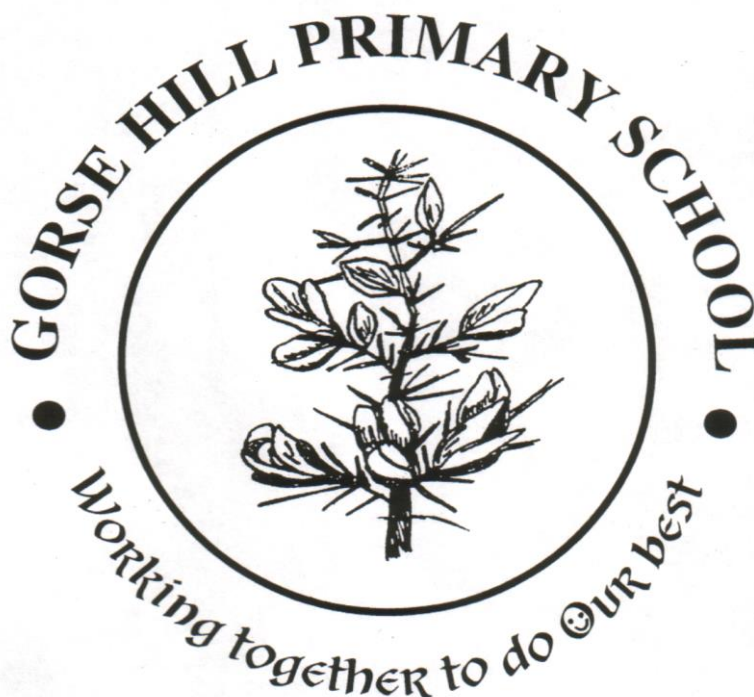


# RISING STARS Breakfast and After School Club

## Parent Handbook Updated July 2020



<b>Opening Hours</b>	
Breakfast Club	8.00am – 9.00am (Breakfast served up to 8.30)
After School Club	3.00pm–5.45pm (On-site no later than 5.35pm)
<b>Contact</b>	
Mobile	07826553736
Email	risingstars@gorsehillprimary.co.uk
<b>Cost</b>	
Breakfast Club	£3.00 per day
After School Club	£7.50 per day
Charges for late collection apply	

**This document forms the terms and conditions. By using the services you are agreeing to the enclosed terms.**

## **Admission Criteria**

Places will be given firstly to those who require full time places, then siblings and finally those who require part-time places.

## **Introduction**

Welcome to Gorse Hill Primary School's Rising Stars Breakfast and After School Club. The club will provide breakfast and after school sessions for children from Nursery to Year 6.

The Club will be an extension of the school and will reflect its aims and ethos.

Children will have the opportunity to relax, do homework, join in with age appropriate activities, play and have fun.

Parents will be able to relax in the knowledge that their children are safe and well cared for.

## **Availability**

### **Breakfast and After School Clubs**

All clubs are open to children from Gorse Hill Primary School. There are limited places available each day, which is offered on a first come, first served basis according to the Admission's criteria above.

#### **Age Range**

The club is open to children from Nursery to Y6

## **Bookings**

**Bookings are taken with 1 weeks' notice, providing places are available, by completion of a booking form and a deposit of £50 per child, payable by cash.** This deposit will be returned on the leaving date, provided your account is a zero balance.

Parents can book as far in advance as they wish (within the academic year) by using additional booking forms or speaking to a member of staff of the club.

Places are subject to availability in accordance with the appropriate staff/pupil ratios and health and safety requirements.

All forms are available from the Club staff or by emailing, contacting or visiting us.

Bookings may be accepted on an adhoc basis for Rising Stars Breakfast and After School Club, subject to availability and advance payment.

## **Late Bookings**

Late bookings can be made, subject to availability and advance payment. A £1.00 surcharge per service is added to late bookings as follows:

- Breakfast Club – bookings made after 3pm the previous day - £4.00
- Afterschool Club – bookings made after 1pm on the day of the sessions - £8.50

One off places can be booked subject to availability and will be charged at the late booking fee price. For these places, cash is to be paid to a member of staff at the club, when either dropping off or collecting your child/children.

## **Changes and Cancellation**

### Breakfast, After school club

Cancellation can be made at any time but credit will only be offered if the required notice is given. To obtain a credit, contact must be received by 9am on the **working day before the session being cancelled.**

**To completely cancel all sessions 2 weeks' notice needs to be given.**

Credits will not be offered in any other circumstance, including illness / holidays.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the school office, subject to availability and the notice period listed above.

## **Payments**

Payments can be made by the following means:

- ParentPay (subject to minimum amounts)
- Bar coded letter available from the school office which can be used at any local pay point such as the Co-op on Portland Road
- Childcare Vouchers. Please ensure you check your balances and send one voucher payment per service (i.e. one for Breakfast, one for After School etc) with instructions on which service you would like the payment allocating to. ***Please note we can not give refunds for unused vouchers. Parents are responsible for managing their balances and ensuring that their account credit is not too high at the point of their child ceasing use of the club.*** We are registered with the following providers (if you have another provider please contact the office so we can register with them):

<b>Company</b>	<b>Registration No</b>
Care4	34126839
Computershare	TBC
Cooperative	TBC
Edenred (formerly Accor)	TBC
Employers for Childcare	Not required
Fideliti	TBC
Kiddivouchers	TBC
Kids Unlimited (KU)	TBC
Vouchers4Kids	Not required
You at Work	Use Ofsted No
Ofsted Registration No	106321

## **Payment Deadlines**

Following feedback from parents, we have amended the payment deadlines and will now offer a more flexible payment system.

Payments can be made at any time via ParentPay. There will be a minimum payment limit for online payments (this varies per service) due to the fees charged by ParentPay. All payments, including those made by childcare voucher or through the office, will be logged in ParentPay.

### **All services need to be paid at least a week in advance.**

At each club session your child's attendance will be entered into ParentPay which will debit your account by the appropriate amount.

Debt on your account will be permitted to a **maximum amount of £40**, at which point we reserve the right to **WITHDRAW SERVICES UNTIL THE BALANCE IS SETTLED**. The amendment of the payment system does not affect the cancellation and booking deadlines. These deadlines inform our staffing and resources planning. If your child does not arrive at the club or the correct notice has not been given, your account will still be debited via ParentPay as normal.

**Please be aware you will be asked to clear your Breakfast/After school club accounts twice a year. This will be on 31<sup>st</sup> March and 15<sup>th</sup> July. If accounts are not at ZERO balance when requested, your child/children's place may be withdrawn.**

## **Emergency/Parent Contact Details**

Please complete the form in full on the reverse of the booking form to provide us with details and ensure you contact us if anything changes. The records for the club are separate to the school records so forms must still be completed.

## **Arrival/Pickup**

You will be required to provide a password for the purposes of pickup (on the booking form). This will be required for anyone picking your child up from after school club. If they are unable to provide the password, we will need to call you to confirm their identity and to obtain your permission.

**Please note that cars must not park in the school carpark for any of the services. You must not drive into the school grounds at any time of the day.**

### **Breakfast Club**

Breakfast Club opens at 8am. Parents will not be permitted on school premises before 7.55am. When you arrive to drop off your child, please use the Club phone number which is always displayed on the main entrance door. You need to bring your child into breakfast club and sign them in. Children are taken to the Nursery at 8.50 am and other children are sent to their classes at 8.50 am.

### **After School Club**

Children in the Early Years and KS1 will be escorted to the club from their class. Children in KS2 will be sent from their class at the end of the day.

When you arrive to pick up your child, please use the Club mobile phone number which is always displayed on the main entrance door. You will be asked to sign your child out.

### Late arrivals

Late arrivals can be accepted, but Breakfast will not be available after 8.30am and discounted prices are not offered.

### Collection

**Parents are required to be on-site at 5.35 pm to be able to sign out and safely be off site by 5.45pm. If your child is picked up at the office, this will be recorded as a late pick up. More than 3 late pick-ups may result in your child`s place being withdrawn.**

### Late Collection

Late collection by parents incurs a cost to the school in staff overtime fees. Therefore, charges may be applied for late collection as follows:

- |                     |        |                              |
|---------------------|--------|------------------------------|
| ▪ 5.45pm to 6.00pm: | £10.00 | We very much hope that these |
| ▪ 6.00pm to 6.15pm: | £20.00 | will not be necessary.       |

If a child has not been collected from the After School Club, staff will use all the contact details provided and then emergency contact details to try to contact parents/ carers of the child. If no contact can be made with an adult named to be able to collect the child and Staff has not been notified of any exceptional circumstances, then social services will be informed that a child has been left in school.

If a child is collected late 3 times in a term, then the place will be withdrawn.

### Meals/Menus

#### Breakfast

Breakfast is served until 8.30am

Children are offered a choice of items; they can have any one or all of the following:

- One bread item (e.g. crumpet, toast)
- A choice of cereals
- Water
- A piece of fruit

#### Snacks

Examples of afternoon snacks, some of which will be made and prepared by children:

- |                                 |                   |
|---------------------------------|-------------------|
| • Fruit/dried fruit             | • Yoghurt         |
| • Crudités/humous/dips          | • Pitta bread     |
| • Pancakes with fruit           | • Spaghetti/pasta |
| • Crackers                      | • Pizza           |
| • Breadsticks                   | • Beans           |
| • Sandwiches on wholemeal bread |                   |
| • Soup                          |                   |

## **Activities and Games**

Children will be offered a wide range of activities and games which are age appropriate, enjoyable and well organised. They will also have opportunities to do homework, rest, play quietly and engage in free play.

If films or electronic games are made available, they will have a U rating.

The school is very well resourced and the Breakfast and After School Club staff will make use of these to make the very best provision for children.

## **Staffing**

Staffs are employed by the school and are subject to enhanced DBS (Disclosure and Barring Service, formerly CRB) checks. They also receive the appropriate first aid and food hygiene training, and other qualifications as required. They will be familiar with all school policies. Most staff will have teaching qualifications or child care/health qualifications, or be working towards them.

## **Medical**

As a general rule, we do not administer medication. If your child needs medication such as inhalers and Epipens, please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea, you must keep him/her off for at least 48 hours from the last bout of illness.

If your child has symptoms of Covid 19, they must be collected from school to isolate for 7 days unless a Covid 19 test result is negative.

## **Other Relevant Policies**

The club falls under the business of Gorse Hill Primary School and the school's policies apply. This includes, but is not limited to:

- Behaviour Policy
- Charging Policy
- Safeguarding Policy
- Complaints Policy
- Equalities Scheme
- Health and Safety
- Covid 19 Risk Assessment