



The Crossways Schools Breakfast Club & After School Club Information booklet including T&C's

This information booklet is designed to tell parents all they need to know about the Breakfast Club and After School Club and how to register their child in the club.

It includes:

- Aims & Objectives of the Club
- Terms and Conditions
- General Information

Aims & Objectives

We aim to provide a high quality Breakfast Club & After School Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones; to be able to try out new activities, to relax, to have fun and enjoy.

At the Clubs we believe all children have the right to play. Play is the basis to providing healthy development and the well being of individuals. The club will provide a balanced structure of activities and play experiences.

The Crossways Schools BREAKFAST CLUB & AFTER SCHOOL CLUB

Terms and Conditions (Revised June 2023)

Accident and Emergency Procedures

If your child has an accident at the Breakfast Club we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority. A member of the Breakfast Club and After School club team has undergone paediatric first aid training.

Sick Child Policy

Parents must inform the school office if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the Breakfast Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

Parental Support

Parents are expected to give their support and encouragement to the aims of the Breakfast Club and After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.



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Loss of Property

The Breakfast Club and After School clubs will not be liable for loss of property brought onto the premises by parents and/or children attending the Club.

Entry into Crossways Breakfast and After School Clubs

Registration

Only children attending The Crossways Schools can register with the Clubs and the Clubs reserve the right to refuse registration. All children must be registered with the Clubs before bookings can be made. You will need to email BCandKites@crossways.org.uk and we will then give you access to the booking part of system. There is a one off £10 registration fee which will be added to your account at this stage. Sessions will be booked via the Arbor App. This allows you to select the sessions that you require and pay for those sessions.

Fees & Payment

Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for short term absences unless we are given 2 working days notice. There is no reduction in the cost of a session if a child is late attending.

Payment must be paid in advance either via Arbor or the use of Childcare Vouchers. (If you wish to use Childcare Vouchers, please check with the School Office that we are registered with that provider.) If you choose to pay by childcare vouchers we recognise that this could cause an unnecessary delay in the system whilst waiting for that payment to reach us. To mitigate against this we request that you send a screen shot of the child care voucher that you are going to use to pay for these session to BCandKites@crossways.org.uk detailing how you would like this allocated between each child and each club. Please allow up to 3-5 working days for this to be credited to your account.

A one off £10 registration fee is applied to new families for Breakfast Club and/or After School Club.

The following charges will be applied to the child's account for each individual session booked:

- Breakfast Club - including breakfast and all activities.
 - £5.50
- After School Club - including a snack and all activities.
 - Up to 5pm finish - £8.75
 - Up to 6pm finish - £10.25

Your Child must be booked onto the session or risk being turned away if the club is full. If we are able to accommodate this ad-hoc session which has not been booked then this will be charged at double the normal session price.

Late pick-ups of children from the Crossways After School Club will incur the following charges:

- For sessions booked until 5pm - the 6pm finish fee will be charged.
- For sessions booked until 6pm - £10 for every additional 15 minutes, or part thereof, that the children are in the care of the Club will be charged (per family, not including extended families).



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Bookings

The cut off for bookings to enable us to generate registers and ensure adequate staffing levels is 10am Friday of the week before. Please ensure that all bookings are booked and paid for prior to this deadline. We will not accept bookings for the following school week after this time unless by agreement of the Breakfast and After School club administrator.

Arbor will allow you to book over the weekend and up to 48 hours before the session, but your child will NOT be on our registers as we arrange suitable staffing according to the booking numbers on a Friday.

Urgent bookings, i.e. within 48 hours of the session (excluding weekends), can only be made by the Club Administrator. Where maximum numbers have been reached for a required session, the Club Administrator will keep a waiting list. If a place becomes available, the Club Administrator will allocate the place on a first come, first served basis.

Cancellation

- The Clubs require 48 hours' notice (excluding weekends) of cancellation of bookings or the booked session(s) will be charged at the normal rate. You will need to contact BCandkites@crossways.org.uk and they will be able to cancel them for you.
- If the Clubs need to cancel booked sessions, e.g. due to an INSET day being arranged or changed late in the educational year, the parents will be informed and the appropriate reimbursements will be applied to the child's accounts.

Medical issues and special dietary requirements

- Parent's must inform the school of their child(ren)'s medical issues or special dietary requirements. This information will be accessible to the staff at these clubs.
- Parents must provide the Clubs with spare, prescribed asthma inhalers if their child suffers with asthma. This must be labelled with the child's name and handed in before they start at the Clubs and you will be asked to complete a form to give your permission for us to administer this prescribed medication.
- Parents must provide the Clubs with spare, prescribed EpiPens if their child has a history of anaphylaxis. This must be labelled with the child's name and handed in before they start at the Clubs and you will be asked to complete a form to give your permission for us to administer this prescribed medication.
- Staff will administer medication or treatment according to the Schools' Medical Needs Policy.

Disclosures/Child Protection

The school office must be notified in writing immediately of any changes in contact details or family situations, or situations of risk in relation to the child for which any special precautions may be needed.

Confidentiality

Parents agree to inform the school office of any information necessary to safeguard or promote their child's welfare. Breakfast Club and After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.



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Behaviour

The Clubs expect the same high standards of behaviour from the children as is expected in the Schools and will follow The Crossways Schools Behaviour Policy. Children will contribute to and be made aware of the rules.

In extreme cases of negative behaviour from a child, where the safety of other children or adults is affected or negative behaviour continues after discussions with parents, the offer of a place at the Clubs will be removed.

The staff at the Clubs will not tolerate any incidents of violence, aggression and/or rudeness by any parents to the Clubs' staff or any child attending the Clubs, either physically or verbally, in person or on the telephone. In such circumstances, the Clubs' reserve the right to remove the offer of a place at the Clubs.

Emergency closure

In the event of the Breakfast Club and/or After School Club's closure due to severe weather, unusually high levels of staff absence parents will be contacted via the School Office, or the School's text/email messaging service.

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Breakfast Club or After School Club Supervisor or School Office immediately, following the school's Complaints Policy. A complaints form is available on our website if you would prefer to complete electronically and email to the School Office at infantschool@crossways.org.uk or juniorschool@crossways.org.uk



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General information about the clubs

Opening Hours

The Clubs will provide care and supervision of the children during the following hours:

Breakfast Club:

7.40am until the beginning of school, every weekday, term time only (excluding INSET days).

Children will not be accepted in Breakfast Club before 7.40am, as staff will be preparing the club and there will be no supervision.

Crossways After School Club:

The club will be available Mondays to Fridays during term time. Opening hours are between 3.30pm and 6.00pm Monday to Thursday and between 3.30pm and 5.00pm on a Friday.(excluding INSET days).

Staffing

The Clubs will be run by staff from The Crossways Schools who have been recruited in line with the Schools' recruitment procedures. The appropriate staff to child ratios will be used. The Clubs reserve the right to change maximum numbers of children allowed to attend the Clubs dependent on available and legal staff to child ratios.

Signing in/out

- Breakfast Club:
 - All children will be signed in on arrival on the attendance register
- Crossways After School Club:
 - All children will be signed in and out on the attendance register.
 - Children will be released to parents/guardians who have the appropriate password.
 - The external gates will be locked from the inside to keep children secure. Parents should collect their children from the Junior school playground at the allotted collection slot.
 - For After School club collection will be at 5pm and 6pm for the junior school playground. A 5.30pm collection can be accommodated if we are informed via the ASC phone (07934 248498) by 3:15 pm.

Transfers between the Schools and the Clubs

- Breakfast Club:
 - Junior School children will be escorted by School or Club staff to Crossways Junior School playground and handed over to a staff member.
 - Infant School children will be escorted by School or Club staff to their classrooms in the Infant School.
- Crossways After School Club:
 - All children will be escorted by School or Club staff from both Infant and Junior Schools to the Club.



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Other Clubs

- If a child attends other School-based clubs after normal school hours (e.g. sports clubs, Choir, D&T, school event eg plays, disco) prior to attendance at After School Club, it is the responsibility of the parents to notify After School Club staff.
- Crossways After School Club staff will escort the child to After School Club once their other club has finished.

Food

- Breakfast Club:
 - Breakfast will be served from 7.40am to 8.20am.
 - If children are having breakfast, they must arrive before 8.00am to allow them sufficient time to eat.
- Crossways After School Club:
 - Snacks will be offered daily at 3.45pm and after attendance at other school-based clubs.
 - A varied menu will be provided.
 - Fresh fruit and vegetables will be offered at each session.
 - Drinking water will be available throughout the session.
 - The menu will be adjusted seasonally.

Parking

- Parents are asked to park considerately and without blocking other vehicles, entrances and exits to school and our neighbours.

Absences

- The Clubs are unable to pass on absence information to the schools. Parents must also phone the schools to inform of their child(ren)'s absence. If the schools are not informed, they will contact you and your child(ren) may be marked with an unauthorised absence on their attendance record.
- The Crossways After School Club phone will be checked for messages before each session. In the event of an absence due to illness or other circumstances, parents should ring the Clubs' phone and leave a message with their child's name and reason for absence.

Late pick-ups from Crossways After School Club

- In the event of an unexpected delay, parents should contact Crossways After School Club A.S.A.P. so that provision can be made for their child(ren).
- Late pick-ups will incur a charge (see 'Fees').

Acceptance of the Clubs' terms and conditions

- In the event that a parent's acceptance of the Clubs' terms and conditions has not been provided during registration, or on Arbor, attendance at either club will be taken as confirmation that the parent has accepted the Clubs' terms and conditions.

Data protection

- A new data privacy law was being introduced in the UK from 25 May 2018. In order to comply with the new regulations, all data which you provide to the Crossways Breakfast and



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After School clubs will be processed according to The Crossways Schools Data Protection Policy and Privacy Notices, which are available from the schools' offices or from The Crossways Schools' website:

Data Protection Policy:

<http://www.crosswaysschools.co.uk/cis/wp-content/uploads/sites/4/2014/01/Crossways-Schools-School-Data-Protection-Policy.pdf>

Privacy Notice:

<http://www.crosswaysschools.co.uk/cis/wp-content/uploads/sites/4/2014/01/Crossways-Schools-Privacy-Notice-Pupils.pdf>

Contact Numbers

You can contact the school during school hours on the school telephone numbers (infants 01454 867280, Juniors 01454 866566. The After School Club mobile is 07934 248498 and any further information regarding bookings can be emailed to BCandKites@crossways.org.uk