



Breakfast & After School Club

Terms and Conditions

In order for the Breakfast Club and the After School Club to run efficiently and safely, we need to make you aware of the following procedures:

Breakfast Club

- All places for the Breakfast Club must be booked and paid for in advance using the Arbor App. Booking closes at 4pm for the following day.
- Places are limited and allocated on a first come, first served basis.
- We will not allocate a place without prior booking.
- Children will not be admitted to the club if fees are outstanding.
- Children must be delivered to the Breakfast Club by an adult, from 7.45 am onwards. If you arrive earlier than this, you will need to wait with your child. Please do not let children make their own way to main entrance.
- There is a special doorbell dedicated to the Breakfast and the After School Club near the main entrance. Please ring and a member of staff will come to collect and register your child.
- Please do not use the school car park when dropping off your child.
- The ratio of staff to children will not exceed 1:15 and there will always be more than one member of staff.
- The Breakfast Club has a direct telephone line to be used in an emergency only. The telephone number is 07344 308606.

After School Club

- All places for the After School Club must be booked and paid for in advance using the Arbor App. Booking closes at 11.30pm for the following day.
- Places are limited and allocated on a first come, first served basis.
- We will not allocate a place without prior booking.
- Children will not be admitted to the club if fees are outstanding.
- Children will be taken by a member of staff to the After School Club.
- The After School Club will operate from 3.30pm to 5.30pm. You may collect your children anytime during this period. There is a special doorbell dedicated to the Breakfast and the After School Club near the main entrance. Please ring to alert a member of staff from the After School Club.
- All children must be collected and signed out by an adult. No children will be allowed to leave the school site on their own, or be collected by other children. Please let staff know if a different adult is collecting your child.
- All children must be collected by 5.30pm.
- Please do not use the school car park when collecting your child.
- The ratio of staff to children will not exceed 1:15 and there will always be more than one member of staff.
- The After School Club has a direct telephone line to be used in an emergency only. The telephone number is 07344 308606.

Late Collection Procedure

- Before 4pm, please inform us of a late collection by calling the school office on 01430 873159, emailing us (mwis@eastriding.gov.uk) or use the Arbor App.
- After 4pm, contact the After School Club direct on 07535 774924 as soon as possible.
- All children must be collected by 5.30pm. If a parent/carer is late collecting their child (after 5.30pm) a charge of £10.00 per child will be made to cover the cost of staffing. The cost will be automatically charged to your child's account or you will be contacted should there be insufficient funds available. Should the cost not be met, the school will have the right to refuse admission to the Club.
- If late collection occurs three times, the school will have the right to refuse further bookings.

Childcare voucher/payment schemes

In line with government guidance to help make childcare affordable for parents, the school accepts childcare vouchers to pay for the Breakfast and After School Club. Parents should be aware of the following:

- Voucher payments must be received in advance; bookings with vouchers cannot be made until the credit has been allocated to your account.
- If you have already used your vouchers, any extra additional days required must be paid for when booking.
- The school is able to provide information to the relevant authorities for parents claiming working family tax credit.

Cancellations

- You can cancel a booking by emailing the school office or sending a message via the Arbor App at any time.
- For a refund for your booking, you must contact us in writing **by 10.00am the day before the booking**. Cancellations without the correct notice will still be charged for.
- Cancellations without the correct notice due to an emergency may be refunded with school business manager approval.

Behaviour

The school's Behaviour Policy will be followed within the Breakfast and After School Club. All members of the Club, including staff, parents, children and visitors are expected to treat each other with respect. Bullying will not be tolerated. Staff will discuss with parents any behaviour issues relating to their child that need to be highlighted. If a child is warned three times within a half term or a serious incident has occurred, the school will have the right to refuse further bookings for a given period of time.

Safeguarding

School staff have a duty by law to take action if they suspect that a child may be subject to any form of abuse and report their concerns to the appropriate authorities. Concern is first and foremost for the welfare of the child. Before and After School Club staff will report any concerns to the appropriate safeguarding authorities.

Policies

The Club will follow the school's policies in all matters. This includes policies for Health and Safety, First Aid and Child Protection. All staff are fully trained to meet the necessary requirements. Copies are available on the school website or by request at the office.

Pupil Information

The Breakfast Club and After School Club use contact details and medical information from current school records. Parents are responsible for ensuring they inform the school office of any changes to pupil information. Only pupils attending Market Weighton Infant School are eligible to attend the Breakfast and After School Club.