



Rise and Shine Breakfast and After School Club

St Joseph's Catholic Primary School.

The following information and guidelines are provided for all parents/carers using the facility at St Joseph's Catholic Primary School Breakfast and Afterschool Club child care provision known as the 'Rise and Shine Club'.

All parents wishing to apply to the Breakfast and After School Club need to complete and return an registration form. The Breakfast and After School Club is held in term time only, in school and provides a wide range of activities for the children who are members of the school community.

The club provides safe, stimulating activities including games, art and craft, cooking and outdoor activities. Children are encouraged to participate in both adult led and independent play. They have the opportunity to explore a range of age appropriate fun, positive and challenging activities.

Club Times

- Breakfast Club 8:00 am – 8:45am
- After School Club 3:30pm - 5:30pm Monday to Thursday, 3:30 pm - 5:00pm Friday.

Admission

- Only children attending St Joseph's Catholic Primary School are eligible to attend the BASC, although consideration will be given to siblings of children attending the club, in Year 7 if places are available.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Children's attendance is recorded in a register, which is input into Parentpay daily. Friday's attendance is recorded the following Monday.

Payments

It is a requirement of the club that parents/carers pay their fees promptly in accordance with the payment schedule. Payment is due for all booked sessions even if your child is unable to attend their booked session, unless it has been cancelled at least four hours in advance. E.g. If your child is unwell in the morning and the booking is cancelled no charge will be made. Payment should be made via Parentpay, where attendance is recorded daily. No refunds will be given for a cancelled booking – credit will be carried forward to the next month's invoice.

Please ensure you check your invoice and notify the school office as soon as possible, should you have any queries.

If a parent is experiencing difficulty with payment of their fees, they should contact the Headteacher. Our staff will treat all matters confidentially and arrange a discussion in private.

Cancellation/late collection of children

- Payment will be requested for all booked sessions unless it has been cancelled at least four hours in advance.
- The first afterschool session is from 3.30 to 5 pm. If you are late picking up your child (after 5.05pm) you will also be charged for the second session.
- Parents/carers of children who are collected after 5:30pm will incur penalty charges of £5 per 15 minutes, or part 15 minutes, for each child.
- If a child has not been collected by 5:30pm parents/carers will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour the police and Children's Social Care will be informed.

New Starters

Parents/carers who are considering using the clubs are welcome to visit and meet the staff. All relevant, signed paperwork must be completed before the booking process can take place.

Arrival and collection of children

Breakfast Club

Parents/carers must bring their children into the Breakfast Club each morning and sign them into the club. A light breakfast is given to the children who arrive at the club before 8:30 am. At 8:45am children are signed out of the club by a staff member.

After School Club

KS1 Children are signed over to the club by their class teacher. KS2 children make their own way to the club.

Upon arrival for collection, parents/carers must sign their child out from the care of the After School Club. Staff must be informed, in advance, if there is any change to the person who normally collects the child. If an unknown adult arrives to collect a child, a child will not be signed out and a late penalty charge may be incurred. No person under the age of 16 may collect a child from the After School Club.

Health and Safety

The health and safety of children within the club is of paramount importance at all times. Information is held:

- GP name and contact details.
- Any known health problems relating to the child.
- Special dietary needs / any allergies
- Emergency contacts

A qualified First Aider is available on site at all times. Accident report forms are completed and parents/carers informed. Excellent hygiene practice is encouraged at all times. Staff follow the school's guidelines and procedures for safeguarding and child protection. Equipment is checked regularly and staff encourage children to play appropriately.

Behaviour

At the Rise and Shine Club, we believe that children flourish in an ordered environment in which everyone knows what is expected of them and in which way they can develop their play and learning without fear of being hurt or being hindered by anyone else. We aim to develop an ethos in which children develop self-discipline and enhanced self-esteem in an atmosphere of mutual respect and encouragement.

Therefore:

- All staff apply rules consistently from common expectations.
- Adults provide positive role models for children regarding friendliness, care and courtesy.
- All adults praise and endorse positive behaviours such as kindness and willingness to share.
- Any incidents of serious misbehaviour, bullying or racism will be referred to the Breakfast and After School Club Play Leader and/ or Head teacher, who will take the appropriate action in line with the school's Behaviour and Anti-bullying policies.

Daily Routine

Breakfast Club Session

- 8:00 am - 8:45am parents bring their children to the Breakfast Club situated in the 'Lagoon' where a range of activities are set out.
- 8:15 am Children wishing to have breakfast wash their hands ready to enjoy a light breakfast.
- 8:40 am tidy up time encouraging the children to take responsibility for the Breakfast Club environment.
- 8:45 am children collect their coats and bags. KS1 children are escorted to their classrooms and handed over to the appropriate class teacher. KS2 children make their own way to class.

Afternoon session

- 3:30 pm children go to the After School Club. KS1 Children are signed over to the club by their class teacher. KS2 children make their own way to the club.
- 3:45 pm -4:15 pm children will be offered a snack, staff members will sit with the children at this time.
- 4:15 pm -5:00pm Children can choose from a range of play and planned activities, both indoors and outdoors.
- 5:00pm - 5:30 pm children encouraged to help tidy up.

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Agreement

Iparent/carer of.....
have read and accept a copy of the ' Rise and Shine Breakfast and After School Club'
Policy and agree to abide by the terms there in.

- I consent for my child/children to attend the club.
- I give permission for a trained member of staff to administer appropriate first aid if required.
- I give permission for the 'Rise and Shine Breakfast and After School Club' to seek necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted immediately on the contact details that I have provided.
- Late collection of my child/children (after 17:30pm Mon – Thursday or 17:00 Friday) will result in an additional charge of £5 per child for every 15 minutes, or part 15 minutes.
- I confirm that the information given on all forms is correct and agree to notify the club of staff changes.

I accept that I am the 'contracting parent' for the above child and agree to make payments to St Joseph's Catholic Primary School when invoiced.

Parent Signature.....

Print name.....

Date.....

Signed..... on behalf of the 'Rise and Shine'
Breakfast and After School Club.

Print Name..... Date.....