



Monks Orchard Primary School Breakfast and After School Club – Information Booklet

MONKS ORCHARD PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB INFORMATION

Dear Parents/carers/Guardians/Carers

Thank you for the interest you have shown in the Monks Orchard Primary School Breakfast Club (BC) and After School Club (ASC). We are pleased to announce that from September 2017, our successful Breakfast and Afterschool Club is increasing in capacity.

We will have a Key Stage 1 (reception, years 1 & 2) Breakfast and Afterschool Club with capacity for 30 children. This club will be in a Reception classroom and will be open from 7.15am to 9:00am.

Breakfast & Afterschool Club for Years 3, 4, 5 & 6 will remain in the dining hall and has the capacity for 40 children in Breakfast Club (BC) and 50 in Afterschool Club (ASC)

The increase in the provision is at the request of parents/carers and we will monitor the success over the next academic year.

However, due to an increase in staff costs, it has been necessary to review our prices and the reviewed costs are contained within this information booklet. All new and existing parents/carers/carers that have children in the BC/ASC **must** complete the attached forms and agree to the new terms and conditions.

The clubs are run by Monks Orchard staff and have a varied timetable of activities. We aim to provide a warm and safe environment where children are happy and receive stimulation levelled at their age and development. The children are supervised at all times by our friendly, qualified and experienced staff, all staff are police checked. All the children are our top priority; we always welcome comments from parents/carers/carers and the children.

At the beginning of both the BC and ASC, the children are offered a healthy snack. For BC a nutritious breakfast is provided. For ASC all children are offered a freshly made snack. Drinks are available throughout both the BC and ASC, including fruit juice and milkshakes. Any dietary or allergy requirements can be catered for. Please discuss these with staff at the club and complete details on the relevant section of the registration forms.

Please note our Prospectus and Terms & Conditions on the following pages. We continuously aim to accommodate the growing demand for our clubs, maintain high standards and ensure we meet the required staff/child ratio. Our rates remain economical and competitive in comparison to other local out of school clubs.

Kind regards

Guy Fairbairn
Headteacher Monks Orchard Primary School



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Partnership with Parents/carers/Carers

We want to make you and the children welcome at our BC and ASC, so we will inform you of club activities on our noticeboard at the front of the school and outside the Dining Hall. Monks Orchard Primary School publishes regular newsletters and welcomes your feedback and comments on all aspects of the school, including both the BC and ASC. This can be done either by talking to the club staff/office staff or putting in writing and posting in the School Office Box on the wall outside the school office.

Partnership with Children

Children are encouraged to share their ideas and to make suggestions on improving the clubs.

Food and Nutrition

We aim to provide a nutritious snack for the children. Snacks are varied as much as possible to ensure your child is offered and experiences a wide range of foods.

Parents/carers/ and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet these wherever possible. The cost of snacks is included in the club's fees. All dietary needs can be accommodated. Please notify us if your child has any special dietary requirements or allergies.

Opening Times

Monday to Friday

Breakfast Club is open from: **7.15am-9.00am**

After School Club is open from: **3.15pm-6.00pm**

*Children attending Key Stage 1 club must be dropped off and collected promptly at the 'Blue Class' Reception classroom.

Children attending Key Stage 2 club must be dropped off and collected promptly at the Dining Hall.

BC and ASC will be open throughout the school term, excluding: bank holidays, inset days, polling days, unexpected school closure such as adverse weather conditions.

Admissions are made on a first come first served basis. Waiting lists will be applied when maximum numbers are reached for each session.

Fees

Breakfast Club sessions:

Daily: £4.00 (rate per child per session) *New rate from September 2017

After School Club sessions:

Daily: £9.00 (rate per 1st child per session) *New rate from September 2017

Siblings £8.00 (rate per child per session) *New rate from September 2017

Children can be dropped off later than the BC start time and/or collected earlier than the ASC finish time but there is no discount or refund of the fee. The fees cover the whole session time and pro-rata fees are not applicable.



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***Fees must be paid 1 week in advance. If parents/carers fail to pay a week in advance they will lose their space and this will be offered to the next person on the list.**

*The minimum payable is a weekly booking at a time, there is no limit on the maximum paid in advance so if you wish to pay a term in advance or even an academic year in advance this secures session bookings.

Bookings are not secured until payment is received. Bookings cannot be accepted if they are not made a week in advance.

A late fee charge applies for each 5 minute period for children who are not collected on time. ASC finishes at 6pm and children must be picked up at this time. The late fee charge is applicable immediately after 6pm. This payment is to act as a deterrent for late pick-ups and towards the cost of additional staff time and the site premises remaining open until children are collected.

Late fees apply as follows:

Time period (minutes)	Charge per child £
0-5	1.00
6-10	2.00
11-15	4.00
16-20	8.00
21-25	16.00
Every 5 minutes the charge continues to double.	

We regret that there is no discount or waive of fees for missed booked sessions (this includes any personal holiday, absence, sickness during term time) as running costs are still incurred.

Fees are reviewed annually and parents/carers will be informed a month in advance of any changes. Please provide a weeks written notice should you wish to withdraw your child from either BC or ASC.

You may be eligible for Childcare Tax Credit to assist with childcare fees, Further information and/or a claim pack can be obtained via www.hmrc.gov.uk or call them on 0345 300 3900.

Collection

Adults who are known to staff must collect children. Please see the Terms and Conditions for details if someone else is to collect your child.

Absence

We will be grateful if you could please notify the school office by midday if your child is going to be absent from the ASC. Children on the register that don't attend cause concern so please do inform us of all absence. However, we are unable to waive fees for absence, sickness or personal holidays during term time.

Accidents & Incidents

In line with Monks Orchard Primary School procedures, any accidents or incidents involving your child will be recorded in our accident/incident register. You will be asked to sign the written account informing you of the treatment administered or action taken and given a copy for your own records.

Medicine and Sickness

To reduce the spread of illness and infection we request that you follow Monks Orchard Primary School's procedure and do not bring your child to BC or ASC if he/she is unwell. If your child becomes unwell



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whilst at BC or ASC then a member of staff will contact you. You will only be requested to collect your child if necessary.

Equal Opportunities & Inclusion

Monks Orchard Primary School operate an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age, marital status and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs and principles.

Staff

All staff are suitably qualified and experienced (police checks, First Aid training, etc). Staff participate in an on-going training programme ensuring that best practices are implemented at all times. BC and ASC are staffed to ensure that the quality of care is maintained to a high standard. Members of staff are required to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner. Staff will dress appropriately for working with children and with regard for health and safety requirements.

Contacting Us When You Have a Concern

Please contact us if you have any concerns either by speaking to the BC or ASC staff or a member of staff in the school office.

*Additional/ updated information for 2017



TERMS AND CONDITIONS

The terms and conditions must be signed and returned to the office to secure the booking for your child.

Monks Orchard Primary School Breakfast Club hereinafter referred to as “BC” and Monks Orchard Primary School After School Club referred to as “ASC” offers a definite/provisional place to the child referred to on the registration form who is to join the BC and/or the ASC on the following terms. These terms and conditions relate to the contract between Monks Orchard Primary School and the parent.

1. Payment of Club Fees

Payment of BC/ASC fees to Monks Orchard Primary School for the child’s attendance at the club shall be made by the parent weekly in advance. **Weekly payments must be made on the Monday 1 week before the sessions take place.**

Payment, including late fees, must be made online via Parent Pay.

BC and ASC reserves the right to increase the said fees at any time upon giving one calendar month’s written notice of the proposed increase to the parent.

It must be noted that the child’s place at the BC/ASC remains during illness/term time holidays and therefore must still be paid for. The parent is therefore obliged to make full payment. In the event of payment not being made the BC/ASC reserves the right to terminate this agreement. In the case of long term sickness, unfortunately the school is unable to hold a child’s space for them, however, the parent can give notice and re-register when the child is well and returns to school.

Bank holidays, inset days, polling days or any unforeseen reason for school closure (e.g. adverse weather conditions) are not charged for.

2. Cancellation / Termination

Once an offer has been made by the BC/ASC but before acceptance by the parent, either party may cancel the offer by serving 7 days written notice.

After the parent has accepted the offer either party may terminate this agreement by serving 7 days written notice. During that week the BC/ASC undertakes to continue to admit the child and the parent undertakes to pay all fees due whether the child attends the weeks’ notice period or not. In the event of the parent failing to pay the fees, the child’s place shall be immediately withdrawn and the BC/ASC shall be entitled to serve a formal demand for payment of such monies.

Notice must be in writing and to the BC and ASC Administrator.

If in the reasonable opinion of the BC and ASC Administrator or person of similar standing or authority it is considered that the continued presence of the child referred to herein is detrimental to the health, safety or well being of the child or other children of the said BC/ASC or the staff so employed then the BC/ASC may request for the child to be immediately removed from the BC/ASC and the provision of 1 weeks’ notice as referred to above shall not apply.

3. Acceptance

The above terms and conditions are considered to be fair and reasonable. In the event of any terms or conditions found by Court of Law to be unreasonable then the clause shall be removed but the agreement



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4. Collecting your child/children from ASC

If the named person cannot collect your child from ASC then please inform Monks Orchard Primary School Office by calling as soon as possible. It is important staff are aware of any changes in advance. Details of people collecting children must be registered on the registration form.

It is also very important that you contact us if you are running late to collect your child. Please note charges for late collection of children and be aware that the late fee applies after 6pm.

In all cases your child will not be able to leave with an unknown adult. Authorisation will be sought, so please notify in advance.

Please note:

- Children must be dropped off at the Dining Hall or Reception classroom for Breakfast Club, not the front gate or the school office.
- Children over 9 years old with written authorisation from their parents/carers are permitted to leave on their own.
- Children 9 years old and younger must be collected by an adult from the Dining Hall.
- If parents/carers are late picking up their child/children they must be collected from the Dining Hall or the Reception Classroom.

5. Contact details

For BC/ASC bookings please use the school number: 020 8654 2570

Or email:
office@monksorchard.co.uk

During BC/ASC hours only, please contact BC/ASC staff directly- Dining Hall KS2 on: 07809 105530.
Reception Class Building KS1 on : 07809 105539.

I confirm that I have read and that I agree to abide by the Monks Orchard Primary School BC and ASC Prospectus and Terms and Conditions.

Print Name.....

Delete as applicable: PARENT / GUARDIAN / CARER

Child/Children’s Names & Classes:

.....
.....
.....

Signed.....

Date.....



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 Retain the signed Monks Orchard Primary School BC and ASC Information Booklet

Please complete pages 7 to 11 and return to:

In person: The Monks Orchard Primary School Office, FAO the BC and ASC Administrator

Email: office@monksorchard.co.uk

By post:

FAO The BC and ASC Administrator
 Monks Orchard Primary School
 The Glade
 Shirley
 Croydon CR0 7UF

I confirm that I have read and that I agree to abide by the Monks Orchard Primary School BC and ASC Prospectus and Terms and Conditions.

Print Name.....

Delete as applicable: PARENT / GUARDIAN / CARER

CHILD/CHILDRENS INFORMATION:

Names	Class
.....
.....
.....
.....

Signed.....

Date.....

For Office Use Only:

Check all sections of the forms have been completed:	Yes/No
Entered on Register:	Yes/No
Amount paid:	£
Circle:	BC / ASC / Both



Child's Preferences

Please take this opportunity to let us know your child's likes and dislikes. We will endeavour to meet particular preferences wherever possible whilst ensuring that children are offered healthy, nutritious and varied foods.

If you require additional forms please ask at the school office or photocopy this page. Thank-you.

Childs Name:

Breakfast cereals: (including semi skimmed milk)

I like.....

I do not like.....

Afternoon snacks and drinks: (fruit, sandwich fillings, juice or squash flavours)

I like.....

I do not like.....

Play activities: (indoor and outdoor games and activities)

I like.....

I do not like.....

Allergies: YES / NO (please delete as applicable, if YES please detail over the page. Thank-you).



**MONKS ORCHARD PRIMARY SCHOOL
BREAKFAST AND AFTER SCHOOL CLUB**

Registration Form

Please complete in Block Capitals

Full Name of Child:

.....

Preferred Name: Gender:

Date of Birth: Age:

Class:

Nationality:

First Language:

Religion:.....



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Name of Main Parent or Carer with parental responsibility:

.....

Mobile:

Work Tel No:.....

Home Tel No:

Home Address:.....

.....Postcode:.....

Email:

Alternative contact in case of emergency

Name:..... Relationship to child:

Mobile:.....

Work Tel No.....

Home Tel No.....

Home Address:

.....Postcode:.....

Email:

Attendance:

Please circle sessions required:

Breakfast Club: Monday Tuesday Wednesday Thursday Friday

After School Club: Monday Tuesday Wednesday Thursday Friday

Start Date:

Please circle which statement is applicable to this booking:

These sessions will remain in force until further notice OR

These sessions will be revised weekly in advance



Collection:

Please state who will be collecting your child

Name: Tel. No:

Name: Tel. No:

Medical Details:

Does your child have any medical conditions and/or additional needs? Yes / No
(This information is essential in order for us to provide the relevant support for your child).

If YES, please give details

.....

Is your child taking any medication? Yes / No
(If yes please complete a medication form, request from the school office)

Does your child have a known allergy or special dietary requirements Yes / No

If YES, please give details (please detail here as well as the likes/dislike information sheet)

.....

.....

Name of GP:

.....

Address of GP:

.....

Telephone Number of GP:

Parental Consent:

Please delete as appropriate:

I do/do not consent for my child to be given First Aid treatment or taken to hospital for treatment in an emergency.

I do/do not consent to my child being photographed for Monks Orchard Primary School BC/ASC display purposes only

I do/do not consent to my child having their face painted



Declaration:

I wish to apply for admission of the above named child to Monks Orchard Primary School BC/ASC.

I declare that the information on this form is correct and I will notify you of any changes to the information in this form.

I have read and agree to abide by the Terms and Conditions of registration.

I enclose one week's payment in advance (all payments are made one week in advance, this is not a deposit) with this application.

If no places are available, I would like to be put on the waiting list, Monks Orchard Primary School will then contact me when a place becomes available.

Signature of Parent or Guardian

.....

Date