

## Terms and conditions continued

- Children cannot arrive at the Breakfast Club any earlier than 7.30am. Staff may be present but this is to allow adequate time for setting up prior to the club opening at 7.30am.
- Children must not turn up to the Breakfast Club without a booking. On collection from the Tea Club parents need to accurately record the time of departure.
- Children must be collected at the end of the session paid for and if this is more than five minutes late a charge for the next session will be applied. If after the close of the Tea Club (lateness after 6pm), parents will be charged £5 for the first 10 minutes and £5 for each five minutes thereafter.
- The Tea Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.
- The Tea and Breakfast Club are part of St Michael's Church of England VA Primary and Nursery School governed by the school's local governing body.
- Please be aware that we reserve the right to refuse access to this facility for any parent who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

# St Michael's Tea and Breakfast Club



## INFORMATION FOR PARENTS AND CARERS



**Contact number 01263 732260**  
**CONTRACTS CAN BE OBTAINED FROM THE SCHOOL**  
**OFFICE OR DOWNLOADED FROM**  
**[www.stmichaelsaylsham.co.uk](http://www.stmichaelsaylsham.co.uk)**



## Arriving for your session

### ARRIVAL OF CHILDREN AT BREAKFAST CLUB

When your child arrives for their session bring them to the school hall and make sure they are signed in with a member of staff.

### ARRIVAL OF CHILDREN AT TEA CLUB

Each day Teachers will be given a list of children who are attending Tea club that day. YR to Y2 children will be collected by a member of the club staff from their classrooms and taken to the school hall. Children in Y3 upwards will independently go to the school hall at 3.00 where the After Tea Club member of staff will be waiting for them.

All children are gathered in the hall and a daily register is completed. If children are attending another after school club within the school and they are also on the Tea Club register for that day, a member of the Tea Club staff will collect them at the finishing time and take them to the Tea Club.

### **Our Tea and Breakfast Club is overseen by school staff so that we can oversee consistency and continuity of provision.**

A schedule of exciting and varied activities are devised for the clubs. Children can join in with the planned activities or take time to do their home learning. Our before and after school care is very flexible and reasonably priced.

Children have a choice of breakfasts, snacks and tea and pick up times can vary depending on parent's schedules. Children being collected by 4.30 will be offered a snack and those staying until 6.00 will have a light tea.

- There are limited spaces available which are allocated on a first come first serve basis.
- Bookings can be made up to half a term in advance .
- Correct payment must be received for a booking to be processed. Bookings received without payment will be returned .

### **Payment**

- Payments can be made online via bank transfer.
- If paying by cash change will not be provided but left as a credit on the account. Cheque's should be made payable to St Michael's School.
- If a child goes from any school activity club to the tea club the full session must be paid for to secure the place.
- Cancellations, amendments or changes of booking made by the office must be made by 9am of the day before the booking for a credit to be carried over. Cancellations made after this time will still be charged.
- Extensions to the duration a child is booked to attend the tea club must be made by 2pm on the day of attendance.
- Cancellations due to a child's illness will not be charged if the office are informed that a child will no longer be attending the club by the parent when reporting an absence.

### **Use of the Clubs**

Parents need to accompany their child into the Breakfast Club signing them in with the correct time.

## **EARLY YEARS FOUNDATION STAGE CHILDREN**

The Tea Club is committed to delivering the EYFS as set out in the Statutory Framework for the Early Years Foundation Stage 2014. The EYFS applies to all children from birth through to the end of Reception year. For those Reception children who attend our club the After School Club staff are responsible for:

- Identifying those EYFS children when they are new to the club.
- Staff to support the children with all EYFS areas of learning and development.
- Members of staff to offer a mix of adult-led and child-initiated play activities which are appropriate to the child's development.

## **SUMMARY OF BREAKFAST CLUB AND AFTER SCHOOL CLUB**

### **TERMS AND CONDITIONS**

#### **Booking**

- Submitted booking forms need to be accurate and fully completed (with correct date, times and signed). Incomplete forms will not be processed.
- When booking via the school office bookings must be received by 9am of the Friday before the week of the required bookings, at the latest. When the previous Friday is a school holiday or an INSET day the booking will need to be made by 9am of the last school day. Bookings made after this time will incur an admin fee charge.

#### **Breakfast sample weekly menu**

- A selection of healthy cereals
- Toast with a variety of toppings which include jam, honey or marmite
- Refreshments include orange juice, apple juice or milk.

#### **Tea sample weekly menu**

- Plain tortilla wraps filled with a range of fillings These include: ham, chicken, cheese, lettuce, cucumber, red pepper and tomatoes. Sauces include mayo, salad cream and no-added sugar tomato ketchup
- Pasta with tuna, sweet corn, cheese, cucumber and sauces
- Bagels filled with a range of fillings
- Toast with spaghetti hoops or baked beans
- Pasta with Quorn in a tomato sauce with cheese
- Sandwiches filled with a range of fillings
- Fromage frais, frubes, frozen frubes or fruit are offered after the children have eaten their tea

#### **BEHAVIOUR**

The Tea and Breakfast Club staff encourage the children to respect themselves and others in a relaxed friendly environment with clear expectations and boundaries. They follow the same behaviour policy as the children do in school.

## **PARENTAL/ CARER INVOLVEMENT**

The Breakfast and Tea Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. The Tea Club staff are always happy to discuss any parental concerns at the end of their child's session.

## **CONTACT DETAILS**

Parents/carers must fill out a Child's Registration form on their child's first session at either of the clubs. This form allows us to gain important information about your child's contact details, health and wellbeing. Registration forms are available from the school office or the Breakfast and Tea Club. All information about your child's details is kept in a locked cupboard in the club room and only the authorised staff will have access to these details.

## **SECURITY**

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify the school office beforehand. We will not allow any child to depart from the club unless we have a form of identification or a password has been agreed with a member of staff. Adults collecting any child/children must present themselves to a member of staff, they must sign their children out and write down the time of departure.

## **SICKNESS**

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked Tea or Breakfast Club session the credit will be carried over on your child's account. It is not possible to provide any refunds. If a child is showing signs of being unwell whilst they are in the Tea or Breakfast Club, staff will notify the parent/carer and ask them to collect their child.

## **CHARGES:**

Breakfast Club from 7:30am £4.50 per child

Tea Club 3:00-4:30pm £4.50 per child

Tea Club 4:30-6:00pm £4.50 per child

## **BOOKING:**

Bookings can then be made via the school office by emailing [office@st-michaelsaylsham.norfolk.sch.uk](mailto:office@st-michaelsaylsham.norfolk.sch.uk) or direct to the Tea and Breakfast club staff using the forms they have available. **Bookings must be made, and payment received by 9am on the day before the required booking. Late bookings incur a £1.50 administration fee.**

## **LATE COLLECTION CHARGES**

Please notify the Tea Club by ringing the 01263 732260 if you are unable to pick up your child on time. We appreciate that there will be the occasional unavoidable emergency however should this begin to happen more frequently you will be charged as if you had booked into the next time slot.

Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that.

## **ACCIDENTS AND FIRST AID**

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.