



Breakfast & Teddies After School Club

Tuesday 4th September 2018- Friday 19th July 2019

Breakfast Club: 7.45am – 8.45am

Teddies After School: 3.15pm – 5.15pm

The Breakfast Club will offer:

The Breakfast Club will operate on school premises in a safe environment, led by Mrs Cribb. She will be supported by other Teaching Assistants to ensure that the children have the best start to the day. Children will be dropped off at the school hall door to Mrs Cribb.

- Stimulating breakfast to fuel their energy for the day. Breakfast is served at 8am.
Children must arrive before 8.20am if they wish to have breakfast.
- Breakfast choices:
 - Variety of Cereals – Cornflakes, Cheerios, Rice Krispies and Weetabix
 - Variety of Drinks – water and no added sugar fruit juice
 - Variety of Breads – pancakes, crumpets and toast with choice of spreads
- Appropriately trained and friendly staff.
- Suitable Play activities to ensure a happy sociable start to the day which will encourage social skills, confidence and fun.
- Infants will be escorted to their class ready to start for 8.45am. Juniors will walk from the hall to their classes independently.
- **Cost: £4.00 per child (per session), £3.20 for siblings**
Location: Hall Entry: Through Hall door

The Teddies After School Club will offer:

The Teddies After School Club will operate on school premises in a safe environment run by trained Teaching Assistants to ensure a happy caring end to the day. Children will be picked up and must be signed out at the school hall door

- At the end of the school day, your child will meet the After School Club coordinator; Infant children will be escorted to the coordinator.
- Each child will be provided with a snack and a sugar free drink
- Your child will have the chance to relax and participate in a range of activities which will encourage social skills, confidence, fun and creativity.
Cost: £5.00 per child (per session), £4.00 for siblings
- Location: Hall (before 4.15pm, Teddies may be held in a classroom to accommodate after school activities or on the playground if the weather allows it.)

EXTENDED SERVICES: BREAKFAST AND TEDDIES AFTER SCHOOL CLUB
TERMS AND CONDITIONS
June 2018

The below Terms and Conditions relate to Handcross Primary School Breakfast and Teddies After School Club extended service. Parents/carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be cleared up before signing the registration form.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions. **No child will be admitted to club if the forms have not been completed.**
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. **Any changes must be made to the school office.**
3. The clubs will operate in term time only and will not run on days the school is closed.
4. ***New for September 2018: Log in to School Money** <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney> using your usual log-in details to book your place. Payment needs to be made in advance at the time of booking. Bookings must be made a week in advance. Places are limited so early booking is advisable to avoid disappointment. Late bookings may be accepted at 24hrs notice subject to availability. Late bookings must be confirmed by the school office and must be paid at the time of booking. Your child will not be accepted without a confirmed booking.
5. Payment is due by the Friday before your child is booked to attend the clubs. Payments can be made via the Eduspot School Money Website or in the office via cash, cheque or credit/debit card. You can request your Eduspot/SchoolMoney password from the office.
6. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.
7. If your child is unable to attend a session, you must notify the extended services mobile number 07756 553477. You must also notify the school office if their absence means they will be absent from school. **Please Note: At time of booking you select specific days/dates which you would like your child to attend. If your child is unable to attend for any reason you will not be entitled to a refund unless you have cancelled at least 24h in advance.**
8. To access the club, parents/carers must use the Hall door and ring the bell on arrival.
9. Parents/carers will not be allowed into club; the child will be escorted to the exit hall door for pick up.
10. The Breakfast Club starts at 7.45am and finishes at 8.45am. Breakfast will not be served after 8.20am
11. After School Club starts at 3.15pm. If your child attends a school run activity club they will be collected when that finishes and taken to the Hall. Afterschool club finishes at 5.15pm but parents can collect children any time before 5.15pm.
12. **Parents/Carers must contact the school if they are aware that they will be late to collect their child. Please contact the extended services team on 07756 553477.**

13. Parents/carers agree to abide by the late collection policy. **Parents/carers who collect their child after 5.15pm will incur a late collection charge of £1.00 per minute.** Parent/carers must complete a late collection agreement on collecting their child. Parents/carers agree to pay this charge before their child continues to attend any extended school services.
- a. If you are up to 15 minutes late, you will be charged £1 for every minute that you are overdue. If there is a reoccurrence, your child will no longer be allowed to attend 'Teddies', i.e. there will be one warning.
 - b. If however, you are very late (more than 15 minutes), you will be charged £1 per minute that you are overdue and your child will no longer be able to attend 'Teddies' with immediate effect.
 - c. If you do not arrive to pick up your child by the pick-up deadline of 5.15pm, you will be phoned immediately so that you know your pick up arrangement has failed. It is therefore important that one of the telephone numbers you leave with us is contactable at 5.15pm. If we cannot inform you that your child has not been collected, you are at risk of being refused further entry to Teddies with immediate effect.
 - d. Please ensure that you have suitable contingency plans in place when you are relying on other people to pick up your child. We would recommend that you have a reciprocal back up arrangement with another parent whose child attends Teddies at the same time as your child. If a child is collected late on two occasions, the child will be excluded from the club and fees will not be refunded.
14. Those on a club waiting list will be notified once a place becomes available and must notify the school if they no longer wish to remain on the club waiting list.
15. The extended school services are additional care outside normal school hours. The clubs policies and procedures reflect the school policies and procedures and parents can read the extended schools policies and procedures on request at the school office.
16. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserves the right to exclude any child whose behaviour is disruptive, following the schools' behaviour policy.
17. We will endeavour to provide a high quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns please speak to the Teaching Assistant running the club. If this is not resolved please contact Mrs Pedersen, Headteacher.
18. The club operates on school days, term-time only.
There will be no Extended Services on the following dates:
Autumn Half-term: Mon 22 - Fri 26 Oct
Inset day: Mon 3rd Sept (4 more inset days yet to be announced)
Winter holiday: Thurs 20 Dec – Wed 2 Jan (no club on Wed 19th December)
Spring half-term: Mon 18 - Fri 22 Feb
Easter break: Mon 8 Apr – Mon 22 Apr
May bank holiday: Mon 6 May
Summer half-term: Mon 27 May – Fri 31 May
Summer holiday: Wed 24 Jul – Mon 2 Sep (no club on Tue 23rd July)