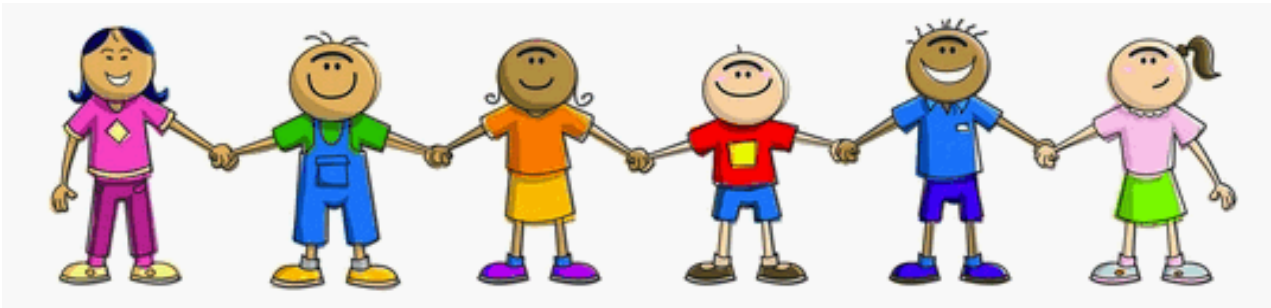




**FERNWOOD PRIMARY & NURSERY SCHOOL**

# **Breakfast & After School Clubs**



## **Policies & Procedures**

**Fernwood Primary & Nursery School  
Arleston Drive  
Wollaton  
Nottingham NG8 2FZ**

**Contact Number:**

**0115 9155727 - Option 3**

## INTRODUCTION

Fernwood Primary & Nursery School has provision for before and after school childcare. We provide a safe and friendly environment for your child/ren.

This information has been provided to help you feel assured that we always aspire to provide high quality care for your child.

It contains important information about the clubs rules, policies and procedures, which we hope you will find useful. Please take time to read it through and keep it for future reference.

### **Club Managers**

Mrs Claire Jones - Breakfast Club - The Clubhouse & Junior Building  
Mrs Shabnim Hussain - After School Club - The Clubhouse & Junior Building

These are current arrangements from January 2024

## ADMISSIONS PROCEDURE

A formal application form to go on our waiting list must be submitted to be considered for a place at either our breakfast or after school clubs. These are only available when our waiting lists are open.

- We reserve the right to close the waiting list if it exceeds the number of places we have. Breakfast Club - The Clubhouse: 32 places, Breakfast Club - Junior Building: 40 places. After School Club - The Clubhouse: 32 places, After School Club - Junior Building: 40 places.
- Once a place has been offered at **Breakfast or After School Club**, we shall arrange an informal induction over the phone, to give you an opportunity to ask any questions and find out more information. Mrs Jones will carry out the inductions for Breakfast Club and Mrs Hussain will carry out the inductions for After School Club.

## **STAFF TRAINING**

There is a programme of training to ensure that all staff have the relevant and up-to-date qualifications in food hygiene, first aid and safeguarding.

## **AVAILABILITY**

Fernwood Primary & Nursery Breakfast and After School Clubs are available on days when the school is open. The clubs are **NOT** available on INSET days or school holidays.

## **OPENING TIMES**

Breakfast Club: 7.30am - 8.45am

After School Club: 3.25pm - 5.30pm

## **PRICING POLICY**

Breakfast Club: **£5.00 per session** (reduction to £4.00 for siblings)

After School Club: **£9.00 per session** (reduction to £7.00 for siblings)

Children may attend other school clubs after school and then go to the After School Club - a snack will still be provided.

**The whole session has to be paid for. Payment must be made even if your child is unable to attend.**

We reserve the right to raise the cost if necessary. This is a non-profit making facility.

## **MEALS & SNACKS**

Breakfast is served between 7.30am to 8.15am. If you would like your child to have a breakfast, please ensure they have arrived at the club before this time. Breakfast includes:-

- A selection of breakfast cereal
- Wholemeal toast with a choice of spreads
- Drinks - a choice of fruit juice or water.

After School Club Snacks are served between 3.30pm - 3.55pm.

These include:-

- Sandwiches
- Fruit
- Pasta
- Crackers
- Toast etc.

**All products are nut free. Please ask for further allergen information if required.**

### **CLUB ACTIVITIES**

We will provide a wide range of social activities suitable for the age and stage of development of your children. Activities include:

- Colouring, drawing, board games, jigsaws
- Computing and computer games
- Art & craft activities
- Cookery
- Outdoor activities (weather permitting).

### **DELIVERY OF CHILDREN & SCHOOL COLLECTION**

#### **Breakfast Club**

As well as catering for your child/ren in a safe and friendly environment, we will ensure that they are taken to an agreed destination (both sites) safely at the beginning of the school day.

#### **After School Club**

Infant children attending the After School Club will be safely collected from their class teacher at 3.25pm (a handover) and taken to The Clubhouse after school club building, via the path linking both sites. The members of staff collecting the children will ask for the child (name in full).

Junior children will make their way to the junior conservatory where they will be met by the After School Club staff.

## DELIVERY OF CHILDREN & PARENTAL COLLECTION

### Breakfast Club

Infant children should be dropped off at **The Clubhouse** and Junior children should be dropped off at the **Junior building**.

Breakfast Club will **serve breakfast** at both locations **until 8.15am**. If you would like your child to have a breakfast, please ensure they have arrived at the club before this time.

### After School Club

Infant children should be collected from The Clubhouse entrance. Junior children should be collected from the Junior building, main entrance. There is an intercom system by the door where you will be buzzed in to collect your child from the Junior Conservatory.

**Please note that after 5.20pm all After School children will be picked up from the Junior building.**

**After School club staff need to be informed if someone other than the main collectors (i.e parents/carers) are picking up their children. Please inform in advance by calling 0115 9155727 option 3.**

### If A Child Is Not Collected On Time

We expect parents to collect their children by the finishing time. If there is an unexpected delay parents should telephone on **0115 9155727 option 3**.

**If parents are late collecting their child, they will be charged a late fee of £15.00 per child. If this happens repeatedly, an After school Club place can be removed.**

After School Club closes at 5.30pm. At 5.25pm remaining children will be escorted to the Reception area. If by 5.30pm no phone call has been received to inform us that a child will not be collected at 5.30pm, personnel will follow this procedure:

- At 5.30pm After School Club will phone contacts kept on file
- At 5.45pm After School Club will phone contacts again
- At 6.00pm if no contacts on file can be contacted then Mr Waldram will be informed - at this point the Emergency Duty Department of Social Services will also be informed.

NB: A member of staff will always stay with a child who is not collected until an adult arrives to collect him/her.

## **ABSENCE POLICY**

If your child is not attending After School Club for any reason, please notify by calling After School Club number:

**After School Club number - 0115 9155727, option 3**

## **UPDATING INFORMATION**

Please inform the appropriate club if any contacts, phone numbers or a child's medical needs and medications change.

In case of an emergency, correct telephone numbers are essential.

## **CANCELLATION FEE**

**All Parents/Carers must give a minimum of SIX school weeks (half a term) advance notice to the relevant club of any change in arrangements. Failure to give full notice will result in the full session fees being charged until the place is filled.**

## **PAYMENTS**

A bill will be sent to you at the beginning of each half term. Please settle the bill before or by the due date stated on your invoice. Either you can do this via gateway or childcare vouchers (just enter the amount stated on your invoice). **Failure to pay on time will result in a late payment charge of £15.** Please note that all sessions need to be paid for (even if your child is unable to attend).

## **ADMISSIONS POLICY**

- All children between 4 and 11 have the right to be admitted to either club. (Please note that we do not take children from Nursery age).
- Following an application, if a place is not available the child's name will be placed on the waiting list, if the waiting list is currently open.

- Siblings of children already in the club will automatically receive the right to admission at the next possible opportunity.
- All children who receive a place in Breakfast and After School club will need a short induction with the staff before they start.
- The school reserves the right to admit a child if their needs are deemed to be particularly urgent. Reasons will be recorded and kept confidential.
- All information given will be kept confidentially.
- The school reserves the right to terminate the place of any child/ren, if fees are not paid, if their behaviour is repeatedly unacceptable, or if the Parents/Carers do not adhere to the club's policies and procedures. A full written explanation will be given to the Parents/Carers.
- This policy will be reviewed on a regular basis.

## **DISCIPLINE AND POSITIVE BEHAVIOUR**

Staff will promote and maintain a positive and caring environment within the club. Positive behaviour will be encouraged through good practice and personal example.

Expectations of Fernwood Primary & Nursery Clubs are that children will be:

- Polite to staff, parents and each other
- Show consideration to the needs of others
- Respond appropriately to instructions given to them by a member of staff.

Bullying is taken very seriously and all incidents are recorded. Mr Waldram, Executive Head Teacher is informed and positive, clear action is taken.

All unacceptable behaviour is reported to Parents/Carers and the Head of School, Mrs Orme.

## **BELONGINGS AND PERSONAL PROPERTY**

Children should not bring monies or valuables to the club; if this cannot be avoided all valuables should be handed to the Club Manager for safekeeping. The club cannot accept responsibility for loss or damage to belongings and personal property.

## **ACCIDENTS AND ILLNESS**

In any event of a child feeling ill or having an accident the Parent/Carers will be contacted immediately.

In the event of a minor accident a member of staff from the club will attend to the child. All accidents are recorded on the child's individual record sheet. Parents/Carers will be informed as soon as possible.

In the case of a more serious accident, Parents/Carers will be contacted immediately and the child will be taken to the health centre or hospital.

## **MEDICATION**

The schools' medication policy is followed; where possible please administer medication at home. Only prescribed medication can be administered by the staff. This will only be permitted once the parents have completed a medical consent form detailing the specific medication and dosage. Each administered medication will be logged on the consent form and witnessed by another member of staff.

## **COMPLAINTS**

All complaints should be brought to the attention of the Club Manager. All complaints will be dealt with as quickly and as effectively as possible and the outcome of the complaint will be passed on to all parties involved.

Mr Waldram, the Executive Head Teacher will become involved if the complaint is regarded as a serious matter. Please refer to the Fernwood Primary & Nursery School Complaint's Procedure.

## **RISK ASSESSMENTS**

Risk assessments have been completed for all activities. All staff remain aware of the general environment and potential hazards.



## **FIRE EVACUATION**

The school's fire evacuation procedures are followed. Regular Fire Drills take place termly and are recorded in the fire log.

## **CHILD PROTECTION/SAFEGUARDING**

Club personnel have a duty to act upon any information they receive which raises safeguarding concerns. The Primary School's Designated Senior Leaders are informed and they then take the next appropriate steps.

Senior Leadership Team -

Mr Waldram - Executive Head Teacher

Mrs L Orme - Head of School

Mrs D Giles - Deputy Head of School

Mrs L Jones - Deputy Head of School

Mr R Hill - Deputy Head of School

Mrs R Kaur - Lead Practitioner

Mrs Frost - Lead Practitioner

Mrs Dorrington - Lead Practitioner

Mrs Kearns - Lead Practitioner

## **DOCUMENTATION**

A copy of all policies and procedures will be kept in the school office at all times and will be made available on request. A copy is also available on the school website.

All documentation is subject to revision and will be updated as and when it is necessary.