



Clubszone Policies – DOVE BANK PRIMARY SCHOOL SERVICES

Clubszone's Wraparound Club aims to; provide a safe, secure and friendly out of school hours environment in which children can enjoy a healthy and nutritious breakfast/snack under the supervision of qualified staff.

Our Wrap Around Club will be run by our own qualified members of staff. All staff are in possession of an enhanced DBS certificate and conform to both Clubszone's employment requirements and the schools. Staff are suitably trained in First Aid, Safeguarding and Food Hygiene.

The key aims of the club are:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before and after the school day.
- To help children remain aware of the importance of a healthy lifestyle.
- To create opportunities to support learning.
- Access to a wide range of enriching activities.
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- Opportunities to socialise with other children.

Breakfast Club - 'Start your day, the Clubszone way!'

The Breakfast Club will be open term time only for children in EYFS (ages 4+) - Year 6. The Breakfast Club will be on Monday to Friday from 7:30am to 8:45am. Doors to the Breakfast Club open at 7:30am, no child under any circumstances will be allowed into school before this time.

Children must be accompanied to the Breakfast Club by an adult where they will be signed in.

Entrance to the Breakfast Club will be via the MAIN SCHOOL entrance into the HALL.

The Breakfast Club will include morning activities that are designed to 'wake up the mind' before school starts. With a focus on wellbeing, children will have the option to join in with engaging activities.

Breakfast Club Price

£4.25 per child, per session.

No discount is offered for siblings or children not eating breakfast.

Breakfast Menus

A nutritious breakfast is provided, which includes cereal, toast, yoghurt, fruit juice, fresh fruit, milk or water. This is included in the price. Please note breakfast is only served from 7:30am until 8:15am strictly as the kitchen will need to be cleaned before the school day starts.

After School Club

The After School Club will be open term time only for children in EYFS (ages 4+) - Year 6.

The After School Club will run Monday to Friday from 3:10pm until 5:15pm.

There will be different activity options everyday which will change termly. 'Clubszone Games' will be an option everyday along with arts and crafts activities.

After School Club Price

£6.60 per child, per session.

No discount is offered for siblings.

The price remains the same regardless of what time you collect your child.

After School Club Details

The After School Club will be open term time only for children in EYFS - Year 6. The It will run Monday to Friday from 3:10pm until 5:15pm

A light evening snack will be provided including but not limited to toasties, sandwiches, beans on toast, fruit, yoghurt.

Wind-down sport activities such as table tennis, table football, pool, card and board games will be available to use.

Late Collection from After School Club

- If a child has not been collected by the end of the session, parents/guardians will be contacted in the first instance by telephone. The additional/emergency contact that has been provided will be telephoned in the second instance. If these contacts are unavailable for 30 minutes, the police and local social services will be informed.
- If a child is picked up late without prior notice or acknowledgment a charge of £5 will be made for every 10 minutes beyond the collection time.
- A record will be kept of children who are not collected on time. If this becomes a regular occurrence staff will work with the parents/carers to see if there is a resolution to the problem. However, if the problem persists a letter will be sent informing the parents/carers that the child's place at the Club is in jeopardy.

Booking and Payment Arrangements.

- A completed admission form is required for each child attending the club.
- Bookings are to be made via email communications with katie@clubszone.co.uk.
- Payment is to be made through parent pay app or using childcare vouchers,
- Places at the club are allocated on a first come, first serve basis.
- The advertised price includes the cost of a snack.
- All sessions must be paid for including absence and sick days.

- If you require an invoice for your child, please email katie@clubszone.co.uk and this can be provided.
- Charges are subject to review and may be adjusted in the future to reflect costs.
- Non-payment of fees will result in a reminder letter being sent. If this reminder is not responded to within 7 days, the school reserves the right to refuse the place at the club until the arrears are cleared.

First time bookings

The first step to enrolling your child is to fill out the form www.clubszone.co.uk/wraparound. You will then receive an email asking to confirm days and sessions you would like to book. Then you will be informed of the total cost and which session link to pay through on parent pay. Once payment has been made, you will receive a booking confirmation. Your place will not be confirmed until all of this is completed.

Repeated bookings

ALL BOOKINGS ARE TO BE MADE VIA EMAIL TO **KATIE@CLUBSZONE.CO.UK**

The online form only needs to be completed once for registration. You can book and pay up to a term in advance.

Payment will need to be made via school money, bacs or childcare vouchers. You will receive an email when your fees do not cover the following week as a reminder to book.

Last Minute Bookings?

Breakfast Club - Please just turn up and we can arrange payment afterwards via email
After School Club - Contact the school office between 12pm - 3pm to ensure a place for the same day if its urgent If cancellations are needed this can be done via email and we will cancel the session and offer a credit note providing we are notified 48 hours before the sessions starts.

Clubszone will not be permitted to allow a child to attend who has not booked and paid for a place - this is to ensure compliance with adult: child rations and other health and safety requirements.

Responsibility for payment

The responsibility for payment of fees, charges and penalties always lies with the family, person or carer who has made the booking. Failure by Clubszone to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Activities

The Club provides a variety of free play and structured activities with a broad range for children to have freedom and enjoyment.

Absence and refunds

- If your child has been booked into a session in advance and they are absent from school, the fees are still payable unless 24 hours' notice is given.

- There will be no charge if the child misses a session due to a school educational or residential trip. This must be informed to us in advance.
- Refunds will be returned onto your parent pay account and not in cash.
- You can have the choice of a refund or transfer of session.

Registration and collection

- **DROP OFF AND COLLECTION WILL BE IN THE MAIN HALL**
- For Breakfast Club, Children will be signed in by the adult dropping them off and signed out by a member of our staff once the child has been taken to their classroom.
- For After School Club/ Wraparound Club, Children will be signed in by a member of staff and signed out by the Parent/Guardian who has been approved to collect the child.
- The register will be kept in the responsibility of the Club Manager for the duration of the session.
- Parents/carers are required to ensure the register is signed when collecting their child. They must also inform a member of staff before leaving with their child.
- If a parent/carer is unable to collect their child as arranged, they must contact us via email.
- If someone who has not been named as a person for collection will be collecting your child, you must contact us via email.
- If someone else will be dropping off your child, you must contact us via email.

Behaviour

- Children and staff are expected to follow the school policies and Clubszone's policies whilst attending the club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health and Safety

- Staff must follow the school's and Clubszone's Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are the same as school procedures,
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child), a member of the Senior Leadership Team will be informed immediately, and procedures followed.

First Aid

- There will be a qualified paediatric first aider on site during all sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the staff code of conduct, the school's policies and Clubszone's policies and procedures.
- The maximum number of children will not exceed ratios outlined for the children's ages.
- All staff hold an Enhanced DBS Check and have completed safeguarding training. All staff must be clear on the safeguarding policies and how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have SEND