

# Child's Play

Breakfast, Afterschool and Holiday Club



# Child's Play

Policy Information

September 2016

# Breakfast, Afterschool and Holiday Club

## Food and Drink policy

### **Statement of intent & aim:**

Snack time it is considered a valued part of our club. Eating represents a significant social period for children and it gives them the opportunity to learn about healthy eating. The aim behind this is to provide healthy and nutritious food, which meets each child's dietary needs and the guidelines that have been laid down by the food standard agency.

### **Methods:**

- Before any child attends before & after school club any dietary requirements or allergies will be recorded from the parents/guardians, this information will be collected when the parents/guardians fill out the registration record for their son/daughter
- We regularly ask that parents keep the club updated with any changes to dietary requirements or allergies
- We provide healthy and nutritious food avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservative and colourings
- We provide opportunities for children to experience foods from a variety of cultural backgrounds, providing children with familiar foods and introducing them to new ones
- We have great variety in our menus and are nut free as we are a nut free environment , we also take into account the eating practises of their cultures
- We use snack times as a way to help children develop independence though making choices for themselves
- We have fresh drinking water readily available to the children as well as fresh juice and milk
- In order to protect the children with food allergies , we have rules about children sharing and swapping their food with other children, we also have a rule that only food supplied by Child's Play can be eaten during our sessions
- Staff are present at all time and will participate with breakfast and snack times where it is possible for them to do so
- All of the food (hot or cold) is served at the correct temperatures in accordance with the guidelines set by Food Standards
- Breakfast will only be served up until 8 am term time
- A folder containing all food ingredients including allergies will be accessible to parents/guardians from December 2014 in accordance with new guidelines

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## Equipment and Resources policy

### **Statement of intent & aim:**

We believe that to heighten the quality of our club we should provide the children with safe, clean attractive, stimulating resources, toys and equipment. The aim behind this is to provide children with resources that will help to consolidate and extend their knowledge, skills, interests and aptitudes.

### **Methods:**

In order to achieve this we:

- Provide play equipment and resources that are safe and conform to the relevant safety standards
- Provide a sufficient quantity of equipment and resources for all of the children
- Provide resources that promote all areas of learning and development, which will either be child or adult led
- Select books, equipment and resources that promote positive images of people of all colours, cultures, ethnicities and abilities, are non-discriminatory and avoid any racial or gender stereotyping
- Provide play equipment and resources that promote continuity and progression, provide sufficient challenges and meet the needs and interest of all the children
- Provide furniture that is suitable for the children and our environment
- Regularly check the resources and equipment that are available to the children at each session and ensure they are put away at the end of the session. We repair, clean or replace any unsafe, worn-out, dirty or damaged resources and equipment
- Plan the provision of activities and appropriate resources so that a balance of familiar equipment and resources and new exciting challenge is offered

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## Fees & Fines policy

### **Statement of intent & aim:**

Child's Play charges for its services and relies on parents making payments on time. Where payments are made late or children are collected late, resulting in additional costs to the club, penalties will apply as detailed below.

### **Details:**

- All payments should be made via the school gateway, where an immediate receipt will be issued or via employer vouchers.
- Cash or cheque payments are not encouraged and proof of payment will only be acceptable by official receipt.
- Our doors are open for the full 38-week academic year for five sessions per week for both Breakfast Club and after school club
- Our Breakfast Club will start at 7:30am and will end at 8:30am
- Our After school Club will start at 3:15pm and offers two pick-up times: 4:45pm and 6:00pm
- Pick-up times are agreed upon and set when the session is paid for. Children can be picked up before their agreed times, however no refund will be made
- Our Holiday Club runs on advertised dates across the year.

### **Pre-booked Sessional costs:**

- We expect parents/guardians to book and pay for the sessions they wish their child to attend in advance, as far as possible
- Each Breakfast Club session will cost £3.75 for the 1 hour session
- Each Afterschool Club session will cost £9.75 for the full session or £7.00 for the earlier session, whether or not the whole session is attended by the child
- Each holiday club session is split into AM, PM and Full Day sessions. AM sessions are from 7:30 am until 12:30pm and are charged at £11.00 PM Sessions are from 12:30pm until 6pm and are charged at £11.00. A full day session runs from 7:30 am until 6 pm and is charged at £22.00. We also offer half price for sibling on any session. (New costings apply sept 2016)
- A proportion of childcare costs can be claimed back as part of a families working families tax credit.
- Childcare vouchers are also accepted where appropriate.
- Training days and Holiday clubs are to be booked in advance and paid for at time of booking. Bookings cannot be made unless payment has been made.
- All sessions including Training days and Holiday clubs are non-refundable.
- Bookings are to be made as soon as possible. Please look out for closing dates on the school website.

### **Children collected late from session - Costs:**

When a child is collected late, after the agreed session ends, whether this is at 4:45pm or 6:00pm, there will be a fee that must be paid. This fee is to contribute to the cost of the two members of staff

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that must care for your child until a parent/guardian arrives to collect the child. The cost of this fee is £5.00 per 15mins that the parent/guardian is late

### **Late payment:**

- The financial viability of the Breakfast Club and Afterschool Club is dependent on the prompt payment of the monthly invoices which should be paid by the date stated on the invoice, if this date is missed a late payment fee of £20 will be charged after 15 days with a additional £1.00 for every day late
- Under certain circumstances if discussed with the manager (Lorraine Robinson) alternative arrangements can be made
- A months' notice in writing is required to terminate the contract that you have agreed to.

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## Non-collection of child policy

### **Statement of intent & aim:**

In the event that a child is not collected by an authorised parent/guardian at the end of the session a set of agreed procedures will be put into practise. This procedure will ensure that the child is cared for safely by an experienced and qualified practitioner who is well known to the child. The aim of this is to ensure that the child receives a high standard of care in order to cause as little distress as possible in the event that the child is not collected by an authorised parent/guardian.

### **Methods:**

Parents/Guardians will be required to provide specific information which is recorded on our registration form, including:

- Home address and telephone number– if a parents/guardians do not have a telephone, an alternative number must be given such as a neighbour or close relative
- Place of work, address and telephone number (where applicable)
- Mobile telephone number (where applicable)
- Any information about a person that should not have access to your child legally
- A password is required by the collecting adult so that we know they have been authorised by the parent/guardian.

If a child is not collected at the end of the session by a parent/guardian the following set of procedures will be put into action:

- Parents/guardians are contacted at home/work
- If this is not successful, the adults who are authorised by the parent/guardian and whose telephone numbers are recoded on the Registration Form will be contacted.
- All reasonable attempts are made to contact the parents/guardians or the nominated carers.
- The child will not leave the premises with anyone other than those who are named on the Registration form or a nominated carer who knows that child's password.
- If no-one collects the child after half an hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local social services department advising them of the situation.
- The child stays at the setting in the care of two members of staff until the child is collected either by the parents or a social worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- A full written incident report will be recorded on the child's file.

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