

ST ALPHEGE CE INFANT SCHOOL

Breakfast & After School Club Policy



Implemented: September 2020

Date of last review: September 2026

Date of next review: September 2027

Staff Responsible: Jacqui Spinks, Head Of School

Governing Body approval 8th July 2026

Introduction

The Breakfast Club and After School Club are run by St Alphege CE Infant School and exist to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8.00am – 8.45am (7.45am subject to availability) and from 3.15pm – 6.00pm during term time and current costs for each session can be obtained from the School office or club staff. A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children who attend St Alphege CE Infant school and Sunbeams Nursery are eligible to attend Breakfast and After school club.
- All places are subject to availability.
- Breakfast club – priority for places will be given to children who have pre-booked set days.
- Breakfast club – ad hoc sessions will be subject to availability. We may not be able to take your child if the club is full.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is also available to view on the school website.
- Non contracted pupils are welcome to use the clubs, provided there are spaces, and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a weekly register.

Arrival and Departure

Breakfast Club

- Parents/carers are required to bring their child through the main school entrance and remain with them until school staff let them in. Please use the doorbell situated on the left-hand side of the doors in the entrance foyer and club staff will let you in.
- **If places are limited, priority will be given to those who have pre-booked sessions in advance. Ad hoc sessions will be subject to availability.**
- Children will be escorted to their classrooms at 8.35am where classroom staff will be in attendance to supervise them.

After School Club

- Class staff will accompany all children to the hall and club staff will take an attendance register of all contracted children. After School Club staff will liaise with class staff and the office staff to determine any reason why a child is not accounted for.
- When a child is collected at the end of their session the time will be recorded.
- Children will only be released to adults who are named on the authorised collection list.
- Parents /carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the office if their child is going to be absent from the club. If their child is unwell therefore not attending school, they should let the office staff know at the time of the reporting the absence. If their child is in school but other arrangements are made for the end of day collections the parent must call the school office to advise of these.
- Direct contact number for club staff 01227 697037.

Daily Routine

Breakfast Club

- We have a limited number of places in Year R, 1 & 2 available for children to start at 7.45am to allow parents to get to work. Children will be supervised in the hall while activities are set-up. **Prior agreement must be sought if you require this earlier session.**
- 8.00am – 8.25am Parents bring their children to breakfast club which is situated in the school hall. A range of activities are set out for the children to use.
- As children arrive they should wash their hands before eating, then line up and select their freshly prepared breakfast.
- Children can bring a toothbrush and toothpaste in a named wash bag to clean their teeth after they have eaten, should you want them to.
- 8.30am Tidy up time encouraging the children to take responsibility for the resources and environment.
- 8.35am children are escorted to their classrooms where their teacher will meet them.

After School Club

- 3.15pm – 3.20pm Children are escorted from their classroom to the school hall by their class adult.
- 3.20pm – 5.00pm Children can choose from a range of play and planned activities both indoors and outdoors. A variety of fruit and healthy snacks will be available until 3.30pm and water and milk are available throughout the session.
- 5.00pm – 5.30pm A hot cooked meal is served to all children. A three-weekly menu is available and all dietary requirements are catered for. **Please try to avoid collecting your child during this time.**
- 5.30pm – 6.00pm Indoor activities continue to be available until all children have gone home.
- Uncollected children – If a child has not been collected by 6.00pm, and no message is received from parents, we will contact the parents by telephone in the first instance. If there is no reply then we will contact the other emergency contacts for the child. **If all emergency contacts are unavailable, after approximately 45 minutes, the police and social services will be informed.**
- **A charge will be levied for late collection after 5.00pm where the session has only been booked until 5.00pm. A fee will be charged at £2.00 per child.**

- **For late collection after 5.10pm an additional fee of £10.00 will be added.** This charge will be added to the following month's invoice.
- A charge will be levied for late collection after 6.00pm. **A fee will be applied for late collection from 6.00pm onwards at £10.00 plus £1.00 per minute, per child.** This charge will be added to the following month's invoice.

Payment of Fees

Both clubs run during school term time only and in accordance with the published term dates of St Alphege CE Infant school.

It is a requirement of the club that parents pay their fees promptly in accordance with the payment terms.

The parent signing the club registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the School Business Manager as soon as possible. All matters will be dealt with confidentially.

All fees can be paid by cash, standing order, bank transfer, tax-free childcare account or childcare vouchers.

Breakfast club

- Invoices will be produced weekly, in arrears, and you will be charged for the sessions your child has attended.
- Invoices will be sent home with your child where possible.
- Payment will be **due immediately** and can be made by bank transfer, childcare vouchers, cash or cheque, made payable to St Alphege CE Infant School.
- Receipts will be issued for all payments of fees and a copy will be sent to parents.
- Parents should keep their receipts as proof of payment.
- If fees remain unpaid for two weeks this may result in a parent losing their childcare place.
- If a place is no longer required for your child, please notify the school office.

After School Club

- Invoices will be produced at the beginning of each term for the terms sessions you have pre-booked for your child.
- Payment will be due within **14 days of the invoice date** and can be made by bank transfer, childcare vouchers, cash or tax-free childcare account.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session.
- Payment for any additional sessions required throughout the term, or late collection fees will be added to the next terms invoice.
- Receipts will be issued for all payments of fees and a copy will be sent to parents.
- Parents should keep their receipts as proof of payment.
- If fees remain unpaid by the end of the term this may result in a parent losing their childcare place.
- **Four weeks' notice (not including school holidays)** must be given to reduce the number of sessions your child attends at after school club.

- **Four weeks' notice (not including school holidays)** must be given to resign your child's place.

[Related whole school policies](#)

All whole school policies also cover the wrap-around-care provision at St Alphege CE Infant School.

The following policies, as well as others, are available on the school website or can be requested from the school office.

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Charging Policy