



# St Aidan's Catholic Primary School

Living and Growing in Christ

Portnalls Road, Coulsdon, Surrey CR5 3DE

Head Teacher: Mr D Skehan

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## **Breakfast Club and Kids Connect Handbook**

Welcome to St Aidan's Breakfast Club and Kids Connect. We hope your time with us is wonderfully happy and your children grow and thrive spiritually, physically and emotionally whilst having lots of fun.

Our contact number is **07935 303 307**, Email: [childcare@st-aidans.croydon.sch.uk](mailto:childcare@st-aidans.croydon.sch.uk)

Messages and emails received after 6pm will not be seen until 9am the following morning.

This handbook covers a brief outline of our breakfast club and Kids Connect to ensure greater understanding and a strong partnership between the School and our families using the service. Please read this handbook carefully and feel free to discuss any questions you may have.

The breakfast club and Kid Connect are held in the music room.

Our goal is to provide all children within our care with a happy, safe, caring and stimulating environment before and after school. It is our aim to treat each child as an individual, encourage them in everything they do (independence with an invisible guiding hand). We will always provide a quality service, and will continually look for ways to improve the quality and services offered.

The breakfast club and Kids Connect is a team effort, sharing responsibilities with families to provide the best care for the children. Any needs or issues are openly and confidentially discussed. Please feel free to telephone or email us to discuss anything or pass on information.

### **Child Protection:**

In accordance with the schools' safeguarding procedures, all staff members/volunteers will have an enhanced DBS check and at least one member of staff will be trained in first aid. The whole of society has an obligation to protect children and we have a duty to report any suspicious incidents as well as accidents to the relevant authorities. The welfare of the children is paramount and we are required by law to complete a report for all accidents, injuries, incidents or illness which must be signed by us and by you. This also includes any injuries that the children may have when they arrive. A brief explanation on how they occurred, what they are e.g. grazed right knee due to falling off the scooter in the park, and again your signature will be required to witness the entry. Any concerns of possible abuse will be recorded and it is our duty to pass these concerns to the relevant authorities.





## **Registration**

All parents must complete a registration form for all children attending the breakfast club or Kids Connect before booking any session. Places are allocated on a strictly 'first come first serve' basis. A registration form for breakfast club and Kids Connect can be found attached with the Handbook.

## **Breakfast:**

At breakfast club we provide a healthy balanced buffet style breakfast and drink daily, including a selection of cereals, toast, crumpets, bread muffins, milk, water and juices.

Breakfast will be served up to 8.30am.

## **Kids Connect Evening snack (6pm Session only):**

A **light snack** is provided for children attending Kids Connect until 6pm session. This is likely to be a sandwich, toastie, pasta, soup or beans on toast in colder weather, some fruit and a glass of milk, unsweetened juice or water. A full cooked meal is not provided and it is likely that your child will require supper after they have been collected.

Children are encouraged to eat the food provided but are not expected to eat what they do not wish to eat. We endeavour to make the after school club enjoyable, interesting and an opportunity for a positive learning experience, encouraging healthy eating. Juice or Water is available throughout the session.

## **Arriving at Breakfast Club**

Entry is via the safe entry system at the main school gate. Please contact the breakfast club on **07935 303 307** if you are unable to gain access. Please ensure that you shut the gate behind you when arriving or leaving, it is vital to ensure the children's safety.

## **Arriving at Kids Connect:**

Children attending Kids Connect will be escorted by a member of staff to the music room where Kids Connect is located or a member of staff from Kids Connect will collect your child.

Collection of your children will be from the music room where you will sign them out. It is essential that you arrive by 6pm at the latest so that the club is able to finish at 6pm. Please do not be late; this is distressing for your child and your child cannot be cared for after 6pm.





Kids Connect staff should be introduced to anybody who will be bringing your child each day and made aware in good time of any changes to arrangements. This is particularly important if parents separate and custody or access arrangements change.

If you think you may be late to collect your child, i.e. after 6pm, please call the after school club on 07599 978870. We understand that very occasionally crises can happen, however we reserve the right to ask you to remove your child from the club due to persistent late collection. There will be a late collection fee of £5 per 5 minutes after 6pm.

### **Learning through Play:**

The children choose what they want to do from many activities, such as:

- Fun quizzes, board games, team games & activities to encourage co-operative play.
- Reading together.
- Watching DVD's.
- Lego, dolls and small world.
- Outside activities using the field or playground.
- Creative art; painting, modelling, design, drama & role play, dress up encouraging imagination & innovation.
- After School Club will offer an opportunity for children to complete homework in a peaceful environment, with guidance from one of our staff.

### **Outside Play:**

All the children will go outside for at least part of the time whenever possible; this is why appropriate clothing and sunscreens (depending on the weather) are vital. Without sun cream and a hat. We will not be able to allow your child(ren) to participate in outdoor play in the summer. This also applies to suitable clothing for winter.

### **Illness and Medication:**

If your child becomes ill whilst in our care, we will notify you immediately and should it be necessary request that you collect them. If you cannot be reached the emergency contact person will be called and asked to pick the child(ren) up from the school. We are unable to administer any medication to your child(ren) other than relief medication for asthma or allergic reactions.

We follow the same as the school criteria regarding illness.

You will need to fill in a 'Permission to Administer Medicine' form and your signature will be required to acknowledge each dose of medicine. Please see our Administration of medicines policy for details. Copies of this are available at the school office or from breakfast club or Kids Connect.





## **Medical Emergencies:**

We make every effort to keep the child(ren) safe through supervision and childproofing but minor bumps and scratches are inevitable. Minor injuries receive appropriate first aid. The injured area will be washed with water and a dressing or ice applied. We are not allowed to apply antiseptics or anti-bacterial medications.

If an emergency injury or illness occurs, you will be contacted as soon as possible. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

An Accident/Injury report is filled out for all injuries occurring at the after school club following our usual school procedures and accident book. We will always inform you in the event of a head bump.

Parents/carers must notify the breakfast club or Kids Connect Staff immediately of any changes to their child's health or home circumstances and contact details.

In the event of a child needing urgent medical attention and an appropriate person not being contactable, the signing of the registration form will be understood to be consent that a member of staff can give permission for whatever medical treatment a doctor may advise to be necessary.

You will need to establish an emergency contact person in the event that you cannot be contacted. We would prefer to meet everybody whom you give written permission to collect your child(ren). Any unauthorised person will be asked to leave immediately as the child(ren)s' safety is paramount.

## **Health & Safety:**

- All breakfast club and Kids Connect Staff hold an enhanced criminal records check.
- At least one member of staff will hold a paediatric first aid qualification, a level 2 Food Hygiene Certificate and is Designated Safe Guarding Lead trained.
- We use "Safer food, better business" guidelines from the Food Standards Agency to ensure that we comply with food safety and hygiene regulations.
- Children attending Kids Connect will be escorted to the club base at the end of the school day. If they are attending another optional after school activity between 3.25pm and 4.30pm their club leader will ensure that they are handed over safely to the care of after school club staff.
- We regularly check the premises and equipment for any breakages or hazards that need to be repaired or replaced. Public Liability Insurance is held by the School.





- Hygiene: Toys, surfaces and sensory materials are regularly disinfected to rid items of germs that could cause illness. How and when to wash hands is taught, modelled and reinforced by gentle reminders and visual clues in the toilet and bathroom.
- All hazardous cleaning equipment is kept in original containers in the cleaning cupboard which is inaccessible to the children.
- We have fire and emergency drills termly so that the children know what to do in the event of an emergency. Our smoke alarms are checked regularly. Please ask if you would like any further information or advice on childproofing your home.

### **Behaviour and Club Rules:**

We take a positive approach to managing behaviour and follow our usual school behaviour management procedures. For everybody to be safe and happy we have club rules which are regularly discussed and practiced with the children. If you have any concerns at any time about your child and their social or emotional welfare whilst at breakfast club and Kids Connect, please discuss it as soon as possible with a member of our highly experienced staff. If a child demonstrates inappropriate behaviour, the Head Teacher has the right to withdraw that child.

### **Opening Hours:**

Breakfast club runs from 7.30am to 8.45am. At 8.45am the children are taken into the playground to join their peers.

Kids Connect runs from 3.25pm to 6pm term time only, (excluding inset days). Subject to availability Kids Connect may also offer a session from 3.25pm up to 4.30pm. Priority will be given to families requiring full sessions i.e. 6pm finish. Please note that at the end of terms, when school breaks up at 1.25pm, Kids Connect will not operate.

### **Cost:**

The cost of Breakfast Club is £5.50 per session.

The cost for Kids Connect is £5.50 per session from 3.25pm up to 4.30pm or £12.50 per session from 3.25pm up to 6pm. Fees are payable through ParentPay and are **charged in advance**.

Payment must be **weekly in advance**. We reserve the right to make termly changes in rates and policies and will notify you in writing of any changes.

Breakfast club and after school club 'Spot purchase' sessions are available to parents who do not require regular set days and times, but must be booked in advance. We will only be able to offer a place to your child if your child is registered and if there is availability on the day.





### **Payment Information:**

Payment is made via ParentPay. Childcare vouchers are also accepted and many families find these a tax-efficient way of funding their child care. Please contact the school office for further assistance.

Late payments will incur a weekly charge of £10.00. Please contact the Head Teacher if you have any specific circumstances. Subsidised places may be available at the Head Teacher's discretion.

Please find attached a copy of the Payment and Debt Management Policy.

### **Cancellation Notice**

A notice of period 24 hours is required to cancel any booking(s). If we do not receive a cancellation notice before the 24-hour period, then the session will be charged at the normal rate. Any cancellation for a Monday session must be made by 7.30am on the Friday before for Breakfast Club and 3.25pm on the Friday before for Kids Connect. Notice given at the weekend for Monday morning or Monday afternoon does not count.

The breakfast club and Kids Connect operates independently of the school. The school office will not have a list of who is attending breakfast club or Kids Connect and therefore will not pass on messages regarding pupils being unwell or away from school for any reason.

If you have a child in a school after club i.e. hockey, rounders, cricket, lacrosse or netball and the school cancel the club then no charge will be made if the sibling is due to attend the after school club. Kids Connect must still be notified if this is the case.

### **Sickness Absence**

Absences due to child or family illness will be subject to full rate, a place has been held for your child that cannot be filled at short notice. Refunds will not be made.

### **Breakfast Club Cancellations**

The only possible cause for the breakfast club or Kids Connect to cancel any sessions would be either school closure due to adverse weather conditions or problems with the building. In the event of a closure, a member of staff will endeavour to contact parents by text or phone by 7.30am for breakfast club or 1pm for Kids Connect. No charge will be made for cancellation of sessions by the school for breakfast club or Kids Connect.

### **Staff Members**

Jennifer Blackburne (Breakfast Club and After School Club Manager)

Debbie McCarthy (Breakfast Club)

Sophie Cormack (After School Club)





### **Complaints Procedure:**

Concerns regarding the after school club provision or facilities should be made to the after school club manager in the first instance. We believe that children and their families are entitled to expect courtesy and prompt, careful attention to their needs and wishes. Our intention is to work in partnership with you and we welcome suggestions on how to improve our breakfast club and after school club at any time. All concerns will be taken seriously.

Should the concern or complaint not be resolved at this stage, then parents/carers should make an appointment to see the Head Teacher who will then follow the School's complaints procedure.

We believe that most complaints are made constructively and can be resolved at an early stage. It is in the best interests of all parties that complaints are taken seriously and dealt with promptly, fairly and confidentially. Making a complaint will NOT affect the standard or quality of care given to your child or losing their place at the club.

WELCOME TO ST AIDAN'S BREAKFAST CLUB AND KIDS CONNECT!

13th December 2019

