



Roebuck Academy

Buccaneers

BREAKFAST & AFTERSCHOOL CLUB POLICY

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 or Mrs Kinsella (PA to the Headteacher).

Breakfast Club

Children are welcome to attend Breakfast Club and may be dropped off and registered 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 6.00pm. Healthy food is provided at Buccaneers. The children and staff will 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.

Parents/carers will need to complete a booking form to ensure that we have the correct contact details and medical information for your child. It is the parent's responsibility to ensure that all details are correct and updated regularly if things change.

Afterschool club has a dedicated mobile number 07539 646871 which should be used to book your child into afterschool.

Cancellation should be received using the dedicated mobile number, Buccaneers or school office. Please be reminded that you will still be charged for the sessions unless you have provided the club with a 4 week period of notice.

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 the children with the parent/carer. Parent/carers should not enter Buccaneers unless they are making a fee payment.

At the end of breakfast club Reception, KS1 and KS2 children will be taken to their classes.

Afterschool Club

A member of staff will collect Reception, KS1 and KS2 children and take them to the club.

All children must be collected by an adult or young adult over the age of 16 years named on the admission form. If the nominated adult or young adult is late without warning the uncollected children policy will be activated.

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 by the end of each half term before the next charging period.

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 6.00pm 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/carer 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.

If your child is not going to attend after school club, please ensure that you have informed Buccaneers so that they do not expect your child at the provision.