



BROOK INFANT SCHOOL
AND NURSERY

Brook Infant School and Nursery Breakfast and After School Club

Terms & Conditions

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Club Times & 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 Year One/Two 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 or 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 a hot dinner.

Enrolment of School Aged Children (Reception through to Year 6 only)

- 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 once their child is enrolled to ensure that the child has a smooth transition into Club. Show Around meetings, prior to starting, will be organised with the BFC/ASC Club Manager.
- 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 (Nursery children only)

- 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.
- Alternatively, parents can book ad hoc sessions by emailing brookclubbookings@brookinfant.school.
- Nursery parents can use their Free Entitlement hours to pay for Breakfast and After School Club sessions. Please email Hazel Wellcome on sbm@brookinfant.school if you have any questions about free entitlement funding.
- Parents will then be sent an online form to complete which will ask some additional information regarding health, dietary and allergies 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 via <https://brook.childcare-online-booking.co.uk/>.
- **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.
- New parents and children (i.e. never booked with the club before) are 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 into club.
- Dates for BFC and ASC 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 will have their sessions rolled on to the next term. Parents only need to inform nursery if they want to change their sessions.
- Bookings for Breakfast Club can be made online up until 12noon the day before a session takes place. After School Club bookings can be made online up until 12noon three days before the session takes place. Bookings after this time will need to be made by speaking to the School Office on 01293 886521.

Cancellations (for school aged children)

- 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 09:00 the day before the date being cancelled.
 - **For ASC there is a 14-day cancellation period** - credit will only be given for cancellations received online before 19:00, 14 days before the date being cancelled.

Cancellations (for nursery aged children)

There is a four-week cancellation period for all nursery sessions including Breakfast and After School Club. Any changes to this are at the discretion of the School Business Manager.

Charges and Payments

Nursery Aged Children (same as Nursery hourly rates):

Children aged 2 years and attending Brook Infant Nursery	£8.50 per hour
Children aged 3 and 4 years and attending Brook Infant Nursery	£6.00 per hour

School Aged Children (Reception to Year 6):

Breakfast Club

07:30 start	£5.50
08:00 start	£3.30
07:30 start with walking bus	£6.50
08:00 start with walking bus	£4.30

After School Club

Until 17:00	£11.00
Until 18:00	£19.50 (including a hot dinner)
To 17:00 with walking bus	£12.00
To 18:00 with walking bus	£20.50 (including a hot dinner)

- There will be no refunds for sickness, self-isolation (e.g., 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 early from club if they need to go to an outside club e.g., Brownies.
- For school aged children, invoices will be automatically generated when bookings are made online and will be emailed to the registered email address. For nursery aged children, sessions will be invoiced together with the nursery hours.
- Parents are given six 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 if you would like to request a refund.
- Childcare Vouchers and Government 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, childcare vouchers and government tax free childcare credit. Free entitlement hours can also be used to pay for regular 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, the 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 club.

Late Collection Charge for ASC:

- **Children who are collected late for the 17:00 collection:** If a child is collected more than 10 minutes late (17:10 or later) then parents will be automatically charged the additional hour (cost appropriate for their age group) to 18:00. 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 18:00 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 Breakfast Club (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 08.10. Unfortunately, breakfast is not served after this time.

Food and Drink for After School Club (ASC)

- All children will be offered a drink and a healthy snack on arrival at the After School Club.
- Dinner will be served between 17:00 and 17:15 for children who are booked into the club until 18:00 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 vegetables, 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.

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 to discuss this and ensure that it is written on your child's online registration form.

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 Food Hygiene trained.
- All staff have a Disclosure and Barring Service (DBS) check.
- Our Breakfast Club and After School Club Manager is the 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, Rainforests and Into the Woods.
- We 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 and skipping ropes.
 - Construction and building sets include Lego, Happy Valley and wooden train track.
 - The book area 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 and Code of Conduct

- The Breakfast and After School Club was initially set up as part of the Extended Schools provision of Brook Infant School and Nursery.
- Children will be expected to adhere to all school rules and the code of conduct of the school and nursery.
- 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 www.brookinfant.school.

First Aid and Medical

- The Breakfast and After School Club Manager is paediatric first aid trained, and 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 the 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 In Session

- The Club can be contacted via the School Office on 01293 886521.
- The brookclubbookings@brookinfant.school email address is not monitored on evenings or weekends or during 09:00-13:30 during the school day.
- **For those last-minute bookings, please always contact the School Office on 01293 886521 so that we can get back to you quickly about whether there is a space for your child in club.**

Collection from 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. Please avoid parking outside the school gates, on the zigzag lines opposite the front of school and on the corner directly opposite the school gates.

General Information

- 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.

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