



Breakfast & After Academy Club Registration Form

FOR YOUR INFORMATION:

In order for the Breakfast Club and the After Academy Club to run efficiently and safely, we need to make you aware of the following procedures:

Breakfast Club:

- For insurance purposes, children **must** be delivered to the Breakfast Club, **by an adult**, from **8.00 am** onwards. If you arrive earlier than this, you will need to wait with your child.
- We have a special doorbell dedicated to the Breakfast and the After Academy Club, to the left of the main doors. Please ring and a member of staff will come to collect and register your child.
- Please do not let children make their own way to the Academy office.

After Academy Club

- Key Stage 1 children will be taken by a member of staff to the After Academy Club. Key Stage 2 will go directly to the Club themselves.
- The After Academy Club will operate from 3.20pm to 5.30pm. You may collect your children anytime during this period.
- All children must be collected and **signed out by an adult**. No children will be allowed to leave the Academy site on their own, or be collected by other children.
- All children must be collected by **5.30pm** at the latest.

Late Collection Procedure

Contact the Academy Office on 01482 846171 if before 4pm

Contact the After Academy Club on **07907 293971** before 5.15pm or as soon as possible.

- All children must be collected by **5.30pm** at the latest. If a parent/carer is late collecting their child (after 5.30pm) a charge of £10.00 per child will be made to cover the cost of salaries. The cost will be automatically charged to your child's account or you will be contacted should there be insufficient funds available. Should the cost not be met, the Academy will have the right to refuse admission to the Club.
- If late collection occurs three times, the Academy will have the right to refuse further bookings.

General Information

- All places for both the Breakfast and the After Academy Club must be booked for in advance.
- No children will be allocated a place without prior booking.
- **All monies due should be paid each half-term in advance. If childcare voucher/payment schemes are used, all outstanding monies must be paid in full before the end of the term before any further bookings can be made.** If you require any extra additional days during the term then these days must be paid when booking.
- Children will not be admitted to the club if fees are outstanding.
- Cancellations can only be made by telephoning the Academy by 10am the day before the booking. Please be aware that any cancellations for Monday sessions must be made by 10am on the Friday before.
- Cancellations without the correct notice will still be charged for.
- Please do not use the driveway when dropping off or collecting your child.
- **The Breakfast and the After Academy Club has a direct telephone line to be used for in an emergency only. This telephone number is 07907293971.**
- The club is able to provide information to the relevant authorities for parents claiming working family tax credit.

Behaviour

The academy Behaviour Policy will be followed within the Club. All members of the Club, including staff, parents, children and visitors are expected to treat each other with respect. Bullying will not be tolerated. Staff will discuss with parents any behaviour issues relating to their child that need to be highlighted. If a child is placed on red three times within a half term or a serious incident has occurred, the Academy will have the right to refuse further bookings for a given period of time.

Policies

The Club will follow the Academy's policies in all matters. Copies are available on the academy website or by request at the academy office.

Health and Safety

The Breakfast and After Academy Club operate under the Health and Safety guidelines of Croxby Primary Academy. Policies and procedures for first aid and administration of medicines are fully in line with Croxby Primary Academy. All staff are fully trained to meet health and safety requirements.

Pupil Information

The club uses contact details and medical information from current academy records. Parents are responsible for ensuring they inform the academy office of any changes to pupil information.

Staffing

Guidelines:

- The ratio of staff to children will not exceed 1:15
- There will always be more than one member of staff

Safeguarding

Academy staff have a duty by law to take action if they suspect that a child may be subject to any form of abuse and report their concerns to the appropriate authorities. Concern is first and foremost for the welfare of the child. Before and After Academy Clubs will report any concerns to the appropriate safeguarding authorities.

Please sign and return to the Academy Office.

Child's Name:

I have read and accept the registration conditions and agree to the terms and conditions;

Signed:

(Person with parental responsibility)

Dated: