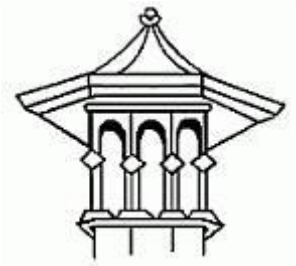
Walkern Primary School's Breakfast & After-School Provisions



Dear parents/carers

Our Breakfast and After-School Clubs have become increasingly popular over the last 12 months and we have now reached the point where we need to introduce further rigour in how we manage and administer the clubs.

Our primary aim is a safe and fun wrap-around care provision for the children that is self-funding. Therefore, establishing a booking process so that we know how many children are going to the clubs each day will ensure that we have sufficient staff cover and supplies, with this in mind we are asking that parents book their children onto the clubs using our new Arbor app.

Prices & Times Per Child -

- Breakfast Club 7.45 am £6.00
- 3.15pm to 3.30pm £2.50
- 3:15pm to 4:15pm £6.00
- 3:15pm to 5:00pm £10.00
- 3:15pm to 6:00pm Not available at this time

WASP - Principles of Operation

1. ***Availability*** - Walkern Breakfast and After-School Club runs every day in school term except INSET days, Bank Holidays, the final day of the school term and days when Walkern school has to close unexpectedly.

2. All children in the local area are welcome at Walkern Breakfast and After-School Clubs, but if the clubs are oversubscribed priority will be given to those children who currently attend or have attended Walkern Primary school.

3. ***Governance*** - The Walkern Breakfast and After-School Clubs are provided by Walkern School and are managed and governed by the school. The maximum capacity at any session of Breakfast or After School Club is 30 children.

4. ***Aims and Objectives*** - The aims and objectives of the Walkern Breakfast and After-School Clubs are to:
    - provide good quality wrap-around childcare for children up to the age of 11 between 7:45 am and 5:00pm;
    - be financially self-sustaining, able to self fund salaries of staff, facilities and consumables, and,
    - implement and generally maintain a staff : child ratio of 1:8 until 4:30pm[1].

5. ***Registration*** – Parents/carers are asked to sign their child/children into Breakfast Club and out of After-School Club; this is for each child's safety above every other consideration.

6. ***Getting into School and After-School Club*** - The school will ensure that every child who attends the school and who attends Breakfast Club gets safely into school, and that every child who attends the school and who attends After-School Club gets safely from the end of lessons into After-School Club[2].

7. ***Food*** - A breakfast selection of milk, cereals, toast, toasties, fruit and yoghurt will be provided to children attending Breakfast Club between 07:55 and 08:30am. A snack[3] of sandwiches or toasties, and fruit will be provided to children attending After-School club between 3:30 and 4:30pm. Generally snacks will not be served after 4:30pm.
8. ***5***:00pm. Late pick up will be charged at £32.00 after 5:00pm. Persistent failure to pick children up on time, may, at the discretion of the school mean that these parent/carers are asked not to send their child/children to After-School Club in the future.

9. ***Booking a Place*** – To ensure a place, all regular sessions must be pre-booked in advance at the start of every half-term. You can now book all sessions on the new Arbor App. If your child has not previously attended Breakfast or After-School Club then a Registration Form must be completed and returned to the school before their first attendance. The Registration Form will also be made available on the School's website.

10. ***Ad-hoc or Late bookings*** - will be accepted if there is spare capacity. Please note that we require as much notice as possible (unless it is an emergency situation) to allow enough time

[1] Based on NUT guidance for EYFS and statutory requirements of Nursery childcare provision – the schools governing body consider this a suitable measure to use. Of special concern are when children are eating and when there are a significant number of under 6's at the clubs.
[2] Children who do not attend Walkern JMI school and who do attend After-School Club, for example those who are pupils at Edwinstree Middle School must make their own way there. If parent/carers are concerned about their child's whereabouts then they can call the After-School club to ensure that they (the child) are there.
[3] Please note that this is a snack and is not intended to replace tea/dinner.

to arrange additional staffing, supplies and refreshments. To make an ad-hoc or late booking either return a completed booking form up to 48 hours in advance of the session required, or if within 48 hours contact the school office which will confirm if a place is available. If you have not spoken to the school and had confirmation that a late booking is accepted then you must not expect there to be a place for your child at either Breakfast or After-School Club and you should make alternative arrangements.

11. ***Prices & Times Per Child*** -
    - Breakfast Club 07:45 £6.00
    - 3.15pm to 3.30pm £2.50
    - 3:15pm to 4:15pm £6.00
    - 3:15pm to 5:00pm £10.00
    - 3:15pm to 6:00pm Not available at this time

12. ***Payment*** - can be made either in advance or in arrears. The school would prefer to send out invoices monthly in arrears, and for payments to be made against this invoice by the parent/carer using the Parent Mail payment facility or cheques (made payable to Walkern Primary School). However if parent/carers prefer, they may pay in advance at the beginning of each half-term and a invoice will be sent to them at the end of each month showing the sessions attended and the credit balance.

13. ***Childcare Vouchers*** – are accepted for Breakfast Club and After-School Club

14. ***Refunds*** **–** Refunds will be given in relation to cancellation or no shows on accepted bookings on the following basis:
    - 48 hours notice – full refund of session charge
    - 24 hours notice – 50% of session charge
    - Less than 24 hours notice – no refund

15. ***Personal Possessions*** – Please note that the school is not responsible or liable for any loss of any toys, games or clothing bought into the setting by the children.

16. ***Password -*** It is assumed that the Parents or Carers of children attending After School club will collect them and that these people will be known to the school. Anyone other than yourself collecting the child named above must provide a PASSWORD as well as you phoning the After School Club before the child is collected. The PASSWORD shall be provided on the Registration Form.

Name of Child .....

WASP - REGISTRATION FORM

Name of Child	***Date of Birth***	***Age***
Ethnicity:		
Religion:		
Home Address:		
Home Telephone:		
Parent's Email Address:		
PASSWORD:		
Emergency Contact Details		
Parent/Carer #1: Place of Work: Contact Tel:	*Name* *Company and Location* *Telephone number(s)*	
Parent/Carer #2: Place of Work: Contact Tel:	*Name* *Company and Location* *Telephone number(s)*	
Medical Information		
Name of child's Doctor: Telephone: Name & address of surgery		
Please give details of any allergies (e.g. hay fever, nuts, bee stings)		
Please give details of any medical conditions		
Statement here re 'in loco parentis' as this is on school premises and run by the school, the same rules and rational apply. ```		
I have read and confirm all of the information provided above as being accurate. I acknowledge that these details will remain on file and I will advise Walkern primary School of any changes to them prior to the start of any future service being provided.		
Signed:	Print name:	
Relationship to child:	Date:	