



**Edenbridge Primary School
Wraparound Care**

Early Birds Breakfast Club

And

The After School Club

Parents' Handbook

2024-2025

About The Clubs

Early Birds Breakfast Club

Early Birds Breakfast Club is open from 7.30am until the start of the school day, every weekday during term time (except INSET days). The club is open to pupils from their second year of nursery (from the September before they are due to start school, and after the transition period at the start of the year) to year 6, and is based at Edenbridge Primary School, in our main hall. You can drop your child off at any time between these times, however we will stop serving breakfast at 8.15am. Pupils should be dropped off by a parent/carer at the hall side door (accessible via the pedestrian gate, off the High Street). At the end of the club, the children will be taken along to their classrooms for morning registration.

The club has space for 32 children per day and bookings must be made in advance online via our payment system, School Gateway. Spaces are allocated on a first come, first served basis. The school office must be in receipt of completed registration forms and a signed copy of the terms and conditions prior to any bookings being made.

The club is run by Edenbridge Primary School staff.

We provide a variety of food and we encourage children to choose a drink (fruit juice, milk or water) and a choice of breakfast food.

The After School Club

The After School Club is open from the end of the school day until 6pm on weekdays, during term time only (excluding INSET days and the last day of term).

We are based at Edenbridge Primary School in the main hall. We can accommodate up to 32 children at one time, from their second year of nursery (from the September a year before they are due to start school, and after the transition period at the start of the year) to year 6. There are 3 or 4 members of staff on duty each day. The school office must be in receipt of completed registration forms and a signed copy of the terms and conditions in order to confirm your child's place.

We provide a snack of a piece of fruit and a biscuit. We offer a wide range of activities including arts and crafts, messy play and construction games. We have use of the school playground, so we take the children outside in good weather.

At The After School Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Our club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities such as dressing up, board games, physical play and reading.

The food we provide at The After School Club is not intended as a substitute for a main evening meal and is served to the children at the start of the session. The After School Club is run by a leader who is assisted by play workers. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked.

Pick up point is the side door to the main hall (the same as Breakfast Club drop off), accessible via the pedestrian gate off of the High Street entrance.

Introduction to the Clubs

You and your child are welcome to visit the clubs before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

We are aware that children in Nursery and Reception classes may need longer to settle in to the clubs, especially if they are attending both our Early Birds Breakfast Club and The After School Club as this will make it a very long school day. We will work with parents to ensure their child settles well into their new routine. If your child continues to struggle with the longer days, we reserve the right to withdraw your child's place for a period of time. We will keep you informed of your child's progress.

Policies and Procedures

The clubs have clearly defined policies and procedures that align with our school policies. Key points are included in this handbook. Copies of the full policies are available for parents to view on our website.

Registering for a Place and Booking Sessions

Our clubs aim to be accessible to children and families from our school community. Admissions to the clubs are organised by the school office and on receipt of a completed set of registration forms and signed terms and conditions, we will confirm to parents that their application has been successful. Re-enrolment for each new academic year is required.

Once the school office has confirmed receipt of your application form, you will be able to go online to School Gateway, our payment system, and select the days you require. Bookings are taken on a "first come, first served" basis, so if you have successfully booked a session online, your child can attend the club. If you try to book online and there aren't any spaces remaining, your child will not be able to attend that day. Payment is due at the time of booking (see Payment of Fees section for more details).

If you would like to book an ad-hoc session on the day, please top up your account (via the Payments section in School Gateway) then contact the school office on 01732 863787 and we can check to see if there is space. If there is space and your account is in credit by enough to cover the session, we will book your child in.

Cancellations

Once your child's sessions have been booked, you must let the club or school office know as soon as possible if your child will not attend any of their booked sessions. The following cancellation policy applies:

- 24 hours or more notice: full refund for the session (you can cancel up to the day before the session on your School Gateway account)
- Less than 24 hours or no notice: full session fee will apply (early session fee for after school club)
- If your child is ill on the day of the booked session: full session fee will apply (early session fee for after school club)

Payment of fees

The After School Club	£7.70, £10.80 or £12.40 per session
Early Birds Breakfast Club	£4.70 per session

Fees are payable at the time of booking via your School Gateway account. We also accept payment by childcare vouchers and tax-free childcare (see below).

The price per session applies to all children. This is payable for all booked sessions including when your child is sick unless at least 24 hours' notice is given.

Please ensure that fees are paid for in advance, at the time of booking. Non-booking/non-payment will result in your child's place being terminated. Your account will need to be in credit in order to make an on-the-day booking. To top up your account, go to the payment section on School Gateway and choose the relevant club option, input the amount you wish to pay, then checkout.

If you are having difficulties paying the fee, please speak in confidence to the school office as soon as possible. If you do not have access to the internet, please contact the school office to discuss booking and payment.

Childcare Vouchers and Tax-Free Childcare

If you would like to pay for either club by childcare voucher or tax-free childcare, please arrange for your payment to be made by the 1st of each month. Please ensure that you send us sufficient funds to cover your required sessions. We will then apply the credit to your account so that you can book. We will apply your credit by the 7th of each month, or the end of the first week back if the 1st falls during a school holiday, so please allow for this when choosing the amount to send us.

If your child attends both clubs, please advise the school by email (clubs@edenbridge.kent.sch.uk) how much credit you would like us to allocate to each club.

Arrivals and Departures

At **Early Birds Breakfast Club**, the access is via the main school gates (the High Street entrance). The breakfast club doors open promptly at 7.30am. Parents must hand their child over to the breakfast club staff who will mark them in on the register, allowing parents to leave promptly to travel to work. **PLEASE ENSURE YOU ENTER USING THE PEDESTRIAN GATE AND NOT THE DRIVE-IN GATE**, for yours and your child's safety.

For **The After School Club**, our staff bring the children from their classrooms (for Nursery, Reception and KS1), or children make their own way to club (KS2). A register is taken when children arrive in our care. If your child will be attending any extracurricular school clubs before a booked session, please see next section.

We expect that your child will normally be collected by the people you have named on the registration forms. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child to an unknown person without authorisation from yourselves, as well as confirmation of your password.

The After School Club finishes at 6pm. If you are delayed for any reason, please telephone the club to let us know on 07566 701821.

A late payment fee of £5 will be charged per part 5 minutes if you collect your child after the club has closed. Late collections will be monitored and the school has the right to withdraw the services of the club, should your child be collected late on 2 or more occasions in any half term. If your child remains uncollected after 6:30pm and we have had no contact with you, we will follow our late collection policy and contact Social Services.

Other Extracurricular Clubs

If your child is going to be attending an extracurricular club before attending after-school club, please inform the club leader via clubs@edenbridge.kent.sch.uk to let them know. You will also need to inform the person running the extracurricular club, so that your child can be accompanied to the main hall to join the rest of the children. In these circumstances, the usual session fees apply.

Equal Opportunities

Our clubs provide a safe and caring environment, free from discrimination, for everyone in our community.

- We respect the different racial origins, religions, sexual orientation, cultures and languages in a multi-ethnic society so that each child is valued as an individual.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racism or homophobia.

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents and relevant professionals to fully understand your child's requirements. We will endeavour to accommodate all children of all abilities, whilst working within the clubs' limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (Child and Adult)

We have a clear behaviour management policy, in line with the school's behaviour policy, as well as our own guidelines for wraparound care.

We will inform parents of any inappropriate behaviour for example: physical behaviour; inappropriate language; damage to school property; unsafe behaviour i.e. walking out of the club without permission. If we have had to speak to you on 3 occasions, we will request parents come in to school to attend a meeting to discuss their child's behaviour and review their attendance at the club.

The club promotes an atmosphere of care, consideration and respect for everyone attending including children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and talking to children with the courtesy that we expect back from them. The club has procedures for unacceptable behaviour and we recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. We do our best to accommodate such cases. However, if your child is physical or is a danger to themselves or others, we will request that you collect them from the club immediately. In exceptional circumstances, when all other attempts at behaviour management have failed, we reserve the right to withdraw your child's place at the club, either for a fixed period or permanently.

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, rude, confrontational or threatening behaviour, either in person or via email. Our clubs are a place of safety and security for the children who attend and the staff who work here. We reserve the right to ban anyone exhibiting inappropriate behaviour on our premises or via email communication.

Illness & Accidents

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected. Please inform the leader of any infectious illnesses your child contracts. In line with school policy, if your child has had sickness or diarrhoea, please do not send them to the club for 48 hours after the illness had ceased, to prevent the spread of it to other children.

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept in the club hall. Any first aid incidents are logged and recorded on the school's medical records.

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Nursery-Aged Pupils

In addition to the other terms in this form, and the terms and conditions on the booking forms for both clubs, some additional conditions are in place for nursery-aged pupils. These are that:

- They are fully toilet trained, and able to use the toilet independently. We will of course be on hand to supervise their absence from the hall and wait outside the toilets in the main corridor, but we cannot accommodate nappies or frequent accidents
- They are able to cope easily with a full day at nursery before they start either club. We will be communicating with the nursery team when we receive applications, so that we can jointly assess whether wraparound will be a good fit for your child
- Once they start, they need to be able cope easily and are happy with the longer days. If we find that they are continually upset after the initial settling in period, and not coping with the wraparound sessions, it is not in their best interest to continue to attend. We will keep you updated once they start so that you are fully aware of how they are settling in

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the club leader or another member of staff.

Verbal complaints will be brought to the attention of The After School Club Leader for discussion and action. All written complaints will be acknowledged within three working days of receipt and a full written response will be given within ten school days.

A full copy of the school's Complaints Policy is available on request.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work.
- Keep you informed of opening times, fees and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share your child's achievements, experiences and progress with you.
- Ask your permission for special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.