



CHRIST CHURCH CofE (VA) PRIMARY SCHOOL AND NURSERY

Café Play

Breakfast and After School Club

Policy & Procedures



INTRODUCTION

Christ Church School is a Voluntary Aided Church of England School within the Diocese of St Albans. Café Play is the school's breakfast and after school provision which looks to provide a safe, caring and fun childcare environment which is open to all pupils who attend Christ Church School and has a large and varied selection of games and equipment, both indoor and outdoor.

The Club is fully Ofsted approved and all staff are fully trained in Food Hygiene, First Aid and are DBS checked.

PURPOSE OF THE POLICY

To describe how the school delivers a breakfast and after school club service which is affordable, sustainable and of quality.

AIMS

Through our club we intend to;

- Provide opportunities for fun, enjoyment and learning through a range of activities
- Encourage children to develop friendships between age groups and work together co-operatively

ROLES AND RESPONSIBILITIES

Jacqui Fearn and Jacky Fryer are the Breakfast and After School Club Leaders

All staff have an enhanced DBS check.

SESSION TIMES & PRICES

Breakfast club	7.45am – 8.40 am	£5.00
After School club	3:15 pm - 5:15 pm	£9.00
	3:15 pm - 6:00 pm	£12.00
Ad-hoc Bookings	3.15 pm – 5.15 pm	£10.00
	3:15 pm – 6:00 pm	£13.00

Children of staff at Christ Church School and those entitled to Pupil Premium receive a discount of 25% (reviewed on an annual basis).

DROP OFF & COLLECTION

Breakfast club

Children must be dropped off and signed in by an adult. Children should arrive by 8:15am in order to have breakfast. Children are escorted to their classrooms by the Club leader/Assistant at 8:40am.

After School club

Children will be collected from their classrooms at the end of school by the Club play leaders. Children will be provided with a light snack tea.

An adult must sign-out children before they leave or, with written parental consent, a suitable non-primary school age child will be permitted to collect. In these instances, the parent must accept legal responsibility for their child.

Children need to be collected no later than their designated finish time. If you are unexpectedly delayed, please let the Club Leader know by phone on **07522 539275**. Children can be collected earlier than the end of their session, but the session will still be charged at the full rate.

LATE COLLECTION

We accept that occasionally unavoidable delays occur, however, persistent or avoidable late collection will incur a charge of £5.00 per child for every 15 minutes or part thereof after their collection time. Persistent late collection may result in a withdrawal of the Café Play place.

For the purpose of the policy we deem persistent lateness to be 3 occasions in a half term/6 week period.

ADMISSION AND BOOKING PROCEDURES

Bookings are available by contacting the School Office on 01920 462 158 or by emailing cafeplay@christchurch.herts.sch.uk.

Places are available for pupils who attend Christ Church School and they are allocated on a "first come, first served" basis.

Wherever possible with new allocations priority will also be given to siblings of existing families.

In the event of there being more applications than available places, children will be added to a waiting list and notification sent as or when places become available.

Parents must complete the necessary paperwork, before their child can attend the club, we require a signed declaration confirming you and your child/ren will adhere to the policy as well as contact details for those with parental responsibility and details of any allergies or medical conditions your child/ren has.

METHODS AND FREQUENCY OF PAYMENT

Fees are charged on a half termly basis, and your account should be brought up to date by the end of each half term. Payment for the club can be paid by BACS, Childcare Vouchers or the Government's tax-free childcare scheme.

PAYMENT OF FEES

We request that payment for the club be **made in advance**. Any money owed to the school has an impact on the budget and may affect the resources we can provide to the children. We hope that parents understand this and will make every effort to avoid owing the school money. Payment for your space should be made in the half term for which your child attends. If the School does not receive the payment within 6 weeks of the start of term, the Debt Recovery Policy will be followed. Failure to pay may also result in your child losing their place in the club.

CANCELLATIONS/NON-ATTENDANCE

If your child is not going to attend a Café Play session, please notify the School Office via cafeplay@christchurch.herts.sch as soon as you are able to do so and also contact the Club Leader directly on 07522 539275. The full charge for the club will stand in the case of absences.

There will be no charge for the Club when children in Year 6 are on the School organised PGL residential trip or if your child is representing the school at Sporting events.

Increases and amendments to existing bookings can be without an advanced notice period.

If you wish to withdraw your child permanently from a Café Play session/s, there is a 6 week notice period (½ a term).

If the school have to cancel a session, this would usually only be due to adverse weather conditions or problems with the school building e.g. no heating or water supplies. In these instances, no charge will apply.

In the event of closure, a member of staff will contact parents as soon as possible.

AFTER SCHOOL ACTIVITIES

If your child is attending an after-school activity, they will still need to be booked into Café Play for the duration of the club (6.00 in the event of Christ Church Beavers). This is to ensure childcare in case the after-school activity is cancelled or your child does not wish to go.

PERSONAL INFORMATION

Contact details, medical & allergy information will be passed from the School Office to Café Play prior to your child joining the club.

FOOD AND DRINK

Children are provided with food and drink, this is prepared on the premises by the staff.

MOBILE PHONES

We do not allow children to have mobile phones in the club. Children who bring their mobile phones to the school will have them stored safely until they are collected.

Parents and all other visitors must **not** use their mobile phone - or any other device to take photographs within the club. This includes taking photographs of their own children.

FIRST AID

The club has access to first aid and the Club Leader holds a current First Aid Certificate. All accidents will be recorded in the accident book and reported to the parents/carers on collection. 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.

ACCESSABILITY AND EQUAL OPPORTUNITIES

We are committed to taking positive and pro-active 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.

RATIOS/STAFFING

All staff will adhere to the School's Code of Conduct and all other School Policies. We aim to work toward a ratio of 1 adult to 10 children.

SAFEGUARDING

All After School Club staff have an enhanced DBS check and attend Child Protection training. Staff are familiar with the Child Protection and Safeguarding Policies and are clear how to deal with any safeguarding concerns.

The Club is led by a member of staff with a Level 3 qualification, appropriate to the post.

LOCATION

Club sessions will be held in the Dining Hall, the main school hall and the school's outside space.

BEHAVIOUR

The School Rules, Positive behaviour policy and Anti-bullying Policy will be followed to ensure consistency for the children at the club. We expect good behaviour and respect for others. If your child continues to demonstrate unacceptable behaviour and we have explored all avenues of support and intervention, the after-school club reserve the right to withdraw the service.

COMPLAINTS

All complaints will follow the school's Complaints Policy which can be found on the school website.

All people with responsibility for collecting your child from Café Play must sign the following declaration:

Parental Acceptance of Café Play Policy & Procedures:

January 2025

Parent/Carer 1:

I have read, accept and will adhere to the terms of Café Play Policy and Procedures

Name (Printed).....

Signed Date:

Name of Child/Children: Class:

..... Class:

Contact Number:

Parent/Carer 2:

I have read, accept and will adhere to the terms of Café Play Policy and Procedures

Name (Printed).....

Signed Date:

Name of Child/Children: Class:

..... Class:

Contact Number:



Registration Form for Christ Church CofE (VA) Primary and Nursery

Child's Details

Surname			
First Name		Preferred name	
Date of Birth		Age	
Home Address			

Parent/Carer Details

Contact 1	Name	Parental Responsibility? Yes/No
	Address	Relationship to Child Authorised to collect? Yes/No
	Postcode	Telephone Numbers Home Mobile Work
Contact 2	Name	Parental Responsibility? Yes/No
	Address	Relationship to Child Authorised to collect? Yes/No
	Postcode	Telephone Numbers Home Mobile Work
Contact 3	Name	Parental Responsibility? Yes/No
	Address	Relationship to Child Authorised to collect? Yes/No
	Postcode	Telephone Numbers Home Mobile Work

Please note, the safety of your child is our priority. We require written permission for anyone other than yourself or an adult stated on the form to collect your child.

Child's Personal Details

Does your Child have any special dietary needs or allergies?	Please tick below if none, otherwise please provide further details ☐ None
Does your Child have any special needs or any disability?	Please provide further details

What support will they require?	

Permissions

Please initial by each box to confirm you take full responsibility for your Child;

	Parent/Carer Signature
I give permission for staff to give First Aid to my child	
I give permission for the staff to use plasters on my child	
I give permission for staff to phone an ambulance and take my Child to the nearest A&E Unit to be examined, treated or admitted should they feel it necessary. <i>This is on the understanding that the parent/carer has been informed and will meet staff at the hospital.</i>	

Signed Declaration

I confirm I have read, agree and will adhere to the Café Play Breakfast and After School Club Policy and agree to the rules regarding payment of fees.

Parental Details

Print name	Date
Signature	