Margaret Roper
Catholic Primary School

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Head Teacher: D. J Mooney
Assistant Head Teachers: C. Garcia, E. Holloway

Breakfast & After School Club Handbook:

Welcome to Margaret Roper Breakfast and After School Club. 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 **020 8668 0945**.
For non urgent communication please email business@margaretroper.croydon.sch.uk

Our Ofsted Number is **101797**.

This handbook covers a brief outline of our Breakfast & After School Club 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. If you require a translation of this document, please contact us to see if this can be arranged.

Our goal is to provide all children within our care with a happy, safe, caring and stimulating environment before 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 & After School Club 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 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. Any

concerns of possible abuse will be recorded and it is our duty to pass these concerns to the relevant authorities.

Breakfast and evening snack:

Breakfast is provided from 7.30 to 8.15. The breakfast offered to children will be healthy – please see sample menu below. Children may not bring their own food items for breakfast to the club unless this has been agreed in advance with the Breakfast & After School Club due to an allergy or food intolerance.

Cereals (with semi-skimmed milk): Weetabix, Shreddies, Cornflakes, Rice Crispies, Sultana Bran.

Bread: Brown Bread/toast, crumpets, muffins

Sundries: Low fat spread, low/no sugar jam (various flavours), Marmite, Honey

Fresh fruit

Drinks: Semi Skimmed Milk, Water.

We also offer themed meals from time to time such as bacon rolls.

A light snack is provided for children attending After School Club. This is likely to be a sandwich, possibly soup in colder weather, some fruit and a glass of 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 breakfast enjoyable, interesting and an opportunity for a positive learning experience, encouraging healthy eating. Water is available throughout the session.

Learning through Play:

"Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul." Friedrich Froebel

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

- Fun quizzes, board, computer, team games & activities to encourage co-operative play.
- Reading together.
- Science projects such as growing own plants, seasons, weather.
- Outside activities using the field or playground.
- Creative art; painting, modeling, design, cookery, sewing, drama & role play 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.

Arriving at and collecting from Breakfast & After School Club:

Upon arrival families must drop their child(ren) into the Breakfast Club (there is a Breakfast Club Buzzer at the main door) and club staff will bring the children into the hall. The club will be accessed by the main office door. Please ring the doorbell for admission. If you are driving to Breakfast Club you may access the school car park between 7.30am and 8am. After that time the school is restricted to staff only and you will need to park and walk in.

At the end of the day, in the event that the gate at the bottom of the hill is closed, please press the button marked Margaret Roper Kitchen. This will then be answered by one of the club staff.

Children attending After School Club will be collected from one of the staff at the main door of the school. It is essential that you arrive by 5.55pm at the latest so that club is able to finish on time. Please do not be late; this is distressing for your child and your child cannot be cared for after 6pm.

If you think you may be late to collect your child, i.e. after 5.55pm, please call the club on 0208 668 0945. 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.

Illness and Medication:

Under no circumstances may families bring a child to the Breakfast & After School Club if they are unwell. Please be advised to safe guard the health of all the children we care for the following policy applies:

To safe guard your child(ren) in case of reaction to medication we cannot accept a child into our care within the first 24hrs of receiving a new medication or antibiotics. If your child has; earache, diarrhoea, vomiting, high temperature (37.5°C or 101°F will be considered a contagious fever), a contagious illness, heavy cold, runny nose (other than clear), chesty cough, head lice, thread worm, impetigo, unusual sleepiness or confusion then we will be unable to accept them into our care. We may require a doctor's certificate regarding contagious illnesses.

<u>It is in the best interests of the child(ren) to remain with their families during the time they are ill.</u>

We will need you to sign our register absence book to confirm that your child/ren have been absent due to illness and have been symptom free for 48 hours before their return.

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.
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 and on the school website.

<u>Medical Emergencies:</u>

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 necessary your child(ren) will be taken to the nearest hospital (Croydon University Hospital (prev Mayday), London Road, Croydon 020 8401 3000), where you will be asked to meet us. 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 Breakfast & After School Club following our usual school procedures and accident book. We will call you if necessary and always in the event of a head bump.

All families will need to complete the registration form at the end of this handbook which must be given to the Breakfast & After School Club Leader on the first occasion that their

child(ren) attends Breakfast & After School Club. This must detail any specific dietary conditions or requirements. This form is completed yearly to ensure contacts are up to date. Parents/carers must notify the Breakfast & After School Club 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 & After School Club Staff hold an enhanced criminal records check.
- At least one member of staff will hold a first aid qualification
- We use "Safer food, better business" guidelines from the Food Standards Agency to ensure that we comply with food safety and hygiene regulations.
- The ratio of staff to pupils will be 1:10
- Breakfast Club Staff will escort children to the playground in time for the morning bell. The children will be passed over to the care of the duty teacher at 8.30am. The children will not be left unattended at any time.
- Children attending After School Club will be escorted to the club base at the end of the school day. If they are attending another optional after school activity between 3.00pm and 4.15pm their club leader will ensure that they are handed over safely to the care of after school club staff. **Please note that this applies to school organised clubs and does not include children attending swimming at Thomas More.**
- 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 and a fire blanket is

kept in the kitchen. 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 and After School Club, please discuss it as soon as possible with a member of our highly experienced staff.

Opening Hours: Breakfast Club is open Monday to Friday 7.30 am to 8.30am and After School Club from 3.00pm to last pick up 5.55pm (term time only, excluding inset days). Please note that at the end of terms, when school breaks up at 1.15pm, After School Club will not operate.

Cost: The cost of a Breakfast & After School Club session is outlined on the school website. From September 2023, the following charges apply.

- Breakfast Club £7.50 per session
- After School Club £14 per session
- Combined Breakfast & After School Club £20 per day

Fees are payable through ParentPay and are charged in advance. There are no part sessions. Bookings and payment must be half termly in advance. We reserve the right to make termly changes in rates and policies and will notify you in writing of any changes.

Payment Information:

Payment is made via ParentPay. When your child joins our school you will be given a ParentPay account. If you have any queries about using your ParentPay login please contact the school office. Childcare vouchers and Tax Free Childcare payments are also accepted and many families find these a tax-efficient way of funding their child care. Please contact the school office or the Breakfast & After School Club leader for further assistance.

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. 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.

Complaints Procedure:

Concerns regarding Breakfast & After School Club provision or facilities should be made to the Breakfast & After School Club Leader 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 & 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.

Most issues or concerns will be resolved at the informal stage, however if the matter is still not resolved to the family's satisfaction, please call or write to OFSTED, the registration and inspection unit, who have a duty to ensure that standards are adhered to.

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 MARGARET ROPER BREAKFAST & AFTER SCHOOL CLUB!

Margaret Roper Breakfast & After School Club Registration Form:

To be completed and signed by the parent(s)/guardian(s)/carer(s). Notes for guidance:

1) The full name(s) of the child(ren) should be given, together with the name by which the child is usually known. A separate form should be completed for each child, since the circumstances of each child within the family may be different depending upon their age and development.
2) Margaret Roper Breakfast & After School Club 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.
3) Margaret Roper Breakfast & After School Club should always be informed of any allergies or health problems that your child may have. If your child requires any form of medication or treatment, this needs to be made known to the Leader and you may be required to complete additional consent forms regarding the administration of this medicine.
4) If a language other than English is regularly spoken at home, it will be useful for the Breakfast & After School Club Staff to know some of the basic words your child may use.
5) The child record form should be signed and dated by the parent(s)/guardian(s)/carer(s) on completion and given to Margaret Roper Breakfast & After School Club.

I/We confirm that we have received a copy of the handbook for Margaret Roper Breakfast & After School Club and are aware that this is part of our Contract with Margaret Roper Primary School. We understand that we can view the School's full policies and procedures during opening hours and can request copies of the above at anytime (paper at printing cost and email (no charge)).

CHILD'S NAME:

DATE OF BIRTH:

HOME ADDRESS:

TELEPHONE NUMBER(S):

DETAILS OF PARENT(S)/GUARDIAN(S)/CARER(S):

NAME:

ADDRESS if different from childs':

PLACE OF WORK:

ADDRESS:

WORK TELEPHONE NUMBER:

PARENTAL RESPONSIBILITY: YES/NO

DETAILS OF PARENT(S)/GUARDIAN(S)/CARER(S):

NAME:

ADDRESS if different from childs':

PLACE OF WORK:

ADDRESS:

WORK TELEPHONE NUMBER:

PARENTAL RESPONSIBILITY: YES/NO

EMERGENCY CONTACT (OTHER THAN ABOVE)

OTHER PERSONS WHO MAY COLLECT CHILD:

CHILD'S DOCTOR:

ADDRESS:

TELEPHONE NUMBER:

IMMUNISATIONS/VACCINATIONS:

Has the child been fully immunized against: Diptheria ( ) Whooping Cough ( ) Tetanus ( ) Polio ( ) Measles ( ) Mumps ( ) Rubella ( ) Hib Meningitis ( )
Boosters Hib Meningitis ( ), Pre-school ( ) Other

ANY ALLERGIES / SPECIAL DIET / HEALTH PROBLEMS / CHILDHOOD ILLNESSES / HOSPITAL STAYS OR OPERATIONS:

LANGUAGES SPOKEN AT HOME:

ANYTHING ELSE MARGARET ROPER BREAKFAST & AFTER SCHOOL CLUB SHOULD KNOW ABOUT?

Signed:

Full Name:
Relationship to Child:
Date:

Signed:

Full Name:
Relationship to Child:
Date:

<u>Permission form for Emergency Medical/Dental Treatment.</u>

I/We authorize Margaret Roper Breakfast & After School Club to give

(or take for) emergency medical/dental treatment should that be required. Please list anything your child(ren) are not allowed to receive:

Signed:

Parent/Guardian/Carer. Date:

Permission form for Digital Photographs/Video Clips to be taken

I/We authorize Margaret Roper Breakfast & After School Club to take photographs/video clips of

during activities at the Club. I/we agree that copies can be given to the other parents if their children are in the photograph also. I/We agree that the photographs can be used for both Margaret Roper Breakfast & After School Club & School's leaflets and website.

Signed:

Parent/Guardian/Carer. Date:

Please provide the full name, address and contact details of your **Childcare Voucher Company** if required:

Company Name:

Address:

Contact Details: Telephone Number
Fax:
Email:

You will need to contact them directly to ensure that you are registered with them.

Please return forms to:

Margaret Roper Breakfast & After School Club, Margaret Roper School, Russell Hill Road, Purley CR8 2XP