

**PARENT/CARER INFORMATION
BOOKLET**

**SPRINGBANK ACADEMY
EXTENDED SERVICES
Breakfast Club**

Wrap-Around-Care 3.15-5.30pm



The White Hills Park Trust
A Culture of Excellence





The Breakfast Club is open to all children attending Springbank Academy.

The club is located on the school premises, in the main hall and offers a childcare provision with a choice of breakfast for your child/children.

The club is supervised by Mrs Walton, Mrs Shipman and Mrs Taylor. The staff at the Breakfast Club and Wrap-Around-Care work together to ensure the children have the very best start to their day.

The Breakfast Club offers: A tasty breakfast - the most important meal of the day! Children will be free to choose two of the foods available plus a drink. Food choice will include a selection of the following: Cereals - Cornflakes, Cheerio's, Rice Krispies and porridge. Breads - Toast, bagels & crumpets with a choice of spreads. Drinks - Water, milk and juice.

At our Wrap-Around-Care club children will be offered a variety of nutritional snacks such as pitta breads, crackers, beans on toast, toasties, wraps, bread and veggie sticks with dips, yoghurts and fruit. Drinks - water, milk and juice.

The Breakfast Club provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities.

Breakfast Club Summary: The Breakfast Club will operate during the school term (not including inset days) Time: 8.00am - 8:50am Cost: £3.00 per child or £5.00 per family (2 or more children) per session.

Drop off point: Main school entrance.

Wrap-Around-Care Summary: Wrap-Around-Care will only operate during the school term (not including inset days).

Our Wrap-Around-Care program will be available from **3.15pm to 5.30pm each day**. We have carefully chosen this time slot to coincide with the typical finishing time of most working parents' jobs.

Each session will cost £7.50 per day, or there is an option to pay £35 for the entire week. We know that budgeting is important, and we have endeavoured to keep the cost as low as possible to accommodate as many families as we can.

Pick up point: Main school entrance.

- All children will enjoy a healthy breakfast, two selections of their choice from the food available plus a drink. Breakfast is served from 8am. Children must arrive before 8.25am if they wish to have breakfast.
- Children will participate in a wide range of fun and creative activities that will build social skills and confidence.
- Children will be released at 8:50am, where they will then walk through the main part of school to their classrooms for registration.

Important notes:

- The Breakfast Club and Wrap-Around-Care will operate during term time only. They will not run on the days that school is closed.



- Bookings and registration forms must be submitted prior to attending the club. No child will be admitted if the forms have not been completed. Your child's place will be confirmed by the school office staff.
- Payment and bookings must be made via the MCAS (My Child At School) platform.
- All bookings and payment must be received by 3.30pm on the Friday prior to the week you would like your child to attend.
- Late bookings may be accepted at 24 hours' notice subject to availability. Late bookings must be confirmed by the school office.

We aim to:

- Provide an inclusive, happy, safe and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent and cooperative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children. Our club is committed to meeting the needs of parents and carers by:
 - Listening and responding to their views and concerns.
 - Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
 - Encouraging communication with parents.

Springbank Academy Extended Services Clubs are committed to providing:

- Care and activities that put the needs and safety of the children first.
- Access to a variety of facilities and equipment under safe and supervised conditions
- An inclusive play environment where bullying and discrimination will not be tolerated

Our staff:

- Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. Staff undergo DBS checks and have First Aid and Food Hygiene qualifications.
- All staff treat children as individuals and with equal respect; our partnership with parents is highly valued.

Payment and bookings procedure:

- All fees must be paid and bookings confirmed by 3.30pm on the Friday prior to the week of your child's bookings.
- Payment and bookings must be done through the MCAS(My Child At School) platform.
- Parents can book more than one week at a time. This is appropriate for a child attending the club on the same pattern each week. Parents will be able to book up to a half term in advance. Payment must be made at the time of booking. All booked sessions will be charged for non-attendance if the required notice is not given (please see terms and conditions).
- A registration form must be completed and returned to the school office to confirm your child's place before any payment schedule can be made. If any amendments or additional sessions are required, please email Mrs Roper within the stated time scales.

- Refunds -In order to cancel a breakfast club or Wrap-Around-Care session, please email within 48 hours of notification to office@springbank.academy or call Mrs Roper on 01773 762277, in order for us to credit your child's account for the following week.
- If your child is absent due to illness, you must inform the school office of the reason for absence before 8.00am.

Pupil Premium children

- If your child receives a free school meal, they are currently able to access Breakfast Club only free of charge. Please contact the school office for further details. Children must be registered and on the current Free School Meals register. (Universal Infant Free Meals are not included) If you think that your child is Free School Meal eligible please register with Nottinghamshire County Council on 0300 500 80 80 or <https://www.nottinghamshire.gov.uk/education/schoolmeals/free-school-meals-and-milk>

Registration Form & Terms & Conditions:

We cannot accept a child into the Breakfast Club or Wrap-Around-Care without a Registration Form being completed in full and returned to the school office, as this provides contact names and medical information including any allergies that your child may have. The school office or Extended Services staff must be notified immediately of any changes to any of the details on the registration form.

Arriving at the Breakfast Club:

The entrance to the Breakfast Club is via the school's main front entrance. You can drop your child at the club from 8.00am. Please do not leave your child unattended in reception, please wait for a member of the breakfast team to open the door and welcome your child into the club. They will be marked on the daily Breakfast Club register.

Car Park:

ONLY Between the times of **8.00am and 8.15am**, whilst dropping your child off at Breakfast Club, you are welcome to use the school staff car park. Please make sure that you follow the speed restrictions and our rules for using the car park.

Accessing the school:

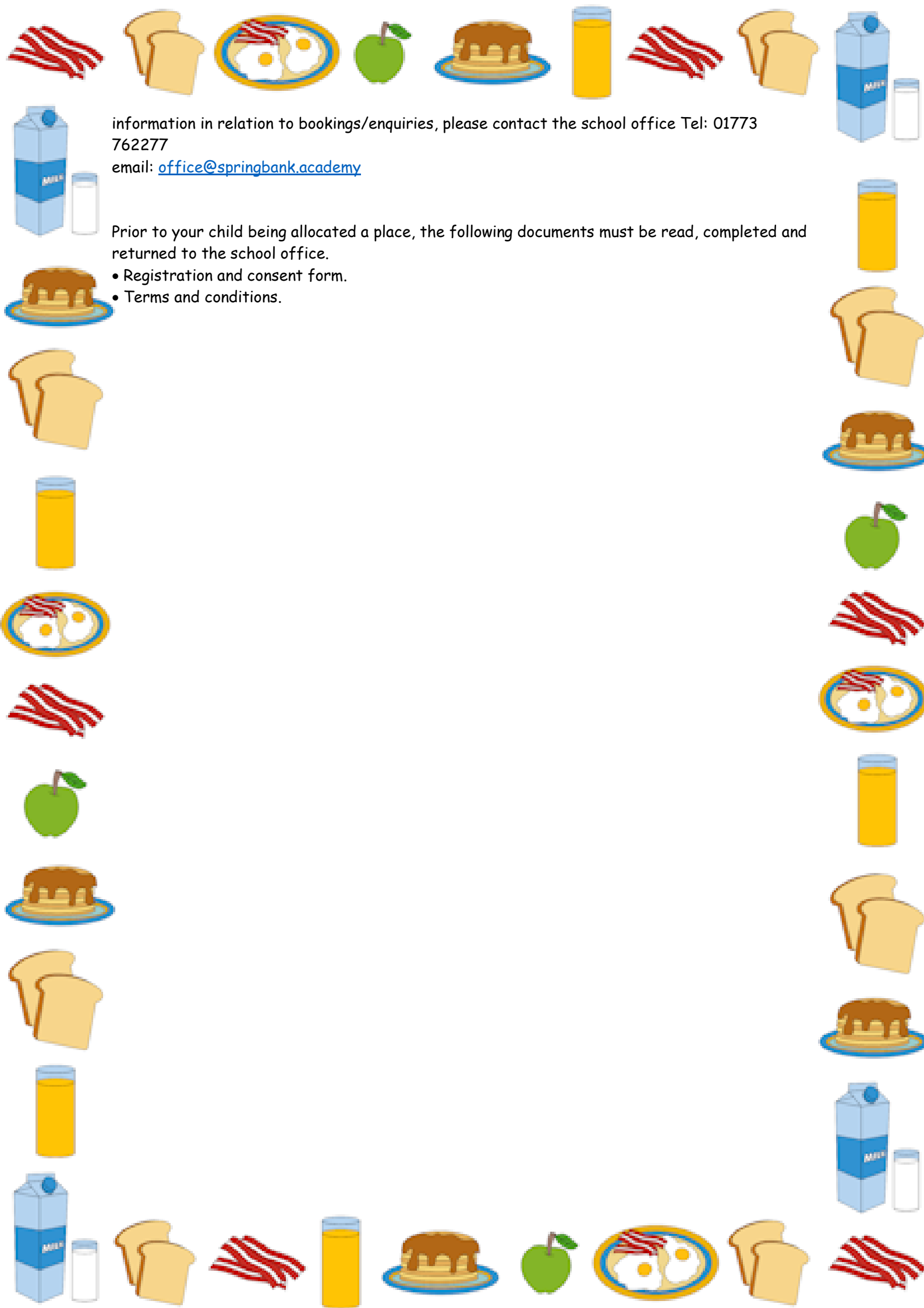
Please be advised that children and parents will not be allowed to access the classrooms or any area of the school, other than the main hall used for Breakfast Club, during the Breakfast Club operational times.

Behaviour:

At Springbank Academy Extended Services Clubs, we aim to provide a safe, stimulating and happy environment for all children.

If your child has continuous disruptive behaviour, we will follow our school behaviour ladder and policy, which may result in your child not being able to attend the club for future sessions.

If you would like to register your child to attend breakfast club or Wrap-Around-Care, please complete a registration form available from the school office or website. If you would like more



information in relation to bookings/enquiries, please contact the school office Tel: 01773 762277
email: office@springbank.academy

Prior to your child being allocated a place, the following documents must be read, completed and returned to the school office.

- Registration and consent form.
- Terms and conditions.