**Tithe Barn Primary School**

**Breakfast and After School Club**



**Parent/Carer Handbook**

**2023/2024**

**ABOUT OUR CLUB**

The Manager of our Club is Miss Jennie Hughes and she is supported by a number of play workers.

All of our staff have significant experience of working with children and undertake professional development training. All staff members have an enhanced disclosure certificate (DBS) and, in accordance with School Policy, will wear identification badges at all times. We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

**CONTACT DETAILS**

Telephone: 0161 432 4941

Email: baasc@tithebarn.stockport.sch.uk

**CLUB AIMS**

Our aim is to serve the parents and children of Tithe Barn Primary School with high quality childcare in a safe, secure and stimulating environment for children from Reception to Year 6.

The Breakfast and After-School Club is not an extension of the school day. Children will be free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, art and craft, board games, construction, physical play, and reading. In addition, other resources will be available at certain times such as the children’s kitchen, IT suite and School Library. Children will be encouraged to play outdoors every day unless the weather is particularly bad. And, if children choose to do homework, staff will be on hand to facilitate this.

**REGISTRATION**

We require a completed registration form for your child before they can attend the Club. This information will be treated as confidential and will be stored appropriately.

We use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

**FEES**

Breakfast Club - £5.25 per session including breakfast

After School Club - £11.25 per session including snacks

This childcare provision is a non-profit making enterprise and all money will be re-invested back into School.

Fees are payable each month in advance to secure your child’s place. You will be invoiced and be asked to settle the payment within seven days. Fees are payable for all booked sessions, including when your child is sick or absent (regardless of the amount of notice given).

You can pay via bank transfer or Childcare Vouchers. We accept vouchers from a wide range of schemes. Please can you inform us of which company you are registered with.

If you are having difficulty paying fees, please speak in confidence to the Manager.

* Kiddivouchers - account - 106080
* Fideliti - account - Tithe Barn Primary School or SK4 3NG
* Computershare - account - 0024571131 -this is the school ID please use this
* Sodexo - account - Tithe Barn Primary School - OFSTED number 106080
* EdenRed - account - P21133817
* Enjoy Benefits - account - B020173
* Care4 - account – 71841716
* Tax- Free Childcare – account – 50004479289
* Busy Bees – account – Tithe Barn
* Fair Care – account – TBAR0419
* Please make bank transfers to: Tithe Barn Primary School.

Sort Code: 309812 Account number: 01194192

Ref: Your child’s **FULL**name

**CHANGES TO DAYS/TERMINATION**

You must give us one month’s notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible. We cannot swap your day unless previously agreed with the Manager due to ratios.

**TEMPORARY CHANGES**

Please remember that we need to know if your child will not be attending the Club for any reason. If your child doesn’t attend a booked session, we will have to treat them as a ‘missing child’ unless you have notified us of their absence. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the start of this Handbook.

**BREAKFAST CLUB 7.45AM - 8.50 AM**

The doors (main entrance of school) will open for all children at 7.45 am. Breakfast will be served daily between 8am and 8.30am so if your child arrives later than this you would need to make your own arrangements.

**PICK UP FROM AFTER SCHOOL CLUB**

Children may only be collected at the end of the session by a nominated adult. Parents are required to collect their children before 5:45pm at the main entrance of school.

**SNACKS AT THE AFTER SCHOOL CLUB**

We will provide healthy snacks, including fresh fruit and vegetables. We will promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We will meet individual dietary requirements and parental preferences wherever possible.

**POLICES AND PROCEDURES**

**Late pick up policy**

We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of your child. If you know you are going to be late collecting your child please call at the earliest opportunity and discuss with the manager/deputy manager the arrangements for the collection.

Unreasonable and/or persistent lateness may regrettably result in your child no longer being able to attend the club.

**Behaviour policy**

We follow the same policies as during normal school hours. If you would like a copy of these, please see a member of staff. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

**Illness**

If your child is ill, we will always attempt to contact a parent or relative so please ensure that we have your up-to-date home and work telephone numbers and also an emergency number in case we are unable to contact you directly.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to School (and therefore the Club) for 48 hours after the illness has ceased. As a school we follow the Public Health England guidance which provides advice on preventing the spread of infections, which diseases to vaccinate for and how long to keep children away from school. For the full guidance please refer to their website; [*https://www.gov.uk/government/publications/infection-control-in-schools-poster*](https://www.gov.uk/government/publications/infection-control-in-schools-poster)

**Accidents and First Aid**

Parents will be informed immediately if a child has had an accident where it is felt that the parents/carers are needed. All accidents will be logged. If your child has an accident whilst in our care, but is not felt you need to be contacted immediately, you will be informed when you collect your child at the end of the day.

There is always a qualified first aider on duty and a first aid kit is kept on the premises.

**Medication**

When registering for the Club, you will be asked to inform us of any medical conditions or medication that your child may have. This enables us to keep our records up to date and ensure that your child is cared for appropriately. Any changes to your child’s medical needs during the year must be communicated as quickly as possible.

If your child has a short term medical condition that requires prescribed medication during Club hours (e.g. antibiotics), please hand it to a Club staff member clearly marked with their name. You will be asked to fill in and sign a Parental Consent Slip stating the time and dose required. Please note that ‘over the counter’ i.e. non-prescription medications such as piriton and paracetamol cannot normally be administered by the Clubs. This is a Local Authority Policy and is due to the dangers if taken inappropriately

**Complaints procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff.