



Roebuck Academy

Buccaneers

**BREAKFAST & AFTERSCHOOL
CLUB POLICY**

Last reviewed:

July 2018

Next Review due:

March 2019

Our Clubs

We are committed to providing a fair and open admissions system for our clubs. As a provider of registered childcare, we encourage and actively support eligible parents /carers claiming the childcare element of the Working Tax credit. We are able to take as payment childcare vouchers. If you would like to pay for sessions using this method please speak to a member of Buccaneers.

Breakfast Club

Children are welcome to come to Breakfast Club and may be dropped off from 7.30am. The club is run and organised by our staff. The children receive a healthy breakfast and then take part in a range of organised activities and games. At the end of the club the children are taken directly to class.

Afterschool Club

Our after school club provides high quality provision for your child up to 5.45pm. Healthy food is provided at Buccaneers as the children and staff socially sit+ together, munching and sharing the news of the day. Your child will have a light tea then take part in a wide range of exciting games and activities as well as get study support for any homework.

As we need to ensure that we have enough adult supervision and food prepared for the children it is essential that this club is pre booked a week in advance at least Monday for the upcoming week.

Parents/carers will need to complete a booking form to ensure that we have the correct contact details and medical information for your child.

Afterschool club has a dedicated mobile number 07804 800966 which should be used to book your child into afterschool.

Cancellation should be received using the dedicated mobile number no later than 10.30am on the day.

Arrival and Departures

Breakfast Club

- Children should be dropped off at Buccaneers entrance and not the school gate. A member of staff will then register them; Parent/carers should not enter Buccaneers unless they are making a fee payment.
- At the end of breakfast club Reception and KS1 children will be taken to their classes. KS2 children will walk to class themselves.

Afterschool Club

- A member of staff will collect Reception and KS1 children and take them to the club. KS2 children will make their own way to the club so it is important that they know that they are expected to attend afterschool club each day.

- All children must be collected by an adult or young adult over the age of 14 years named on the admission form. If the nominated adult or young adult is late without warning the uncollected children policy will be activated. A password and photo ID will be required if someone not on the list is sent to collect the child.

Fees

The school understands the cost of registered childcare may seem expensive to a parent or carer. However, providing a high quality safe and stimulating environment for your children is not cheap and to ensure the continued high standards and sustainability of the club we ask that parents/carers pay their fees on time.

Fees will be reviewed on an annual basis. Payment of fees must be paid within 7 days of invoice.

Unpaid fees may result in your child being refused admission to the club.

Fees can be paid using vouchers through most major childcare companies.

Uncollected Children

Our club has the highest regard for the safety of the children in our care from the moment they arrive to the moment they leave.

If a child is not collect by 5.45pm and no telephone call has been received regarding the late arrival, the manager will be informed who will then telephone the parent using the emergency contact details from the admission form. If the child is still not collected by 6.00pm the manager will call the local service, notify the Headteacher or deputy Headteacher who may decide to call the local social services department.

In the event of Social Services being called and the responsibility for the child being passed to a child protection agency, the manager will attempt to leave a further telephone message with the parent/carers or designated adult's answerphone.

Furthermore, a note will be left on the door of the club's premises informing the parent, carer or designated adult of what has happened reassuring them of their child's safety and instruct them to contact the local social services department. A late collection fee of £10.00 for every 15 minutes will be charged to the child's account.