Breakfast Club and Afters

Terms and Conditions & Information Booklet

This information booklet is designed to tell parents all they need to know about Breakfast Club and Afters, including the registration process. It includes:

- The aims & objectives of the clubs
- General Information
- A link to the form required for the service

Important Forms:

Breakfast and Afters Change Form (including Adhocs)

Aims & Objectives

We aim to provide a high quality Breakfast Club and Afters provision that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy and that it offers a reliable, high quality and consistent service.

For a child this means an environment that is safe, supportive and engaging. It is a place to be with friends as well as make new ones, to be able to try out new activities, relax if they choose, have fun and enjoy themselves.

General Information

The fees and hours of operation are as follows:

	Termly bookings	Adhoc sessions	Operating times
Breakfast Club	£6.00	£6.50	From 7:30am
Afters: Early Years (Nursery / Reception)	£17.30	£21.60	Until 6:00pm
Afters: Year 1 – Year 6	£15.00	£20.50	Until 6:00pm

Ad-hoc sessions are dependent on availability and, wherever possible, should be booked 24 hours in advance by contacting the school office.

Breakfast Club and Afters operates 5 days a week during term time only.

Booking

Booking is made through your child's Arbor account. Please contact the school office, who will help you to book our child's place using Arbor, our Management Information System. If you wish to change the regular days your child attends, you will need to complete a Breakfast and Afters Change Form (including Adhocs).

Fees & Payment

Notice of any changes to fees will be given in writing as soon as possible. Fees are non-refundable. However, an overpayment will result in a credit to your account. Please note that fees will not be waived or credited due to absence i.e. sickness or holiday.

Please note, late or non-payment of fees will result in the withdrawal of your child's place from Breakfast Club/Afters.

We also accept Child Care Vouchers, through the Government Childcare Scheme or through a private childcare voucher provider arranged by your employer.

Cancellation

A minimum of four weeks' notice must be given if you wish to reduce your child's days or cancel a regular place at Breakfast Club/Afters. This notice must be provided by completing the Breakfast and Afters Change Form (including Adhocs).

Drop Off and Collection

Children can arrive at Breakfast Club anytime between 7:30am and 8:15am (although please note that breakfast is only served until 8:30am). Please ring the buzzer at the Nile Gate for entry.

Children in Nursery / Reception should be collected from Effra Gate – you will need to phone the Afters mobile number (07580363621) and your child will be bought to the Gate.

Children in years 1 – 6 should be collected from the Nile Gate – you will need to phone the Afters mobile number (07580363621) and your child will be bought to the Gate.

A Late charge of £1.00 per minute will incur if you are late to collect your child after 6.00pm. Staff will sign your child out of the register at the close of the session. It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.

If children are booked into Afters on a day when they participate in a Club activity eg. Sports, art, etc. they will be taken directly from their Club to Afters, where they will still receive their light warm snack.

Food

A hot and cold breakfast option is offered every day at Breakfast Club, between 7:30am and 8:30am.

A light warm snack prepared by the School Caterers, will be provided at Afters from 3:30pm A menu is available on the School website.

Water will be freely available throughout the session.

Emergency Contact Numbers

The School Office is open from 8:00am to 4:30pm and be contacted on 020-8679 5005. The emergency Breakfast Club / Afters number for outside of these hours is 07580363621.

Policies and Procedures

Breakfast Club and Afters adhere to the School's policies on Accident and Emergencies, Sickness, Safeguarding, Discipline, COVID-19, etc. Please refer to the School's website for further information about these policies.

If you have any concerns about Breakfast Club or Afters, please speak to the Manager, Mrs Andrea Williams, or email the School Office on admin@isaprimary.school.

Removal from Breakfast club/Afters

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable and where the Manager considers that the continued presence of the child is incompatible with the interests of Breakfast club and/or Afters. There will be no refund of fees in these circumstances.

Early Years Afters

'Little Afters' provides wraparound care for our youngest learners. After enjoying a hot meal in the hall, children return to the Early Years area, a familiar, nurturing, and calm environment. There, they can take part in a range of carefully planned activities designed to reflect their age, interests, and developmental needs, helping them to relax, play, and enjoy the end of a busy day.

Examples of Activities

There will be a number of activities on offer during Breakfast Club and Afters. These activities will change on a daily basis and are planned by the Manager and staff. Activities may include a chance to complete homework, quiet reading, outdoor play, creative play, cooking and collaborative games, amongst other opportunities.