



Mount Hawke Academy

BREAKFAST CLUB / AFTER SCHOOL CLUB 'PLAYZONE' POLICY

Our Core Aims

- To provide an affordable, early drop off childcare facility for parents/carers & similar childcare and collection facility at the end of the day
- To provide a welcoming, safe and secure environment for pupils before the beginning & end of the school day.
- To provide children with a nutritious breakfast at the start of the day in a pleasant, calm and relaxed environment.
- To provide children with a pleasant, calm and relaxed environment at the end of the school day.

Introduction

'PLAYZONE' is part of our extended service, offering families additional child care facilities before and after school hours, from 7.45 am until 8.30 am and 3 pm until 6 pm, Monday to Friday, term time only.

Children are able to use the school facilities including the outside play area, adventure playground, as well as ICT equipment, including iPads. They can also participate in cookery, craft making and other activities and games.

THE PLAYZONE TEAM

Loraine Van Evelingen is our 'PLAYZONE' leader.

Our friendly team are more than happy to discuss your individual child's requirements and have extensive knowledge and experience within this setting to assist you.

REGISTRATION & BOOKING

Should you wish to take advantage of this wrap around care service, please contact us in the following ways:

If at all possible, please book in advance, although bookings can be made on the day up to 12pm by ringing the office number 01209 890230.

A registration form will be need to be completed to use this service.

This form must be returned prior to your child starting their first session. One can be downloaded from our website www.mounthawke.org

All users of the Playzone facility must adhere to the terms of this policy.

FEES

You have the option of paying for 1, 2 or 3 hours of care and we offer a discount for additional siblings.

Monday-Friday	Cost for one child	Cost for subsequent child
3pm-4pm	£3.75	£3.00
3pm-5pm	£7.00	£6.00
3pm-6pm	£9.00	£8.00

Please note that a minimum of 24 hours notice must be given for cancellations or you will be charged for the session. You will not be charged if your child is booked in and then is off unwell.

Please note that payments must either be made at each session or in advance and therefore if you are not up-to-date with payments or in credit you will not be able to take advantage of this service until you are.

CHILD CARE VOUCHERS

We are also registered to accept the following childcare vouchers which can be used as payment for your child's sessions. Links to the relevant websites are on this page.

Sodexo - our Carer ID number is: 822614

Edenred - our Carer ID number is: P20725343

Arrival and Departure at Breakfast Club / After School Club

Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the main school office entrance.

All children will be taken directly to the playground at 8.30am, where staff will be on duty as the gates are opened.

At the end of the day, children meet in the PlayZone room for registration.

When you come to pick up your child, please come to the main door and use the walkie talkie button that will be available to contact the staff.

Breakfast

Children will be offered a breakfast which will include:

- Fruit juice
- Cereal
- Toast with jam/honey/marmite
- Yoghurt
- Fresh fruit

Staff will encourage all children to eat an adequate breakfast that will enable them to be successful in their learning throughout the morning until lunchtime.

Breakfast will be served to children by 8.15am and any child wishing to have breakfast must have arrived by this time.

After school snacks

These will include: wraps, cheese, fresh fruit, fresh vegetables, water

Behaviour

Whilst attending Breakfast Club / After School Club, children are expected to follow our whole school rules leading to:

- Using socially acceptable behaviour.
- Respecting one another, accepting differences of race, gender, ability, age and religion.
- Choosing and participating in a variety of activities.
- Asking for help if needed.
- Enjoying their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents/carers/teachers to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents/carers/teachers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, whether during school time or after or before school, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

All accidents will be dealt with as they are during the school day & recorded in the accident book.

Accident records will give details of: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during Club will be contacted immediately.

Medical conditions

It is the parents' responsibility to inform the breakfast club /after school club staff of any medical conditions/allergies that could affect the child during the club

Any prescribed medication needed should be provided to the breakfast club staff in line with school policy.

It is the parents' responsibility to ensure that all emergency medication is still within its usage date.

It is the parents' responsibility to inform the breakfast club / after school club staff of any changes to medical information.

Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written; the original plan will be shared with breakfast club / after school club staff.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Behaviour policy

Complaints

The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually.

Review Date

September 2017