



Brooklands Farm Primary School

Breakfast, Activity and After School Club - Terms and Conditions (2017-2018)

Welcome to Brooklands Farm After School Care and Activity Clubs. Our clubs provide term time, out of hours care for pupils aged between 3 and 11 years in a safe, caring and well equipped environment where they will enjoy structured play and exciting activities.

Brooklands Farm Primary School considers the UN rights of children, to be central in everything we do. Its guiding framework provides a clear message that children come first and that children are precious and have amazing capabilities that need to be nurtured and grown. We strive to provide a provision where this is possible for every child who attends.

Everybody who is part of Brooklands Farm Primary School has the right to;

- Know they are precious and that we will protect them,
- Know that they will grow to reach their life dreams,
- Know that they will be taught to be the best they can be whatever they wish to do,
- Know they belong and that their differences are recognised and celebrated,
- Know that family is important,
- Know that they will be listened to,
- Know our school will act as advocates and protect our communities rights to thrive.

Club Details

Brooklands Farm Care Club works in very close partnership with the school but is run as a financially independent not for profit organisation. The club is also a member of the Milton Keynes Play Association and is registered with OFSTED alongside the school.

At Brooklands Farm we take the responsibility for your child's safety very seriously. The care club has full insurance and all staff are subject to the same recruitment procedures and police checks as all other staff working within the school.

If you have any queries regarding care club or any of our activity clubs, please contact the school office during school hours or use EXT 2 after school hours. Alternatively you can email careclub@brooklandsfarm.milton-keynes.sch.uk.

Meet The Team

Breakfast Club -

- Mrs Emma Peasnell (Fen Street)
- Mrs Melissa Nunn (Fen Street)
- Mrs Fadia Behany (Fen Street)
- Mrs Sarah Fuller (Fen Street)
- Miss Michelle Bullock (Fen Street)
- Mahreen Umer (Fen Street)

Breakfast Club -

- Miss Kerry Redshaw (Countess Way)
- Mrs Gemma Penton (Countess Way)

Activity Clubs -

Activity clubs are run by outside agencies, however these are overseen by Miss Charlotte Morris who is the Care and Activity Clubs Manager.

Care Club -

Manager - Miss Charlotte Morris

Deputy - Mrs Paula Blackman (Countess Way)

Deputy - Mrs Kelly-Ann Freshwater (Fen Street)

Supporting Staff

- Miss Claudine Merkley (Fenn Street)
- Mrs Susannah Bird (Fen Street)
- Mrs Mahreen Umer (Fen Street)
- Mrs Maria Levet (Fen Steet)
- Miss Shanel Brown (Fen Street)
- Mrs Michelle Bullock (Fen street)
- Mrs Yasemin Stoney (Countess Way)

Together, the team are responsible for the day to day running of the clubs sessions. Everyone has experience working with children and either hold at least a level 3 qualification or are working towards it. The majority of staff working within breakfast club and care club also have a role within the school during the school day. This is so we as a School can ensure the continuity of the school's ethos and that the school's vision is maintained in Care Club.

We work on a 1:8 ratio for all Early Years & KS1 children and a 1:10 ratio for all KS2 children, which is the recommended good practice.

Staff development is important to us so we can ensure your children are receiving the best possible care, therefore we encourage staff to develop and update their skills. We also welcome students on placement to assist the staffing team, students will be supervised at all times by the clubs staff.

Running of clubs

Breakfast Club - Breakfast club starts at 8am and children attend until the start of school at 8:30am. During breakfast club we offer a range of stimulating indoor activities with the aim to get children focused and ready for the day ahead. Breakfast club also offers a range of breakfasts every morning to ensure children have happy tummies before going onto class. Children are offered a choice of cooked items, cereal, fruit and yogurts. Children will also have a choice of water or milk to drink.

Care Club - Care club has extensive use of the school's indoor and outdoor environment. We strive to create a home from home experience for all children who attend by having activities at the dining table, sofas where children can snuggle up and read a story, giant rugs where children can play games and opportunities for homework to be done. The club's activities are planned to engage all children who attend care club and to ensure we are creating a fun and exciting place to be, so we make it our priority to find out what sort of activities and themes the children are particularly interested in. We have these discussions with children throughout the session but particularly at mealtimes and during circle. We believe that good communication between ourselves, children and families is very

beneficial to each child, as sharing information between us enables us to meet every child's individual needs.

We really want care club to be a place where children look forward to going, where children are able to have lots of fun and enjoy their time, whilst at the same time feeling safe and neutered.

From your perspective we want you to have complete confidence in us and the care we provide for your child. We aim to help children develop and grow to their full potential through positive; social, physical and intellectual experiences by providing opportunities for both adult-led and child initiated activities.

All KS1 children are met by a member of staff directly from their classrooms at 3:15 and are then registered in the school hall. KS2 children are let out of class at 3:15 and will take themselves to the hall where they will be registered. Care club staff will enquire about any pupil that is booked into a session but doesn't appear at the end of the school day. The first enquiry will be the pupil's classroom and to speak with the pupils teacher, any further enquiries will be at the school office to see if a child was absent from school or if they have been sent home during the school day.

Care Club staff will closely supervise all children until they are collected and signed for at the end of each session by a parent/carer or representative.

Dropping off and Collecting

Breakfast Club - Children need to be dropped off in the school hall which you can access via the main reception door and you can park in the front car park if needed. You will be required to sign your child into breakfast club before leaving, this is so we know which children are with us at all times and to ensure we are safeguarding them to the highest standard.

Care Club - All children should be collected from the care club room at the end of each session you can access this through reception and may use the front car park if needed. You will be required to sign your child out of after school club so we are aware of when your child left and with whom. Please inform us ASAP if somebody else will be collecting your child.

Please remind your child to try and remember all of their belongings before coming to after school club as they may be unable to re-enter the main school building after clubs finish due to cleaners being in the building and security arriving promptly to lock up the building.

Activity Clubs - Children should be collected from either reception or the school hall, depending on where your child's club takes place. You will be required to sign your child out so we are aware you have taken them home. Again please inform us ASAP if someone else will be collecting your child.

Attending Clubs

We endeavor to ensure that all children attend the activity club which they have been signed up for. On occasion your child may say and show signs of not wanting to go to activity club due to tiredness. In line with our duty of care to every child, our approach is to not force a child to go to a club, as we believe their wellbeing is of paramount importance therefore we will make judgment if they should be kept in care club, or parents being asked to collect as an alternative to attending activity club. Under these circumstances you will still be expected to make payment for this sessions.

As head Mrs Elisabeth Morrison (Fen street) or Mrs Katie Higgingsbottom (Countess Way) reserve the right to remove a child from any club if it is deemed appropriate by the school staff.

If there is any cancellations of activity clubs, we will communicate that to you via Parent Pay. Please ensure you are signed up to ParentPay as it is impossible for us to individually call every parent and inform them.

Booking and Cancelling Sessions

Booking Activity Clubs - All activity clubs are to be booked in advance at the end of each ½ term for the following term. You will be required to pay for these activity club sessions at the time of booking. Our Activity Clubs have a maximum of 20 places available, some having only 15 spaces, therefore places are allocated on a first come, first served basis. You are required to book and pay for these sessions online using ParentPay, unless you are paying via childcare vouchers whereby you are required to book and pay through reception or Care Club. If you do pay with childcare vouchers please ensure you send us a receipt confirmation so we are aware you have transferred the funds across to us.

Cancelling Activity Clubs - All Activity Clubs are non-refundable.

Booking Breakfast & Care Club - All places are to be booked in advance for either regular or occasional use. You will need to fill out a booking form and return to reception or care club by 3:30pm the Friday before the week you require care club sessions, at the latest. If you are late booking you will be charged an **EMERGENCY CHILDCARE RATE** or you may be turned away due to availability. You must then pay online via ParentPay. If you pay using childcare vouchers then please let us know at the time of booking and send us a receipt confirmation so we are aware you have transferred the funds across to us.

Cancelling Breakfast & Care Club - You can cancel any pre-booked sessions but you must do this by 3:30pm the Friday before the week you are cancelling sessions. Cancelled sessions will be credited to your account so you can use those funds for future bookings. Any late cancellations will not be credited and you will still be charged.

Attendance Fees for all Clubs

Breakfast Club (8:00am-8:30am)

- £3.50 per session, per child
- £5.00 per session, per child (Emergency Rate)

Activity Club (3:30pm-4:30pm)

- £4.50 per session, per child*

***Must book for whole term**

Care Club (3:30pm-6:00pm)

- £12.50 per session, per child
- £17.00 per session, per child (Emergency Rate)

Care Club (4:30pm-6:00pm)

- £8.00 per session, per child
- £11.50 per session, per child (Emergency Rate)

All payments **must** be made online via ParentPay or through childcare vouchers. Payments must be made prior to your child attending. If you are paying via childcare vouchers please let us know at the time of booking and send us a confirmation receipt so we are aware you have transferred the funds.

If you require help with your payments then please do make an appointment to see us so a payment plan can be discussed. We are here to help.

Late Collection Fee

We expect all children to be collected on time, therefore please ensure your child is collected promptly by the end of their booked session. Parents/Carers of children who are not collected on time will incur a charge of £10.00 plus £5.00 for every 5 minutes or part of, per child. For example if you collect your child 4 minutes late you will be charged £15.00, if you are 7 minutes late you will be charged £20.00.

If you are unable to collect your child on time you must make alternative arrangements and contact the school ASAP to let us know. You can contact Care Club on 01908 760081, Ext: 2. Consistent late collections may result in your child's place being withdrawn.

If children are not collected by 6:00pm and we have had no contact from parents, social services may be contacted, as the child is then classed as abandoned. This will be done inline with the school's Policies and Procedures.

Sickness, Accidents & Emergencies

- If your child becomes unwell during a Activity Club session or during Care Club, every attempt will be made to contact one of the people listed on the School's Admissions Form.
- In the case of any minor accident, we will administer First-Aid.
- In the case of a major accident, where a child requires more than basic First-Aid, Brooklands Farm Staff will act in loco parentis and take the necessary action to gain emergency medical treatment for your child. Parental authorisation is given on the school's registration form. Parents/Carers will be contacted and informed of any such incident.
- All accidents and incidents are recorded in the Accident/Incident log book and will be reported to parents.
- Medication can only be given with prior parental permission. Children who require access to an inhaler can do so in the way as during the school day. This is inline with the school's policies and procedures.
- Care Club will always have a first-aid trained member of staff on duty.

Behaviour

Children are expected to behave as they would every day during school hours. We have high aspirations for the children who attend Brooklands Farm and their behaviour, this continues through to our Activity and Care Clubs.

Children must;

- Treat others with respect,
- Use good manners,
- Show consideration for the needs and interests of others,
- Look after all of our equipment

As in school, persistent or serious misbehaviour will be reported to the head teacher and to parents. Consistent misbehaviour may result in your child being unable to attend Activity Clubs and/or Care Club meaning you will have to make alternative arrangements.

We promote good behaviour by building on the same principles and expectations used around school. Good behaviour will not go unnoticed, this will be publicly congratulated.

Please sign and return the slip below, along with any booking forms.

Breakfast, Activity and Afterschool Club Terms & Conditions 2017-2018

Child/ren's Name:..... Year/Class.....

I have read and understood the Brooklands Farm Breakfast, Activity & After School Club Terms and Conditions and I agree to abide by these Terms and Conditions (2017-2018).

I also understand if I do not pay on time for Breakfast, After School or Activity Clubs then my child/children will be unable to attend.

Signed:.....

Print:.....

Date:.....