



## **Breakfast and Willows Club Agreement**

### **Introduction**

The Clubs are run by Winter Gardens Academy and exist to provide high quality out-of-school hours childcare for our parents/carers. It provides a range of stimulating and creative activities in a safe environment.

The clubs operates from 7:30am – 8:25am and from 3:15pm – 6:00pm during term-time only, and current costs for each session can be obtained from the School Office or club staff. A copy of this policy is provided to all parents/carers of children attending the Clubs and is also available on the school website.

***All parents/carers must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.***

### **Admissions**

- Only children attending Winter Gardens Academy are eligible to attend these clubs.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers will receive a paper copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.
- Willows to be booked in advance as spaces are limited using ParentMail.

### **Arrival and Departure**

#### **Breakfast Club**

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the side door of Lake View Hall.
- Children will be escorted to class at 8:25am by the club staff.

## After School Club

### *Collection of KS1 Children*

- Years foundation, year 1 and 2 children will be collected by a member of the staff and taken over to the club.

### *Collection of KS2 Children*

- Years 3, 4, 5 and 6 children will be collected by a member of the staff and taken over to the club.

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

### *Departure*

- When a child is collected at the end of or during a session, *they must be signed out by a member of staff* and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/carers must inform the office if their child is going to be absent from Club.

## **Daily Routine**

### *Morning session*

- 7:30am – 8:25am parents/carers bring their children to the Breakfast Club situated in Lake View Hall where a range of activities are set out.
- Children are offered breakfast (a choice of their own)
- 8:25am children collect their coats and bags. Both KS1 and KS2 children are escorted to their appropriate classroom or building where they meet up with the rest of the children awaiting the start of school.

### *Afternoon session*

- 3:15pm – 3:20pm children go to club after being collected by a member of staff and escorted to Lake View Hall.
- 3:45pm – 4:00 children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities.
- 6:00pm – All children are collected by the parent/carer or named person.

## **Behaviour**

Whilst attending the Clubs children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents/carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents/ carers of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

## Missing or Uncollected children

### Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

### Uncollected children

If a child has not been collected by 6.00pm parent/carer will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. 'Willows Club' closes at 6pm. If pupils are collected after this time then the following will apply:

- If it is the first occasion of late collection and the parent/carer has notified the school that they are held up or an emergency has arisen then no action will be taken.
- A first time late collection will result in a £4 late fee.
- **A repeat occurrence of late collection by the parent/carer will result in your child/children no longer being able to attend this club.**

## Payment of Fees

All club members will receive a calendar displaying the payment schedule for the current academic year. It is a requirement of the club that parents/carers pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance through ParentMail, and payment is due for all contracted sessions even if your child is unable to attend their booked session.

The parent/carer signing the clubs registration form is known as the 'contracting parent/carer' and is responsible for payment of all fees.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

## Related Whole School Policies:

- Child protection Policy
- Equal opportunities Policy
- Health and Safety Policy



## Winter Gardens Academy Breakfast and Willows Club

I .....parent/carer of..... have  
read and accept a copy of the WGA club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent/carer' for the above child and agree to make advance payments  
to Winter Gardens Academy Breakfast and Willows Club.

The sessions in this contract are 7:30am – 8:25am and 3:15pm – 6:00pm.

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the Winter Gardens Academy

Print Name ..... Date .....

## Winter Gardens Academy Breakfast and Willows Club Pupil Registration Form

### PUPIL PERSONAL INFORMATION

<b>SURNAME:</b>		<b>FORENAME</b>	
<b>HOME ADDRESS:</b>			
<b>POST CODE:</b>		<b>TELEPHONE:</b>	

### MOTHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

### FATHER/CARER INFORMATION

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				

### OTHER CONTACT INFORMATION – Please provide at least two

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
<b>RELATIONSHIP TO CHILD</b>					

<b>TITLE:</b>		<b>FORENAME:</b>		<b>SURNAME:</b>	
<b>PHONE:</b> Club time Mobile Home Work	1.				
	2.				
	3.				
	4.				
<b>RELATIONSHIP TO CHILD</b>					

**PUPIL – MEDICAL INFORMATION**

<b>DOCTOR'S PRACTICE:</b>		<b>MEDICAL CONDITIONS:</b>	
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Is there a current Health Care Plan in school?

Yes/No

**DIETARY INFORMATION**☐ Allergies☐ Veg/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

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**NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD****CHILDS NAME**.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Breakfast and Willows Club, including parents and carers.

**Relationship to the child**

1		
2		
3		
4		
5		
6		
7		