm
After School session	£10.00 -	3.15 pm to 5.55 pm

Fees must be paid weekly in advance.

We are happy to accept cash and cheques (payable to Cheshire East Borough Council). We are also registered with a number of Childcare Voucher companies (please ask for an up to date list) but are more than happy to register with any other company you may use.

*If you claim for Child Tax Credits and require a receipt, please ensure you ask for this at the time of booking as there is a £25.00 administration fee for photocopying past booking forms.*

### **Drop in Charges**

If the Drop-In service is used (less than 24 hours' notice) fees must be paid upon collection. Extra fees apply:-

Short After School Session	£7.50
After School session	£15.00

### **Booking**

To secure bookings, sessions must be paid for **1 week in advance**; this guarantees your child's place.

We do offer a drop-in service, places may be booked on the day but is subject to numbers.

Booking forms are available at reception in the main school and on the school's website and must be completed each week. Please hand them back as soon as possible as we have a limited number of places available and therefore will be allocated on a first-come, first- served basis.

Parents/carers are asked to sign their child in and out of the Breakfast and Afterschool Club on the daily register.

Parents/carers are asked to agree to and sign a contract alongside a registration document for both clubs prior to booking.

*If you claim for Child Tax Credits and require a receipt, please ensure you ask for this at the time of booking as there is a £25.00 administration fee for photocopying past booking forms.*

For further information or to obtain a registration form please contact

Rise 'n Shine Mobile	-	07597537579
School Office	-	01270 685750

Dominique Bailey	-	Play Leader
Kimberley Latham	-	Play Assistant
Stacey Moulson	-	Play Assistant
Emma Taylor	-	Play Assistant
Dawn Whelan	-	Play Assistant
Claire Cooke	-	Play Assistant

### **Sibling Discounts**

We offer a sibling reduction of £2.00 for the full After School Club (£8.00 for the second child instead of £10.00 if more than 24 hours' notice is given).

### **Collection from the After School Club**

On collection, parents/carers are asked to sign their child out and record the time that they leave. Children will only be handed over to the person(s) indicated on the registration form. If any other person is collecting the child, school club staff should be notified in advance and a safety password will be provided.

Children are welcome to join the club after they have participated in other extra-curricular activities offered by the school (full fee applies) - and will be escorted to club by a teacher. (Juniors do not require escort if they have written parental consent).

### **Late Collection**

*We will charge a late collection fee* of £5.00 for the first 5 minutes with an increase to an additional £20.00 every 15 minutes thereafter. It is vital that payment is made promptly as the Club has to ensure costs are covered at all times.

If a child is collected late on more than three occasions within a term, Rise 'n Shine club reserve the right to refuse future reservations.

We also reserve the right to terminate membership if repeated late payment is an issue.

If a child is not collected by 6:00 pm and the After School Club has not been able to establish contact via the parents/carers' numbers or via any emergency contacts then the school's Late Collection policy will be followed and Social Services will be contacted.

## **Cancellation**

The only cause for cancellation would be school closure due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone by 7:00am
- During adverse weather conditions school closure will be reported on the Cheshire East Borough Council website and all parents are contacted via the school's text messaging service.

## **Refunds**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. Children who are booked into the School Club and cancel their child's place need to contact club on the School Club Mobile to inform them of this change.

However, if a child is booked into Rise 'n Shine Club, but is due to attend a school "activity" which is subsequently cancelled, your child will automatically registered into Rise 'n Shine Club.

## **Staffing**

Staffing follows a ratio of 1:16. If a member of staff is absent, the Head teacher will arrange for a replacement member of staff to cover. There is always another member of teaching staff on site to support in case of emergencies or other incidents until the After School Club closes at 5:55 pm.

## **Safeguarding and Health and Safety**

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have also received Level 1 child protection training and are First Aid trained.
- All staff follow existing school policies and procedures for safeguarding, child protection, code of conduct, health and safety policies and fire safety procedure.
- Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

## **Communication with Parents**

- Staff will communicate verbally with parents/carers bringing children, which may involve passing a message to the class teacher.
- Written notes to parents from the class teacher will be passed on via the school club staff.

## **Accidents and Illnesses**

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. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

## **Medication**

The Clubs follow the school's Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from school club staff on request or can be found on the school website.

## **Behaviour**

The school rules and behaviour policy will be followed to ensure consistency for the children at club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards such as stickers and certificates.

We reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

## **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equal Opportunities policy.

## **Complaints**

All complaints will follow the school's complaints policy.