

## **MERRYLANDS PRIMARY SCHOOL AND NURSERY**

### **Breakfast and After School Club**

#### **Opening times:**

**Breakfast Club:** 7.00 – 8.45 am

**After School Club:** 3.30 – 6.30 pm

#### **BREAKFAST CLUB**

Children will be offered a choice of cereals, yoghurts, toast (with a variation of spreads), and fruit to begin their day. Parents/Carers are responsible for informing the Breakfast and After School Club Leaders of any dietary requirements, although we will have full access to your child's details kept on the school database.

After the children have eaten they will have the opportunity to get involved in a number of activities. These may include:

- board games and puzzles
- exercise activities (inside using the hall or outside)
- lego or construction games
- comics and/or books
- craft and drawing
- small world and imaginary play

At the end of the session children will be taken to their respective classroom by the Breakfast Club Leaders (any relevant messages will be passed on to the teachers).

#### **AFTER SCHOOL CLUB**

Children in both Reception and Year 1 will be collected directly from their classroom by one of the After School Club Leaders; children in Year 2 to Year 6 will make their own way to the large hall upon instruction of their teacher.

If your child is attending a school club then please inform the After School Club Leaders and they will pick your child up after the club has finished.

All children staying after 3.30 pm will be offered a snack and a drink eg choice of fruit each day, muffins, savoury snacks etc.

Children staying after 4.30 pm will be offered a light tea eg jacket potato with a topping, soup and bread roll, beans on toast, pizza followed by fruit or yoghurt.

Typical activities will include:

- art and craft activities
- sports activities and team games using both the school's indoor and outdoor facilities
- computer games and activities
- cooking (making our own tea – pizzas for example)
- 'Chill Out' area where books and comics will be available
- lego and construction
- board games
- each evening we will assign at least 30 minutes to ensure all children do homework and reading, help will be given if needed
- on occasions, the children may go for a supervised walk to the local play park or Laindon Library

### **Behaviour**

The school rules and Behaviour Policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise.

The Breakfast and After School Club Leaders reserve the right to withdraw the service if a child's behaviour is consistently unacceptable. We will, of course, inform and work with parents before this needs to happen.

### **Staffing**

All Breakfast Club and After School Club Leaders hold NVQ Level 3 or above in Childcare and Education, all have First Aid Certificates and have Level 2 or above in Safeguarding. All staff working in the club will have current DBS clearance.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. In an emergency medical aid may need to be sought. The parent/carer will be asked to sign an accident report on collection of their child.

### **Medication**

The clubs follow the School's Medical Conditions in School Policy, which includes guidance and procedures on Medicines in School and individual health

care plans and Asthma Policies and Procedures. These are available from the Club Leaders on request or can be found on the school website.

### Equal Opportunities

We are committed to taking positive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the School's Equal Opportunities Policy.

### Complaints

All complaints will follow the School's Complaints Policy.

### Fees:

#### Breakfast Club:

- 7.00 am – 8.45 am - £5.00 (with breakfast)
- 8.15 am – 8.45 am - £2.00

#### After School Club

Pick up from school hall and leave at:

- 3.30 pm                    £1.00
- 4.00 pm                    £4.00
- 4.30 pm                    £6.00
- 5.00 pm                    £8.00
- 5.00 pm onwards   £10.00

Children staying after 4.30 pm will be offered a light tea. All children (except 3.30 pm) will have a drink and a snack.

### PLEASE NOTE

On registration and booking we will ask for a £30.00 deposit, this will be deducted from the first Invoice.

### Payment of fees and debt recovery

- invoices will be issued at the beginning of the term
- casual invoices will be issued as the casual sessions are booked
- a monthly/weekly payment plan can be arranged on request (*please speak to Becky*)

Unless there is a monthly/weekly payment plan in place 50% of the termly invoice should be paid by the due date on the invoice with the remaining 50% paid at the start of the half-term during the term invoiced.

Casual sessions should be paid within 7 days from receipt of the invoice.

### Late Payments

If payment is not paid by the due date or there is no monthly/weekly payment plan in place, the following will happen:

- parents will be telephoned to make arrangements for payment. If contact cannot be made by telephone, an email or letter will be sent home
- for termly invoices; an administration fee of £10 will be added to your invoice if fees are still outstanding at the end of the term that the invoice was issued
- for casual invoices; an administration fee of £10 will be added if fees are still outstanding at the end of the half term that the casual session was taken
- should no attempt be made to clear any outstanding fees, we reserve the right to withdraw the child's place until a payment is made or a payment plan agreed
- continued failure to engage and agree payment for outstanding fees will result in civil recovery through the small claims court
- should a monthly/weekly payment plan be in place and the regular payments are not met, a £10 administration fee will be added to each incorrect/missed payment

If you have any queries or questions, or would like to set up a weekly/monthly payment plan please contact Mrs. R. Sherry.

**MERRYLANDS PRIMARY SCHOOL AND NURSERY**  
**Breakfast and After School Club**

**BOOKING FORM**

Name of Child: .....Date of Birth: .....

Year Group: .....Class: .....

Contact Tel No: .....Email: .....

**CROSS THROUGH TIMES NOT REQUIRED LEAVING ONLY THE TIMES NEEDED  
ON THE TABLE BELOW**

**BREAKFAST CLUB**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7.30 – 8.45 am	7.00 – 8.45 am	7.30 – 8.45 am	7.30 – 8.45 am	7.30 – 8.45 am
8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am	8.15 – 8.45 am

**AFTER SCHOOL CLUB**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3.30 pm	3.30 pm	3.30 pm	3.30 pm	3.30 pm
4.00 pm	4.00 pm	4.00 pm	4.00 pm	4.00 pm
4.30 pm	4.30 pm	4.30 pm	4.30 pm	4.30 pm
5.00 pm	5.00 pm	5.00 pm	5.00 pm	5.00 pm
5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm	5.00 – 6.30 pm

Casual one off bookings can be made please do this via email, telephone  
 07720324222 or in an emergency please speak to the School Office

## DECLARATION

### I understand, agree and accept

- ✓ the place offered for my child at the Merrylands Breakfast Club and/or After School Club
- ✓ I should give half a term's notice when my child will cease to attend the Breakfast Club and/or After School Club
- ✓ to pay the normal fee whether or not my child attends on the session reserved or if my child attends part of the session
- ✓ fees are payable as per payment of fees and should be made payable to Mrs. R. Sherry
- ✓ permanent lateness will incur a fee of £2.50 for the first 15 minutes and £5.00 for every subsequent 15 minutes thereafter (*please note we do understand when trains, traffic cause delays*)

I enclose £30.00 (*cheque or cash made payable to Mrs. R. Sherry*), and understand that this will be deducted from the first invoice.

Signed: ..... (*Parent/Carer*)

Print Name: .....

Date: .....

**Please return this form to the School Office in an envelope marked for the attention of the Breakfast Club/After School Club**