



# **Breakfast and After School Club**

## **Information for Parent/Carers**

### **September 2023**

**At Early Birds and Night Owls Club, we provide a fun, safe and relaxed environment and a range of activities such as games and arts and crafts for the children of Barnes Farm Schools to take part in before and after school.**





# Early Birds and Night Owls

## Important Information

### Location

Early Birds and Night Owls Infants is based in the Owlets Room in Barnes Farm Infant School. Early Birds and Night Owls Juniors is based in The Barn in Barnes Farm Junior School.

### Hours

Breakfast Club will be open Monday to Friday from 7:30am until 8:45am. Children will then be taken straight to their classroom by a staff member.

After School Club will be open Monday to Friday and two session options are available. The children will be collected at 3:15pm from their classrooms and taken to the Owlets room.

The first option will be 3:15pm to 5:00pm.

The second option will be 3:15pm to 6:00pm.

Both Breakfast and After School Club will be open every day during term time (both clubs will be closed during School Holidays, Bank Holidays and non-pupil days. It is our intention that Early Birds and Night Owls Club will be open on all term time days, however if the school is closed in the event of bad weather, for safety or other reasons the decision may also be made to close the Club. In the event of such circumstances, parents/carers will be contacted as soon as possible.

For those parents/carers who will be dropping off/collecting your child/ren from Owlets, you may use the red gates to the Reception playground to access the Infant School, or if you have children to collect from both sites you may walk across the playground from Owlets to the Barn. To ensure that collection of children runs smoothly and that parent/carers are not waiting around too long if they have to collect children from both sites, we would ask that you collect your children from the Barn first and a member of staff will send a message to Owlets to start getting your younger child ready.



# Early Birds and Night Owls

## Club Arrangements

### Early Birds Breakfast Club

We will provide a fun, safe and relaxed environment and a range of activities such as games and arts and crafts for the children to take part in before school.

The breakfasts provided will be varied and will be in line with the healthy school initiative and food standards. Breakfast will be served until 8:30am. Special diets can be catered for on request.

### Night Owls After School Club

At the Afterschool Club we will provide a relaxed and safe environment with lots of varied activities each day. An area will also be set aside for children to do their homework.

Children will also be able to continue to attend teacher led clubs and clubs run by outside providers and staff will collect them and take them to the Club Rooms when the clubs have finished.

Drinks, fruit and a light snack will also be included. Special diets can be catered for on request.

### Our Staff

Early Birds and Night Owls Club Assistant – Ms Coxon

Early Birds and Night Owls Club Assistant – Mr White

Early Birds and Night Owls Club Assistant – Miss Betty

Early Birds Club Assistant – Miss Stacey

Night Owls Club Assistant – Ms Al-Zalek

Night Owls Club Assistant – Miss Bentley

All staff are employed by Barnes Farm Infant School and attend all relevant training. They hold First Aid qualifications and necessary Food Safety and Allergens qualifications.

Should you need to contact staff, please phone the club numbers below, **these numbers are only in use during club hours:**

**Owlets      EBNO Infants      07754 760505**

**Barn        EBNO Juniors      07746 624685**



# Early Birds and Night Owls

## Admissions Policy

Only children attending Barnes Farm Infants or Barnes Farm Junior schools are eligible to attend the clubs.

All places are subject to availability.

A registration form must be completed with details of contact numbers and medical information must be completed before the child can attend the clubs. All food allergies must be completed on the form. Parent/Carers are reminded that it is their responsibility to update any information with the school office should any circumstances change by completing a new registration form.

## Places

Places for Breakfast and After School Clubs are to be booked via Schoolcomms (online booking system) and will be payable in advance.

Once a completed registration form is received and actioned by the school office you will be added to the Schoolcomms system to enable you to book your sessions.

Parent/Carers requiring ad hoc places at either club are welcome to use the club providing there are spaces and a registration form has been completed. These are booked on Schoolcomms. **Please note that if on arrival your child is not booked in for the sessions via Schoolcomms and on our register, they will not be able to stay for this session and you will be asked to take your child with you.**

Places for Breakfast Club can be made up to 2:30pm on the day prior to the club and for Afterschool club up to 11am on the same day via School Comms. **Places can only be booked this way and not via the school directly.**

Places will be available to book on Schoolcomms for the whole academic year.



# Early Birds and Night Owls

## Payment of Fees

Fees will be reviewed annually, and any changes will be applied from September.

Sessions must be paid in advance at the time of booking and must be paid using the online payment system Schoolcomms or childcare vouchers. If you experience difficulty with payment of fees, please contact the school office as soon as possible. All matters are treated confidentially. If a debt is incurred the school reserves the right to withdraw your place.

We accept payments via the following voucher schemes:

### Government Tax-Free Childcare Scheme

We are now part of the Government Tax-Free Childcare Scheme Please click on the link below for more information.

<https://www.gov.uk/tax-free-childcare>

When searching for EBNO on the Tax-Free Childcare website, please enter Barnes Farm Infant School or our postcode (CM2 6QH) and select the Infant School as the payee reference.

### Childcare Voucher Schemes

Please find below provider references if you would like to pay via a voucher scheme:

SODEXO: 879890

EDENRED: P21121209

Care4: 61680206

ENJOY BENEFITS: 24150

Kiddivouchers – Infant School postcode to locate school for payment

COMPUTERSHARE VOUCHER SERVICES: 0024502347

Fair Care Childcare voucher scheme - EBNO0921

Please ensure you indicate on your registration form if you will be paying childcare vouchers, as outlined above.



# Early Birds and Night Owls

Attendance	Cost
Breakfast Club per morning 7:30am to 8:45am	£5
After School Club per evening – option 1 3:15pm to 5pm	£9
After School Club per evening – option 2 3:15pm to 6pm	£13

Parents/carers collecting their children after 5:55pm for either the Infants or Junior School clubs will need to collect their children from Owlets.

**Please note that you will be charged a fee if you collect your child late from After School Club. If you have requested a place until 5pm, you will be charged £4.00 per 15 minutes starting from 5:05pm until 6pm when a higher rate charge will occur. If you have requested at place until 6pm and are late, charges will occur from 6:05pm and will be charged at £10 per 15 minutes (subject to change). Any late payment fees will require full payment before you will be able to book further sessions.**

Full fees will be payable if your child is absent from either Breakfast or After School Club as the fee secures their place which will not be available to others – this includes if your child is ill. If the school needs to close the Breakfast and/or After School Club for any reason the cost of this session will be credited to your Schoolcomms account.



# Early Birds and Night Owls

## Barnes Farm Schools

### **Data Protection Policy**

Barnes Farm Infant School collects and uses personal information about staff, pupils, parents/carers and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DFE, the Local Authority or other third parties where the law allows us to do so.

Our full online privacy notice can be found at:

<https://www.barnesfarminfants.co.uk/> or you can call 01245 467474 if you are unable to access the internet. (Please note it is your responsibility to ensure that those named above are happy for us to hold their personal data. It is important that these details are up to date so please contact us if you wish to make changes).

For more information on how we share pupil data see:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>



# Early Birds and Night Owls

## Barnes Farm Schools

### Club Expectations

Whilst children are at the club being cared for by our staff, they will be expected to follow the positive behaviour expectations below, which link to Barnes Farm School's Behaviour policies.

We expect all children to do the following:

- Be respectful to staff, listen and follow their instructions
- Walk carefully around the club (no running)
- Have good manners, particularly at breakfast/snack time
- Take care when using the equipment and toys and other club resources
- Use respectful language (no swearing)
- Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within the club and this will be dealt with straight away.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities.

Everyone at the club will be treated as an individual in order that their needs are met.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with.

Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

All personal information is dealt with in the strictest confidence by all members of our staff.

Staff members are trained to deal with challenging behaviour.

To promote positive behaviour within the club, rules and expectations are used.

These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not. The club will never exclude a child without trying to help the child first.





# Early Birds and Night Owls

## Barnes Farm Schools

There are many ways in which the club promote positive behaviour for all children.

- Praising the children for good behaviour.
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents/carers.
- Time out sessions.
- Working in partnership with parents/carers and the school and organisations where appropriate.
- Dealing with all incidents and unwanted behaviour in confidence.

### **What happens if a child does not follow our Behaviour Policy?**

Children are expected to follow the above rules at all times in the club. We aim to provide a safe, relaxed and nurturing provision for all children. If a child does not follow the above expectations and with reminders of good behaviours choices, continues to present with challenging behaviour that is at risk to themselves, their peers or the staff then parents/carers will be contacted. A plan will then be made to support the child but if challenging behaviours persists the child may not be able to attend the club in the future.

### **What happens if toys, equipment and resources are not treated with respect?**

If club toys or equipment are not treated with respect and consequently become lost or broken, it is the parent/carer's responsibility to pay for the equipment to be replaced as in line with our policy.

The club is aware that equipment will not last forever with lots of children using it, but we have found children are sometimes not looking after the equipment. Please encourage your children to tidy away after themselves and to look after the equipment like it is their own.

If you have any concerns regarding behaviour at Early Birds or Night Owls, please contact Mrs Robinson via the school office 01245 467474.



# Early Birds and Night Owls

## Barnes Farm Schools

**Child's name:**

### Contract with Parents/Carers

**We would ask that parent/carers read, agree to and sign the following information and criteria before accepting a place at Early Birds and Night Owls Clubs. Once signed and handed in to staff, a copy will be sent home for your records.**

Parent/Carer's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

#### Club Procedures

- I consent for my child to attend Early Birds and Night Owls Clubs. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and agree to abide by them.
- I understand that Early Birds and Night Owls Clubs adhere to the policies of Barnes Farm Infant School.
- I understand that any changes in policies will be communicated to me immediately.
- I understand that children attending Early Birds and Night Owls Club must be on role at either Barnes Farm Infant School or Barnes Farm Junior School.
- I understand that I must complete and sign the registration form before my child attends Early Birds and Night Owls Clubs.
- I am aware that all staff supporting in Early Birds and Night Owls Clubs treat all the children in their care with equal concern and in doing so respect each child's religious persuasions and meet each child's specific needs with regard to their ethnic origin, cultural and linguistic background, gender or disability.
- I understand that Early Birds and Night Owls Clubs is a play setting and that whilst my child is there Early Birds and Night Owls Clubs is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Early Birds and Night Owls Clubs he/she will be in the care of Early Birds and Night Owls Clubs until collected and signed out by an authorised person over the age of 16 years old.
- If my child attends Barnes Farm Infant School or is in year 3 or 4 at Barnes Farm Junior School, the adult dropping off at breakfast club will accompany them into the building and sign them in. Children in years 5 and 6 may come into the club unsupervised if club staff are in agreement with the parent/carers.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- It is my responsibility to keep the school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I understand I will be required to give all the names and contact details for all adults who may collect their child from Night Owls on the registration form. If for some reason an adult who is not detailed on the registration form will be collecting your child, advance notification MUST be given.
- I accept that my child may take part in messy activities while at Early Birds and Night Owls Clubs. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Early Birds and Night Owls Clubs closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Club Leader as soon as possible.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Early Birds and Night Owls Clubs will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Early Birds and Night Owls Clubs try to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I understand that an adult or persons aged 16+ will need to bring my child to the club and collect them. Staff will not allow any persons under the age of 16 to collect my child.
- If there are any accidents or incidents at Early Birds and Night Owls Clubs involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Early Birds and Night Owls Clubs will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.



# Early Birds and Night Owls

## Barnes Farm Schools

- I understand that if my child may require any medication whilst attending Early Birds and Night Owls Clubs (i.e. asthma inhalers, Epipens etc.) this must be detailed on the registration form.
- I understand that medication cannot be given without a copy of an individual care plan and signed permission.
- I understand that any ad-hoc medicines to be administered will need to be agreed by the Club Lead and that I will need to sign to say that I give consent.
- I understand that it is my responsibility to ensure that the medication I supply is in date.
- I understand that all medication should be clearly labelled with my child's name and dosage required. (In the event of medication be given at Early Birds and Night Owls Club, parents/carers will be notified).
- I give consent for Early Birds and Night Owls Club to seek necessary emergency advice or treatment if necessary.
- I understand that I am required to give details of dietary requirements and allergies on the registration form and inform the SENCO if circumstances change.
- I understand that Early Birds and Night Owls Club operates on the same policy as Barnes Farm Infant School in terms of child illness. If my child is unwell and does not attend school, they may not attend Breakfast or After School Club. If my child becomes ill while at Early Birds and Night Owls Club, I understand that every effort will be made to contact me and I will collect my child as soon as possible.
- If I will be collecting my child from either the Barn or Owlets, I understand that all children will be taken to the Owlets Classroom after 5:55pm for collection.
- I understand that my child will not be allowed to use a personal mobile phone while attending either club.
- I understand as a parent/carers I am not permitted to use my mobile phone while in either club.
- I understand that I need to access the clubs via the red gates leading to the Infant Reception playground.
- Information held by Early Birds and Night Owls Clubs regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that all staff who support at Early Birds and Night Owls Clubs are aware of the Child Protection Procedures for Barnes Farm Schools and will report any concerns to the safeguarding lead/deputy.
- I understand that if I wish to make a complaint, I should in the first instance request an appointment with Mrs Robinson.

### Payments

- I understand that I will be charged a fee if I collect my child late from After School Club. (If you have requested a place until 5pm, you will be charged £4.00 per 15 minutes starting from 5:05pm until 6pm when a higher rate charge will occur).
- If I have requested a place until 6pm and am late, I understand that charges will occur from 6:05pm and will be charged at a rate of £10 per 15 minutes (subject to change) to cover the costs of the staff who are legally required to supervise my child.
- Full fees will be payable if my child is absent from either Breakfast or After School Club as the fee secures their place which will not be available to other - **this includes illnesses including Covid**. If the school has to close the Breakfast and/or After School Club for any reason the cost of this session will be credited to my account.

### Club Expectations

- I understand that aggressive and abusive behaviour towards staff or other children will not be tolerated.
- I am aware of and have read Barnes Farm Schools **Behaviour and Relationships Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club if unacceptable behaviour persists.
- I understand that any incidents of negative behaviour (i.e. hurting staff or other children, using inappropriate language, behaviours that impact negatively on other children's wellbeing or any other aggressive or abusive behaviours) will be discussed with parent/carers at the earliest convenience.
- I understand that a support plan will be agreed to help my child improve their behaviour at club if necessary. If negative behaviours continue, I understand that my child will no longer be able to attend the club. This will be at the headteacher's discretion.
- I understand that in line with the Chelmsford Learning Partnership policy, that if my child breaks something intentionally, I will be asked to contribute towards a replacement.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: \_\_\_\_\_ Date: z

