



The Brook



The Brook School Breakfast and After School Club

Terms & Conditions

Time & Location

- The Breakfast Club (BFC) and After School Club (ASC) runs daily, term time only and is based in the school hall. Other parts of the school are also used for the clubs when required. Please note BFC and ASC will not run on The Brook School inset or Polling days.
- The ASC welcomes children who attend The Brook School, Maidenbower Juniors and Maidenbower Infant School. The BFC welcomes children from The Brook School and Maidenbower Juniors only. (Unfortunately due to the school start times, the breakfast club walking bus cannot take children to Maidenbower Infant School, although the ASC can collect children from Maidenbower Infants)
- The outside areas of the school will be used whenever possible. If poor weather the outside covered areas will be utilised. Children are however encouraged to have a coat available so they can go outside.
- There are several toilets which can be used by the clubs, the main year 2 girls and boys facilities and the disabled toilets outside the hall will also be used.
- The BFC is open from 7.30am and the ASC will be open from 3.00pm - 6pm but parents can book places until 5pm or until 6pm.
- Children booked until 6pm will be given dinner.
- Children can be collected from a school club or dropped off at an outside club providing it is within walking distance in Maidenbower and at least 48 hours notice to the club has been given.

Enrolment

- Parents need to register their children on the online booking system by visiting <https://brook.childcare-online-booking.co.uk/>
- During registration parents are asked to complete the online registration forms - no sessions can be booked without the forms being fully completed especially as this asks about health and allergy information.
- It is the parents responsibility to ensure that their child's information on the online booking system is correct and up to date to ensure that all health, medical and contact information is correct.

Charges & Booking

- All bookings should be made via the school online booking system - this can be accessed through either visiting <https://brook.childcare-online-booking.co.uk/> or through the school website. New parents and children (i.e. never booked with the club before) are therefore asked to contact the school and speak to the Breakfast and After School Club Manager before any new bookings are made - failure to do this may result in the booking being cancelled.
- Dates for ASC and BFC next term will be released onto the online booking system on the second Monday of the previous half term - parents will receive an email to remind them about the date the next term sessions are to be released. Parents will be required to book in sessions every half term. All release dates will be displayed on the school website on the ASC and BFC pages and on the club newsletters.
- Bookings can be made on-line up until 12noon the day before the club. Bookings after this time will need to be made by speaking to the school office.
- Cancellations - all cancellations can be made by booking onto the online booking system:
 - For BFC there is a 24 hour cancellation period - credit will only be given for cancellations received online before 9am the day before the date being cancelled.
 - For ASC there is a 14 days cancellation period - credit will only be given for cancellations received online before 7pm, 14 days before the date being cancelled.
- There will be no refunds for sickness or holidays unless the cancellation period has been given.
- There will be no refunds given if your child is collected from a club after usual school time for example yoga or leaves early to go to a club for example Brownies.
- Please give 48 hours notice if you would like your child picked up at a different time or a different location (all collection points have to be in Maidenbower) e.g. later collection due to a school trip or after school club. This is to allow for staffing adjustments to be made. If we do not have the required notice, we may not have the right amount of staff in place to accommodate the additional pick up and we may have to turn down your request.
- If a child is collected earlier from the club than the arranged booking time, the original fee will still apply.
- ASC Charges
 - Collection at 5pm will be charged at £10 per day per child.

- Collection at 6pm will be charged at £15 per day per child.
- **BFC Charges**
 - BFC from 7.30am will be charged at £5 per day per child.
 - BFC from 7.45am will be charged at £4 per day per child.
 - BFC from 8am will be charged at £3 per day per child.
- Invoices will be automatically generated when bookings are made online and will be emailed to parents registered email address. Please see section called 'Payments/Charges' for details on late payment and late collection charges.

Food and Drink for ASC

- All children will be offered a drink and a healthy snack on arrival at the after school club.
- Dinner will be served at about 5pm for children who are booked into the club until 6pm and will be eaten in the main school hall.
- Parents are asked to provide details of allergies on their online registration form and keep these updated.
- Dinner will consist of a range of meals including:
 - Chartwells meals which may include chicken and tomato pasta, macaroni cheese, lasagne, sausage and mash, vegetable hotpot, chicken korma, roast chicken, pizza. All meals are served with Salad and Fruit.
 - Beans or spaghetti on toast
 - Pizza
 - Jacket potato with tuna/cheese/beans
 - Sandwiches/wraps with a variety of fillings
 - Fruit
 - Yoghurt
 - Drinks will be water and/or milk.

Please note: Not all items will be available every day, but there will be a choice on offer each day.

Food and Drink for BFC

- Every day there is a selection of cereals, toast and fruit available in the BFC.
- Children are offered milk or water to drink.
- Any child who wishes to be given breakfast must arrive before 8.10am.

Allergies - please note that the BFC and ASC cater for all allergies and dietary requirements. If this applies to your child; please contact the Breakfast and After School Club Manager to discuss this and ensure that it is written on your child's online registration form.

Staffing - ASC

- The After School Club will be run by three members of staff each day as a minimum. One Breakfast and After School Club Manager and two After School Club Assistants. In addition, depending on the number of children booked into the club there may be a fourth After School Club Assistant.
- The Breakfast Club will be run by three members of staff each day as a minimum. One Breakfast and After School Club Manager and two Breakfast Club Assistants.
- Our Breakfast and After School Club Manager is Paediatric First Aid trained and our Breakfast Club and After School Club Assistants all hold up to date Emergency First Aid and Food Hygiene certificates.
- All staff will have a Disclosure and Barring Service (DBS) check.

Activities and Planning

- We have topics which run through the terms. Usually a topic area will last one to two weeks. Children are encouraged to suggest topics which they would like to cover in the future.
- All planning for the term is listed in planning sheets and is displayed on the school website in the club pages.
- We will vary our activities daily and tailor them to the children in the club. But some examples of our activities are:
 - Lots of running around and having fun so this may include use of outside play equipment and climbing frame, football, rounders, bull dog, stuck in the mud, cricket and lots of other team sports. Plus use of all our outside equipment - skipping ropes, Hooplas, balls, tennis rackets, bats etc.
 - Construction and building sets - we have lots of lego, Knex, Wheelies.
 - Book corner
 - Games and puzzles
 - Art and craft activities including junk modelling
 - Role play including dressing up
 - Music - singing and dancing
 - Access to a computer and tablets
 - Quiet time opportunities for those wanting to do homework
 - There will also be occasional themes and special activities.

- Every term we have a themed special week. These will be advertised through the newsletter and will be on the club pages on the website.

Behaviour & Code of Conduct

- The Breakfast and After School Club was initially set up as part of the Extended Schools provision of The Brook School.
- Children will be expected to adhere to all school rules and the code of conduct of the school.
- All school policies will be adopted by the BFC and ASC including Behaviour, Anti-bullying, Health & Safety, Child Protection and Medical.

First Aid & Medical

- The Breakfast and After School Club Manager is paediatric first aid trained and all other assistants are emergency first aid trained.
- If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.
- Children with inhalers will require an additional inhaler to be used during their attendance at the club.
- Children with an Auto Injector will require an additional Auto Injector in case of an emergency during their attendance at the club.
- If your child requires any medicine whilst at the club, please contact the Breakfast and After School Club Manager prior to your child starting so that all paperwork can be completed. Please ensure that your child's registration online form is kept up to date for all medical conditions and medication

Contacting the Club While it is Running

- There will be a club mobile and if parents need to make contact with staff during a session, they can ring the club mobile number, not the school office. The mobile telephone number is 07562378006.
- During School Office hours, please contact the School Office on 01293 886521 in the first instance.

Collection from the Club

- Collection of children from the club will be via the side entrance to the school hall and not the school office. Please just knock on the door.
- Parents should not park in the staff car park for collection and drop off as this provides a safety risk to children walking in and out of the school premises. Parents are asked to park in the lay-by outside the school or along the road avoiding any zigzag lines.

Payments/Charges

- Payment can be made either online via bank transfer, through PayPal (at the time of booking only), child care vouchers and cash. We do encourage as many parents to pay where possible by PayPal. All cash payments should be in a named envelope
- All payments should be handed into either the Breakfast and After School Club Manager or the School Office.
- The School operates a **late payment charge** for fees. All invoices not paid over 30 days past the invoice date will be charged at £15 per 30 days.
- Parents should ensure that their account is cleared at the end of each term. Failure to do so will result in the account being frozen. This will mean that no further bookings can be made until the amount owed on the account is clear.
- Failure to pay outstanding monies in the BFC and ASC will result in your child losing their place in the clubs.
- **Late Collection charge for ASC:**
 - **Children who are collected late for the 5pm collection:** If a child is collected more than 10 minutes late (5.10pm or later) then parents will be automatically charged the additional hour (£5) to 6pm. Parents will be reminded to collect their child on time as late collections affect our staffing ratios and impact on the safety of the children.
 - **Children who are collected late for the 6pm collection or who are persistently late:** We have a late payment charge for persistent late collections, and this process is started again at the start of each term. At the first late (over 5 minutes), parents will receive a gentle verbal reminder. At the second late collection, again over 5 minutes, parents will be issued with a letter reminding them to try to collect on time and that if there is a third late, a fine will be issued. If the parent is over 5 minutes late again for the third or more time, they will receive an invoice charging £5 per 15 minutes late. Parents who are repeatedly and consistently late will be contacted by Miss Dowley to discuss alternative collection arrangements and may result in their child losing their place in the After School Club.

General

- The Brook School BFC and ASC has been set up in response to parent demand.
- The Brook School reserves the right to close the Club with a one month notice period to parents, should the predicted uptake not be maintained.

January 2019