Croxby Primary
Bricknell Avenue
Hull
East Riding of Yorkshire
HU5 4TN
Tel 01482 846171

office@croxbyprimary.co.uk

www.croxbyprimary.co.uk

Breakfast & After School Club
Terms and Conditions

FOR YOUR INFORMATION:
In order for the Breakfast Club and the After School 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 School 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 School office.

After School Club

- Key Stage 1 children will be taken by a member of staff to the After School Club. Key Stage 2 will go directly to the Club themselves.
- The After School Club will operate from 3.30pm 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 school site on their own or be collected by other children.
- All children must be collected before **5.30pm**.

Late Collection Procedure

Contact the Office on 01482 846171/office@croxbyprimary.co.uk if before 4pm/3.30pm Friday.

Contact the After School Club on **07444263895** before 5.15pm or as soon as possible.

- All children must be collected by 5.30pm. 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 school will have the right to refuse admission to the Club.
- If late collection occurs three times, the school will have the right to refuse further bookings.

General Information

- All places for both the Breakfast and the After School Club must be booked and paid for in advance.
- Places are limited and allocated on a first come, first served basis.
- We will not allocate a place without prior booking.
- **Childcare voucher/payment schemes -** If you require any extra additional days then these must be paid for when booking, if you have already used your voucher credit.
- **Childcare voucher/payment schemes -** Voucher payments must be received in advance; bookings cannot be made until the credit has been allocated to your account.
- Children will not be admitted to the club if fees are outstanding.
- You can cancel a booking by emailing the school office at any time.
- Refunds will only be processed when a cancellation request is received 48 hours prior to the booking.
- Bookings are not transferable and a charge will still apply outside of the 48-hour refund policy.
- Please do not use the driveway when dropping off or collecting your child.
- **The After School Club has a direct telephone line to be used in an emergency only. This telephone number is 07444263895**
- The club is able to provide information to the relevant authorities for parents claiming working family tax credit.

Behaviour

The School 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 school will have the right to refuse further bookings for a given period of time.

Policies

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

Health and Safety

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

Pupil Information

The club uses contact details and medical information from current school records. Parents are responsible for ensuring they inform the school office via email of any changes to pupil information or update them on their Arbor account.

Staffing

Guidelines:

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

Safeguarding

School 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 School Clubs will report any concerns to the appropriate safeguarding authorities.