



## The Runway Club Policy (Breakfast and After School Childcare)

**Policy approved and adopted:** July 2019

**Review date:** July 2020

### **Introduction**

The Runway Club (“Club”) is run by Cove Junior School (the “school”) and exists to provide quality wrap-around care for children at the school. It aims to support working parents by providing before and after school childcare from 7:45am to 8:35am and from 3:25pm until 5:45pm respectively. In addition, the Club aims to offer the children breakfast each morning and a light snack at the end of the school day in a safe and friendly environment.

### **Admissions**

Only children attending the school are eligible to attend the Club. All places are subject to availability and will be allocated on a “first come first served basis”.

A registration form must be completed prior to the child’s commencement at the Club and a booking form completed for each half-term to make regular bookings. In addition, a completed new joiner school consent booklet must have been returned to the School Office before the first session.

All parents will receive a paper copy of this policy and this policy is available to view via our school website.

Ad-hoc bookings can be made, provided there are spaces and parents/carers have previously completed the registration process.

### **Arrival and Departure**

#### Breakfast Club

Breakfast Club commences at 7.45am. Children should **not** be dropped off or enter the school building before 7.45 a.m as there is not adequate staffing to supervise them before this time. Children’s attendance is recorded in a register and a member of staff will register all children as they arrive. Children will be released to go to their classroom at 8:35am.

#### After School Club

After School Club commences at 3:25pm and children who are attending, on a particular day, will walk from their classroom to the Club as soon as they are released by their class teacher. Children’s attendance is recorded in a register. A member of staff will take a register of all children and will liaise with the class teacher/School Office to determine any reason why a child is not accounted for.

Access to the After School Club is via the main entrance to the school. When a child is collected at the end of or during a session, they must be signed out by a parent/carer or a named collector. Parents/carers must ensure that any person who may collect their child is listed on the Club registration form and that any changes or amendments are notified to the school office.

### **Food and drink**

Children who attend the Club for a morning session will be provided with a choice of healthy breakfast and children who attend an after school session will be provided with a light snack. Children are provided with adequate food and drink, prepared on the premises by staff; snacks are healthy and nutritious. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school's status as a "Healthy School". Fresh drinking water is available to children at all times.

### **Behaviour**

School policies, including the School's Behaviour Policy, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the Club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the Club for a period of time deemed appropriate by the Senior Leadership Team.

### **First Aid**

All accidents will be recorded in the school accident book and accurately reported to the parent/carer upon collection. All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the Club will be informed of their absence and the parent/carer will not be charged for the session.

### **Uncollected children**

The Club closes at 5:45pm. If, due to unforeseen circumstances, a parent/carer is going to be late, they should contact the Club as soon as possible. If a child has not been collected by 5:45pm, parents will be contacted by telephone.

If a child has not been contacted by 6:30pm and the Club has been unable to reach a parent or any of the emergency contacts, a member of staff will inform the police and Social Services.

A charge of £3.50 per 15 minutes for late collection after 5.45pm will be levied. The child will not be able to attend any subsequent sessions until the late fee is paid.

### **Fees**

Current fees for the Club are detailed on the school's website. The School reserves the right to change the fees and will provide parents with prior written notice of any proposed changes.

### **Payment of Fees**

All fees must be paid in advance for regular bookings and payment for ad-hoc sessions must be made on the day. Failure to make payment in advance of a session will result in the booking being cancelled. The parent/carer signing the booking form is responsible for payment of all fees.

We would prefer fees to be paid online using our Scopay system or childcare vouchers. Please contact the School Office if you need to make alternative payment arrangements. .

All fees must be paid in advance and we would prefer payment to be made half-termly in advance. Payment schedules will be sent out periodically setting out outstanding balances. If payment is not received by the due dates this may result in a parent losing their childcare place.

If a parent is experiencing difficulty with payment of their fees, they should contact the School Office staff as soon as possible.

Payment for last minute, ad hoc sessions, must be made on the day of the session. Failure to do this may result in a child being unable to attend future sessions run by the Club.

### **Cancellation of booking**

If a parent/carer wishes to cancel a booking (other than absence from school due to illness), notification must be received by the School Office at least 2 school days before the date of the session. If we do not receive sufficient notice, it may not be possible to offer a refund.

Parents/carers will not be charged for sessions where a child is absent from school due to illness or where the child has been sent home from school that day due to illness.

### **Closures**

Please note that school clubs will not run on INSET days or during the school holidays.

If any unforeseen circumstances arise which necessitate closure of the Club on a particular day, parents/carers will be contacted, as soon as possible, to enable them to make alternative arrangements.

### **Policies and parental consents**

School policies, including behaviour, apply in the same way as they do during the main school day.

All permissions and authorisations given by parents/carers will apply to their child whilst attending the Club in the same way as they do during the main school day.