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A Learning Ladder for Life

Breakfast Club and After School Club Revised Terms and Conditions (November 2022)

Breakfast Club runs daily from 7.30am until 8.40am. **Please note, the last entry for Breakfast Club is 8.00am regardless of whether your child requires food.** After School Club runs from 3:15pm until 6pm. There is an option to book a shorter session for After School Club which is from 3.15pm until 4.30pm (this session does not include food).

Places must be booked on ParentPay and the following table shows the cut off times for bookings. **If a place is not booked before this deadline, your child will not be able to attend.** In order to manage staffing ratios, we limit the number of children in Breakfast and After Care Clubs so book early to avoid disappointment.

Day	Required Session	Must be booked by midnight on
Monday	Breakfast Club After School Club	the Saturday before
Tuesday	Breakfast Club After School Club	the Sunday before
Wednesday	Breakfast Club After School Club	the Monday before
Thursday	Breakfast Club After School Club	the Tuesday before
Friday	Breakfast Club After School Club	the Wednesday before

Booking

Booked in advance as per the chart above:	
Breakfast Club 7.30am - 8.40am (entry must be by 8.00am)	£3.00
After School Club 'Short Session' 3.15pm - 4.30pm	£5.00 Please note this session does not include food.
After School Club 'Long Session' 3.15pm - 6.00pm	£11.00 This includes a light snack

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL



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Aims

- This provision aims to provide an affordable child care facility for parents before and after school.
- To provide a safe, welcoming, calm and secure environment for children with a range of activities.
- To provide healthy, nutritious food for pupils.

Staffing

- The school will operate a minimum 1:15 staffing ratio; your booking in advance helps us to ensure this.
- All staff hold fully updated DBS and safeguarding checks.
- All staff have completed Emergency First Aid training and Food Hygiene training.

Payment, Cancellation and Late Collection

- Payments and bookings must be made in advance via ParentPay as per the chart overleaf.
- For the After School Club, all children should be collected no later than 6pm when the club closes. Any children not collected by 6.00pm will incur an additional £10 late charge and a further £5 per 15 minutes (this is to cover additional staffing costs).
- For Breakfast Club, children not booked on will not be able to attend. For After School Club, if your child attends but is not booked on, a Late Booking Fee of £5 will be applied.
- If a debt of over £20 occurs then the child will not be able to attend until this is cleared.
- If your child does not attend a session they are booked on to, this is not refundable.

Behaviour

- Children are aware of our Behaviour Policy and they are regularly reminded of the expectations.
- Children will be encouraged to use the restorative approach. Unacceptable behaviour is always discussed with the child in order for them to understand why their behaviour is unacceptable.
- It may sometimes be necessary to inform the child's parent/carer if unacceptable behaviour continues so that a joint approach can be used.
- In exceptional circumstances the offer of a place at the after school club may be withdrawn.

Food

- Both Breakfast Club and After School Club operate a healthy menu.
- In the After School Club, children will have a light snack. Fruit juice, water and a variety of fruit will also be available. Breakfast Club offers a buffet style continental breakfast including: cereal, toast, yoghurts, fruit. Please note that the 'Short Session' at After School Club does **not** include food.
- Dietary needs and allergies can be catered for if we are given prior notification. All dietary requirements should be discussed with the school.

Activities and Resources

- A varied range of activities can be enjoyed at After School Club. Including organised games, board games, arts and crafts activities, reading, Lego etc. as well as making use of the school's outside spaces.

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A member of Swale Academies Trust

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent, ME10 1JS



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