

Lanner Primary School
Breakfast and After School Club



Parent/Carer Handbook
2019/2020
Lanner Primary School

Dear Parents and Carers

We provide wrap around care for pupils at Lanner Primary School. Our aim is to serve the parents and children of Lanner Primary School by providing high quality childcare in a safe, secure and stimulating environment for children from Nursery to Year 6.

This handbook is designed to clarify some of the routines and procedures followed by BLAST Club. It is not exhaustive but hopefully you will find it useful.

Our Breakfast and After School Clubs are based in the Children's Centre and are open from 7.30 - 8.50 and again from 3.15 - 6.00.

We also use the Infant Playground most days and sometimes the Junior Playground and adjoining wooden play equipment.

Safeguarding

We take our responsibility for child protection seriously. All staff are DBS checked and we follow the school's Child Protection Policy which can be found on the school website.

What happens at Breakfast and After School Club?

These clubs are not an extension of the school day.

All children are entitled to play. It is essential to their quality of life and an important part of how they learn and enjoy themselves.

According to the Statutory Framework for the Early Years Foundation Stage (2014), 'Play is essential for children's development, building their confidence as they learn to explore, to think about problems and relate to others. Children learn by leading their own play and by taking part in play that is guided by adults.'

We recognise the importance of play to a child's development. Children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including craft, board games, construction, physical play and reading. Other activities may be available when appropriate.

Breakfast Club

7.30 The doors open and children are signed into the Club register on arrival. Children are able to access areas to play (indoors and outdoors), read, draw and socialise.

On arrival A selection of cereals and drinks are available.

8.30 Breakfast is finished and put away.

8.35 All children tidy room.

8.40 Children are taken by staff members to their classrooms.

After School Club

3.15 Children are collected from their classrooms and taken to the Children's Centre by staff where they are signed into the Club register.

3.20 Snacks and a drink for any children who would like one.

Various activities are available.

3.30 Children are able to play outside (weather permitting)

6.00 Club is closed.

Please note:- These are examples of typical routines. However, there is flexibility within it to meet the needs of the children, which is our first priority.

Snacks

The food we provide at the Club is not intended as a substitute for a main evening meal. We will provide healthy snacks, including fresh fruit and vegetables. We will promote independence by encouraging the children to prepare their own snacks and to clear away after themselves. Fresh drinking water will be available at all times. We will meet individual dietary requirements wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting, but request that food be consumed whilst sitting at the snack table.

Food which may be on offer includes

BC - Cereal and toast.

ASC - Bread/toast or crackers with a variety of toppings. Fresh fruit and vegetables. Fruit squash.

Water is available to the children throughout both sessions.

We will support your child by:-

- Providing an environment which is safe and suitable for playing in.
- Setting up the Club so that activities are ready before the children arrive.
- Providing a range of equipment, resources and activities on a daily basis and keeping a record of these to ensure that varied play opportunities are offered
- Encouraging children to request additional or alternative equipment as they choose and, if a request has to be refused, explaining why.
- Not expecting children to be occupied at all times.
- Making outdoor play available every day, unless the weather is particularly bad.
- Involving children in planning activities, to reflect their own interests and ideas.
- Allowing children freedom of creative expression, particularly in artistic or creative play.
- Intervening in play only when necessary to reduce risks of accident or injury, or to encourage appropriate social skills.
- Warning children in advance when an activity or game is due to end.
- If children choose to do homework, we will provide space and support for this.

Staffing

BLAST Club is run by staff from the school. This means there are familiar faces for the children (especially important when children are new to the Club) and encourages a smooth transition between School and Club. From September 2019 both Breakfast and After School Club will be run each day by Emma Latus and Clare Goodwin.

Behaviour (children)

All children are expected to follow the School Code of Behaviour. These are displayed at the Club for everyone to see.

The Club promotes an atmosphere of care, consideration and respect for everyone attending - children and adults.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Children are expected to follow the School Code of Behaviour. However, if they are violent, or if their behaviour poses a danger to themselves or others, we will require you to collect them from the Club straight away. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to exclude a child from the Club (temporarily or permanently).

Behaviour (adults)

We will not tolerate bullying, aggressive, confrontational or threatening behaviour from any adult. Our Club is a place of safety and security for the children who attend and the staff who work here. We reserve the right to ban anyone exhibiting inappropriate behaviour from the premises.

Illness

If your child becomes unwell while at the Club and we feel they need to be collected, we will contact you and ask you to make arrangements for this to be done.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times. There will always be a trained First Aider on duty and a First Aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. Obviously, if there is a more serious accident, you will be contacted immediately.

Medication

Please let us know if your child is taking a prescribed medicine. If they need to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance.

Terms and Conditions

BLAST Club is available to all children who attend Lanner Primary School. However, we do operate on a first come, first served basis.

We require a completed registration form for your child before they can attend the Club. This information will be treated as confidential and will be stored appropriately.

Sessions and Prices

These will now run as follows:

Session Code	Session Time	Session Price
MM	7:30am - 8:50am	£5.00
M	8:00am - 8:50am	£3.00
A	3:15pm - 4:00pm	£3.00
B	3:15pm - 4:30pm	£5.00
C	3:15pm - 5:00pm	£7.00
D	3:15pm - 5:30pm	£9.00
E	3:15pm - 6:00pm	£11.00

We also provide childcare attending extracurricular clubs we charge from 4.30pm (despite some clubs finishing earlier).

Session Code	Session Time	Session Price
F	4:30pm - 5:00pm	£2.00
G	4:30pm - 5:30pm	£4.00
H	4:30pm - 6:00pm	£6.00

Procedure for booking

Bookings for Breakfast and After School Club can be made at any time using the online app. As long as we are not at maximum capacity you can book and pay for a session at short notice. This is useful if you have a last minute change of plan or emergency which will prevent you from collecting your child at the end of the school day.

When collecting your child you must sign them out on the register, along with the time they were collected. Failure to do this may result in overcharging.

It is important that you let staff know if anyone other than you is collecting your child.

Payment

Payment is made online at the time of booking. (This does not include families using vouchers, who can fill in a Booking Form and give it to either Clare or Emma who will make the bookings for you).

Bookings can be made and paid for until 8am for Breakfast Club and 3.15pm for After School Club. If your child has not been booked into After School Club you will be contacted by their teacher to arrange for them to be collected or booking and payment made online.

Absences from Sessions

If your child is booked in to a session you no longer wish them to attend, you must cancel at least 24 hours before the session or you may be charged. You will not be charged if your child has not attended school that day because of illness or has been sent home ill during the day.

Late Collections

If you collect your child later than the booked time, you may be charged for the next session. Children who are not collected by 6pm will have a £10 late fee added to their account.

Photographs

We may take photographs during Club sessions for use in activities or displays within the club/school.

Contact Details

If you have any BLAST queries during school hours (8.30-3.30), please call the school office on 01209 216346. However, if you need to contact BLAST outside of these hours, please call the BLAST mobile number 07561 848313.

BLAST Club Agreement

- ✓ I confirm that I have read and agree to the Terms and Conditions set out in this booklet relating to my child's attendance at BLAST Club.
- ✓ I have completed a Registration and Medical form for my child.

Child's Name.....

Parent/Carer Name.....

Print Name.....

Date.....