



BROOK INFANT SCHOOL  
AND NURSERY

## **Brook Infant School and Nursery 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 Brook Infant School inset days or when there is school closure due to polling.
- The BFC and ASC welcomes children who attend the Brook Infant School and Nursery, Maidenbower Junior School and Maidenbower Infant School.
- Children aged from two years old (nursery) through to 11 years old (Year 6) can attend both clubs.
- The outside areas of the school will be used whenever possible. Children are encouraged to always have a coat available so they can go outside.
- Children in Club will use the main Year 2 girls and boys toilets and also the disabled toilet outside the hall. A changing table is available for nappy changes for our youngest children – parents must provide nappies and wipes for their child.
- BFC opens at 07:30 but children can be booked in from 07:30, 07:45 and 08:00. ASC opens at 15:00 but children can then be booked in until 17:00 or 18:00. Children booked until 18:00 will be given dinner.
- During ASC, children can be collected from an after school club, but the BFC and ASC Manager will need 48 hours notice to ensure that there are enough staff in place.

#### **Enrolment of school aged children (Reception through to Year 6 – NOT NURSERY CHILDREN)**

- Parents need to register their school aged children on the online booking system by visiting <https://brook.childcare-online-booking.co.uk/>. Parents must email [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school) once their child is enrolled to ensure that the child has a smooth transition into Club.
- 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. Parents of children with health conditions and allergies will be contacted to ensure that there is correct support for the child in Club, this may include completing an individual health care plan.
- It is the parent's 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.
- If forbidden collectors are added by a parent, the parent will be asked to supply a photo of the forbidden collector.

## Enrolment of Brook Infant Nursery children

- Parents can book regular breakfast and after school club sessions when they are requesting sessions through nursery. This can be requested through [brooknursery@brookinfant.school](mailto:brooknursery@brookinfant.school). Alternatively, parents can book adhoc sessions by emailing [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school).
- Nursery parents can use their Free Entitlement hours to pay for Breakfast and After School Club sessions. Please email Jo Sutton on [sbm@brookinfant.school](mailto:sbm@brookinfant.school) if you have any questions about free entitlement funding.
- Parents will then be sent a Microsoft Form to complete which will ask some additional information which will be used to support nursery aged children in Club.

## Bookings

- All bookings for school aged children 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. All bookings for nursery aged children should be either done through nursery as part of nursery enrolment or all adhoc, new or additional sessions should be booked by emailing [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school). 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. This is to ensure that support is in place to welcome the new child in to Club.
- Dates for ASC and BFC next term will be released onto the online booking system for school aged children 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 are able to book in sessions every half term. All release dates will be displayed on the club newsletters which are available on the school website.
- Bookings made for nursery children through nursery will have their sessions rolled on to the next term. Parents only need to inform Nursery if they want to change their sessions.
- Bookings can be made online up until 12noon the day before a session takes place. Bookings after this time will need to be made by speaking to the school office on 01293 886521
- Cancellations - all cancellations can be made by logging 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.

## Charges and Payments

### For School aged children

- **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.
- **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 (including dinner)

### For nursery aged children (same as nursery hourly rates)

- Children aged 3 and 4 years and attending nursery – cost is £6 per hour
- Children aged 2 years and attending nursery – cost is £8.50 per hour
- There will be no refunds for sickness, self isolation (eg. pandemic), holidays or enforced closures (e.g. snow days), unless the cancellation period has been given.
- There will be no refunds given if your child is collected from club after usual school finish time e.g. yoga or your child needs to leave early to go to a club e.g. Brownies.
- Parents must give 48 hours notice if their child needs to be 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 the request.
- If a child is collected earlier from the club than the arranged booking time, the original fee will still apply.
- For school aged children, invoices will be automatically generated when bookings are made online and will be emailed to parents registered email address.
- For nursery aged children, sessions will be invoiced together with the nursery hours.
- Parents are given 6 months to claim any credit on their account from their last booking. After this time, the credit will be moved into school fund as a donation to support the school. Parents can view any credit on their account by looking at their childcare account online, please email [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school) if you would like to request a refund.
- Childcare Vouchers and tax free childcare may only be accepted by the Carer in exchange for childcare services. Vouchers must not be exchanged for cash or change given and any attempt to do so will constitute tax evasion.
- Parents using the booking system (for school aged children) can make payments through PayPal (at the time of booking only via the CoB site), cash, bank transfer, childcare vouchers and government tax free childcare credit. We do encourage as many parents to pay where possible by PayPal as this will automatically reconcile their account. Parents must be aware that payments made by other methods can take up to two weeks to be reconciled onto the parent account. All cash payments should be in a named sealed envelope.
- Parents of nursery aged children can make payments through cash, direct bank transfer, child care vouchers and government tax free childcare credit. Free entitlement hours can also be used to pay for BFC and ASC sessions.
- The School operates a **late payment charge** for fees. When a booking is made, parents will receive an email confirming their booking - this is your invoice. All invoices, without a payment, after 30 days from the booking date will be charged a £15 late payment charge per 30 calendar days. It is parent's responsibility to ensure that invoice charges are cleared within the 30 days. **After 90 days from booking, invoice must be paid in full - failure to do so will result in the account being suspended.** This will mean that no further bookings can be made until the amount owed on the account is clear.
- Failure to pay outstanding monies for BFC and ASC sessions 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 (cost appropriate for their age group) 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 the Club Manager to discuss alternative collection arrangements and may result in their child losing their place in the After School Club.

### **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 unfortunately breakfast is not served after this time.

**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 on [brookclubbookings@brookinfant.school](mailto:brookclubbookings@brookinfant.school) to discuss this and ensure that it is written on your child's online registration form.

### **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 cheese and tomato pasta, macaroni cheese, sausage and mash, chicken korma, roast chicken, beef or ham, pizza. All meals are served with Salad and Fruit.
  - Beans on toast
  - Jacket potato with cheese and/or beans
  - Fruit
  - Yoghurt, cake, flapjack
  - 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.

## **Staffing**

- The BFC and ASC will be run by a minimum of two members of staff each day.
- Our Breakfast and After School Club Manager is Paediatric First Aid trained and our other staff all hold up to date Emergency First Aid and Food Hygiene certificates.
- All staff will have a Disclosure and Barring Service (DBS) check.
- Our Breakfast Club and After School Club Manager is Designated Safeguarding Lead for Club. All staff have annual safeguarding training.

## **Activities and Planning**

- We have topics which run through the terms. The topics run parallel with the schools, which in the past has included The Big Blue and Rainforests.
- We will vary our activities daily and tailor them to the children in the club. But some examples of our activities are:
  - Crafty Tuesdays - all things craft connected to our topic and events happening in the world, for instance, Remembrance Day, Diwali, Bonfire Night, Easter, Chinese New Year, Christmas. We always have colouring out, plain paper, stencils, pencils or pens.
  - Woodland Wednesdays - time spent in the woods making fires, craft activities and exploring the environment. When winter is upon us Wednesdays become our science day, doing experiments and investigations.
  - Time is always spent outside, on the trim trail, climbing frame, playing football, catch, hula hoops, skipping ropes or in the sand pit.
  - Construction and building sets include, Lego, Happy Valley and wooden train track.
  - The book area has comfy chairs and is a quiet area for those children wanting a little bit of down time.
  - Games and puzzles include anything from Top Trumps to Connect Four, Draughts and Scrabble
  - Role play including dressing up and a dolls house with babies, play food and kitchen utensils.
  - Music and dancing are a fun end of term experience. We have also played classical music and popular tracks to have a boogie too.

## **Behaviour & Code of Conduct**

- The Breakfast and After School Club was initially set up as part of the Extended Schools provision of the Brook Infant 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 Medicines Management. All policies are available on the school website.

## **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 must bring in an additional inhaler to be used during their attendance at the Club. All health information must be discussed with Club Manager so that a care plan can be put in place.

- Children with an Auto Injector must provide two Auto Injectors 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**

- The Club can be contacted via 01293 886521 and by selecting Option 3.

### **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 will be asked to remain outside and their child will be brought to them by a member of staff who will then sign them out of the building.
- 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 outside the front of school.

### **General**

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

<b>Reviewed and Adopted:</b>	<b>Summer 2022</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Committee Responsible for Review:</b>	<b>Senior Leadership Team (School)</b>
<b>Date of Next Review:</b>	<b>Summer 2023</b>