**Northway Community**

**Primary School**



**Breakfast and**

**After School Club**

**Information Pack**

**& Contract**

**2023-24**

**Welcome**

We are pleased you have decided to join our wraparound provision. This information pack is designed to provide you with all of the information you will need and hopefully answer any questions you may have about our club. If we have missed anything, please do not hesitate in contacting the school office on 0151 526 2565.

**Where is the Breakfast and After School Club held?**

Both clubs are held in the Infant Hall.

**What are the arrangements for Breakfast Club?**

Breakfast club is open for pupils from Nursery to Year 6. Our doors open to welcome you in at **7.50am**. Latest time for admission into Breakfast Club is 8.30am. Latest time for serving breakfast is 8:15am. The children will be escorted to their classrooms in time for registration.

A member of staff will sign your child in as they enter Breakfast Club.

**When are the arrangements for After School Club?**

After School Club is open for pupils from Reception to Year 6. The club will run from Monday to Friday during term times. All children can access the club from the end of their school day. All children must be collected from the infant entrance by **5.45pm** at the latest. On the last day of the Autumn, Spring and Summer terms, an earlier pick up time is required.

**How do I book a session for my child?**

All sessions at Breakfast and After School Club **must be pre-booked** **in advance** to ensure that we have the correct adult to child ratio and to guarantee your child’s place. This is done through the Clubs Section on the School Gateway app. Please speak to the office if you are not already set up on this.

**What is the cost per session?**

Breakfast club is £3.50 per session.

After school club is £9.00 per session.

Payments can be made either online using the School Gateway app or childcare vouchers. All payments via cash or cheque must be placed in an envelope, clearly labelled ‘Breakfast and After School Club’, with your child/children’s names recorded on the front.

**How are the clubs staffed?**

Breakfast Club is staffed by Mrs Heatman, Miss Jones, Mrs Hardwick, Mrs Hickey and Mrs Thomas. These ladies all have a lot of experience in childcare and through their other roles in school are well known to the children and build great relationships with them.

After School Club is led by Mrs Hardwick and Mrs White support as play workers.

**What activities are provided for the children?**

We offer a wide range of activities such as: arts & crafts, construction, toys, music, imaginative play, board games and physical play (weather permitting!) Each day a quiet area is set aside for children to relax & read.

**Behaviour**

The club follows the same Behaviour Policy as the school, which parents/carers can access any time via the school website. We do expect children to respect others and their property and look after the club equipment with care.

**What food will be offered to the children?**

The Breakfast and After School Club follow the government and school policies on healthy eating by providing healthy options.

At breakfast club, children can choose from:

* Multi grain cereals
* Toast with a choice of toppings
* Fresh fruit juice
* Milk
* Fresh fruit

At after school club, a snack will be provided. For example:

* Fresh fruit
* Wraps
* Sandwiches
* Crackers and cheese
* Toast/crumpets

**It is crucial that you keep us up to date with any medical issues or food allergies that your child may have. Please complete the attached pupil information form and return it to the office along with the contract.**

We look forward to seeing you at Breakfast and After School Club soon! ☺

**Northway Community Primary School**

**Breakfast and After School Club Contract**

**By booking sessions on School Gateway for either Breakfast or After School Club, you hereby agree to abide by the club’s procedures. Please take time to read this document carefully.**

**ADMISSION AND COLLECTION**

Breakfast club is open from **7.50am** each morning. **Latest admission is 8.30am.**

**After school club is open from the end of the school day until 5.45pm.** At the end of the Autumn, Spring and Summer Terms, an earlier pick up time will be required. All children are to be collected from the main entrance in the infant building.

**If you do not collect your child by 5.45pm an additional charge will be made of £2.00 per every five minutes. This additional charge for late pick-ups cannot be seen as part of this service. Therefore, if late pick-ups continue to happen, the matter will be referred to the governing body who will withdraw the place either on a temporary or permanent basis.**

**SAFETY**

**All children MUST be signed into the club** each morning by a responsible adult.

**PARKING**

Parking on the school site is for staff parking only.

**PAYMENT**

All sessions at our breakfast and after school club **must be pre-booked** **in advance** to ensure that we have the correct adult to child ratio and to guarantee your child’s place. This is done through School Gateway. Click on the Clubs Section to book the sessions. Payments are also made via School Gateway in the Payments Section and/or childcare vouchers. All payments via cash or cheque must be placed in an envelope, clearly labelled ‘Breakfast and After School Club’, with your child/children’s names recorded on the front.

**Please note that all sessions attended in a half term must be paid for by the end of that same half term. Future sessions can still be pre-booked and only need to be paid by the end of the half term in which they fall. Failure to pay sessions by the end of a half term may result in losing your child’s place at Breakfast and/or After School Club.**

**NONE ATTENDANCE**

**If your child does not attend a breakfast or after school club session that has been booked, there will be no refunds unless your child has not attended due to illness.**

**FOOD**

Food will only be served up to **8:15am**.

**BEHAVIOUR**

The club follows the same Behaviour Policy as the school, which parents/carers can access any time via the school website. We expect mutual respect from children and staff alike. In return the children can expect the staff to be caring, firm but fair and fun!

**ADMINISTRATION OF MEDICINES**

Breakfast and after school club staff must be kept up to date with relevant changes in your child’s medical needs, including food allergy changes. Administration of Medicine forms (obtained from the school office) must be completed in order for staff to administer any required prescribed medications to your child.

**Pupil Information Form - Breakfast and After School Club**

Child’s name:…………………………………………………………………………… Date of birth …………………………………………

Home address: ………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………

Emergency contact details

Name:………………………………………………………………………… Relationship to child: …………………………………………

Home telephone ……………………………………………………… Mobile telephone …………………………………………………

**Medical information**

Does your child have any food allergies? YES NO (please circle)

If YES please give details …………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………

Does your child have any medical needs? (asthma etc.) YES NO (please circle)

If YES please give details …………………………………………………………………………………………………………………………

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Only nominated adults will be allowed to collect children from After School Club. Please indicate below the name/s and contact details of the adult/ who you give permission to collect your child.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship to Child** | **Contact Number** | **Additional Information, e.g. days of collection** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***By signing this document, I agree that I have read and understood the attached document and hereby agree to abide by the club’s procedures:***

Parent name ………………………………………………………………………………………(Print)

Parent signature ………………………………………………………………………………………Date………………………………………