

# **GILLIBRAND ACORNS**



**Breakfast and After School Club**

**Wrap around care for children aged  
between 4 and 11 years.**

## **Introduction**

At Gillibrand, we value the needs of our families and their need for a 'wrap-around' childcare service. Therefore, from September 2021, the school is proud to be able to offer a breakfast and after school club offering a range of activities based on the children's interests.

Gillibrand Acorns Breakfast and After School Club will be a non-profit organisation and will be managed by the Governing Body of Gillibrand Primary School. This means that all money raised is reinvested into resources and activities for the children in our school. We can only offer spaces for children that attend our school and numbers will be initially limited to 20 due to staffing ratios. This will be reviewed on a termly basis.

Breakfast club fees include a small breakfast if children arrive by 8:15am. Drinks and snacks will be provided after school and a variety of activities are organised each day to meet a range of ages and interests.

This booklet contains written information about the club and there are also documents included which need to be returned to school which are:

- A registration and consent form which needs to be completed for all children attending the club and which must be signed and returned to the School Office before your child can start attending.
- A booking form showing which days and sessions your child will be attending each half term.

## **What do I do next if I want to book a space?**

Please complete the registration form and the half termly booking form and return to the school office. Then when the form has been returned please log onto Parent Pay, where you will find your details, in order to pay in advance for your child's sessions.

**Please note all bookings must be paid for 4 weeks in advance via Parent Pay.**

## **Aims for Gillibrand Out of School Club**

1. To provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities.
2. To respond to the needs of children at the school by providing a varied menu of activities including sporting, musical, artistic and cultural.
3. To ensure the pastoral needs of our children are met through close working relationships between teachers, teaching assistants and the staff at Acorns Breakfast and After School Club.

## **General Information**

Gillibrand Breakfast and After School Club provides before and after school activities for children aged 4 to 11, in a safe, happy environment, supervised by our own experienced staff.

The morning session starts at 7.45am and breakfast is provided until 8:15am if you wish your child to have some. The children are then able to sit and do quiet activities and play before they are taken into class between 8.50 and 9:00 am.

The after-school sessions start at 3.10pm (when school ends) and finish at 6.00pm.

A varied programme is offered including a range of art and craft, sport and recreational activities. There is a quiet area set aside where children can read, rest or do homework. A snack will be offered daily, and drinks are available throughout the session.

Children attending after school club are supervised by club staff at all times during club hours until they are collected by their parent/guardian (or an authorised adult).

### **Fees**

Fees must be paid for 4 weeks in advance through the online Parent Pay we currently have set up.

In addition, one-off bookings may be made subject to availability. Please telephone the school office to check availability.

**School reserve the right to charge parents an extra charge of £20.00 for a child being collected late after 6pm**

Charges are:

- £5.75 for Breakfast Club
- £7.75 for After School Club

### **Sickness, Accidents, First Aid and Emergencies**

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the registration form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered as per school policy.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian or emergency contacts and will continue to do so until successful. Please ensure all contact details are up to date.

### **Safety and Security of Children**

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

#### **1. Responsibilities of parents/guardians**

- Making sure that the contact details they have provided to the club are correct and that the school office is told about any changes to details.
- Notifying the club and/or school office if their child is not attending for a booked session for any reason. **Please note that refunds cannot be given for cancelled sessions.**
- Letting the club staff know during a session if they anticipate being later than planned collecting their child. **School will impose a late charge for this of £20.00**
- Letting the club staff know if they have any concerns about their child relating to the club.

- Collecting and dropping off children in person from the designated drop off/ pick up point. All children must be signed in and out of the club.

## **2. Responsibilities of children**

- Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example, they may not be able to play out on the field every day due to weather conditions.
- Children must not leave the area they are playing in without telling a member of the club staff.
- Children must not open the outside doors of the school to let in parents or anyone else, even if they are known to the children.

## **3. Responsibilities of Club staff**

- Checking with the school office whether any messages have been left about non-attendance.
- Collecting all children from their classroom teacher at the end of school and taking them to the After School Club.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact sheet.
- Recording the time that the child leaves on the register.