



BREAKFAST AND AFTER SCHOOL CLUB
(Known as Early Birds and Tea Birds)

Information Booklet

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Terms and Conditions

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Aims and Objectives

We aim to provide a high quality Breakfast and After School Club (known hereafter as Early Birds and Tea Birds) that meets the needs of both parents and pupils of Sutton Benger Primary School. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones and to be able to try out new activities, to relax, to have fun and enjoy themselves.

At Early Birds and Tea Birds we believe all children have the right to play. Play is the basis to providing healthy development and the wellbeing of individuals. The club will provide a balanced structure of activities and play experiences.

Early Birds and Tea Birds

Our Early Birds and Tea Birds clubs are a popular facility, therefore places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our Safeguarding requirements. We can only offer refunds for cancellations that are in line with the cancellation policy.

Parents wishing to use Early Birds and Tea Birds are asked to carefully read the information and terms and conditions in this booklet. The registration form on pages 9 and 10 must then be signed and returned to school prior to a booking being made. Terms and Conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to the annual review, parents will be notified of these in writing and asked to sign and return acknowledgement.

Sutton Benger Primary School is committed to Safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust Safeguarding processes and procedures that promote a culture of Safeguarding amongst staff and volunteers.

Staff

Early Birds

Miss Jenny Wilson – Early Birds Supervisor
Mrs Denise Skipp – Early Birds Assistant

Tea Birds

Mrs Tracey Hammond – Tea Birds Supervisor
Mrs Helen Wakefield – Tea Birds Assistant
Mrs Louise King – Tea Birds Assistant

Early Birds and Tea Birds Contact Number

School Number 01249 720407

This number is available from 8.00am until 4.00pm. For enquires outside of these times an answer phone service is available which club staff will listen to during club opening hours.

Opening Hours

Early Birds is open from 7.45am – 8.50am. An earlier start time of 7.30am can be booked in advance at an additional cost.

Tea Birds is open from 3.15pm until 5.30pm for pupils in Rainbow, Joy and Dove Classes and 3.20pm until 5.30pm for pupils in Hope, Faith, Peace and Trinity Classes Monday to Thursday. Club finishes at 4.30pm on Fridays.

There may be exceptional days throughout the year when Early Birds and Tea Birds are not open. Parents will be notified in advance of any other exceptional days via the school newsletter and / or ParentPay.

Arrival for Early Birds

For parents using Early Birds, we ask that you walk your child into the club, sign them in and confirm with the staff member whether or not your child is having breakfast. Please do not drop your child off and ask them to come in on their own.

Breakfast is served between 7.30am - 8.15am, unfortunately any children arriving after this time will not be served a breakfast. If you are going to be late please ensure that your child has eaten before arriving at club.

Arrival and Collection at Tea Birds

Reception and KS1 pupils attending Tea Birds are collected from their classrooms by a member of Tea Birds staff and escorted to the school Hall. KS2 pupils will take themselves to the hall at the end of class. All pupils are gathered in the Hall and a daily register completed.

If pupils are attending another club at the end of the day within the school and they are also on the Tea Birds register, a member of Tea Birds staff will collect them at the clubs finishing time and escort them to Tea Birds.

Parental / Carer Involvement

Early Birds and Tea Birds aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met. Staff are always happy to discuss any parental concerns at the beginning or end of their child's session.

Early Years Foundation Stage (EYFS) Children

Early Birds and Tea Birds are committed to delivering the EYFS as set out in the Statutory Framework for the Early Years Foundation Stage 2014. The EYFS applies to all children from birth through to the end of Reception year.

For those Reception children who attend Early Birds and Tea Birds staff are responsible for:

- Identifying those EYFS children when they are new to the club.
- Staff to support the children with all EYFS areas of learning and development.

- Members of staff to offer a mix of adult-led and child-initiated play activities which are appropriate to the child's development.

Contact Details and Data Protection

Parents / Carers must provide contact details on the booking form. These are available from the school website. All information about your child's details are kept in the school office and only authorised staff will have access to these details.

Charges

Early Birds

The current fees are:

£4.65 per session which includes breakfast (7.45am start),

or

£5.65 per session which includes breakfast (7.30am start)

Tea Birds

The current fees are:

Half session 3.15pm/3.20pm – 4.30pm cost £4.15 and includes activities, drink and snack

Half session 4.30pm – 5.30pm cost £4.15 and includes activities

Or

Full session 3.15pm/3.20pm – 5.30pm cost £8.10 and includes activities, drink and snack.

If your child is staying for a full session or the second half of the club session, you may provide your child with a pre-prepared lunch box containing a snack which they can eat before going home.

All charges are reviewed annually and any changes will take effect from September each year.

The Booking and Payment Process

Bookings for both Early Birds and Tea Birds must be made in advance with payment. A booking form and full payment must be made online via the website and ParentPay. Please note that payment of Early Birds and Tea Birds must be kept separate from all other school payments.

We currently accept the following methods of payment:

- Cheque – made payable to Sutton Benger Primary School. Please put the cheque and booking form into an envelope marked Early Birds and / or Tea Birds booking form and Payment and hand into the office.
- Cash - please put the cash and booking form into an envelope marked Early Birds and / or Tea Birds booking form and Payment and hand into the office.
- Paying with electronic childcare vouchers - when making your payment online, please reference the names of the child/ren. Please return the booking form to the office stating the method and date of payment. Please note that the school is unable to refund any payments made by Childcare Vouchers.

- Paying by Tax Free Childcare account - vouchers - when making your payment online, please reference the names of the child/ren. Please return the booking form to the office stating the method and date of payment. Please note that the school is unable to refund any payments made by tax free childcare.
- Card payments through ParentPay - please return the booking form to the office stating the method and date of payment.

Arrangements can be made to pay in monthly installments (including post-dated cheques) and this should be arranged with the office at the time of booking.

The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.

Non Payment of Fees

Failure by Early Birds and Tea Birds to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment. Failure to settle all fees and / or penalties may result in your child losing their place in Early Birds and / or Tea Birds and / or taking action (including legal action) to recover all outstanding payments. We reserve the right to charge a late payment fee of £5.00 per booking, per child to cover additional administration costs.

Cancellation

In order for these clubs to remain self-funding, we regret that we cannot accept short notice cancellations. This also includes cancellation due to illness (see exceptions below). We do understand, however, that parents' working arrangements do change and this can lead to differing childcare needs. As a result of this cancellations will be allowed where a parent has provided a **25 SCHOOL DAY NOTICE PERIOD**. A Cancellation Notice must be given to the office in writing and will be effective from the date the notice is received. If alternative sessions are required, these must be booked using a new booking form. Parents should also be aware that the school is unable to refund payments made by Childcare Vouchers

Exceptions to booked sessions

Sessions which have been booked and paid for cannot be refunded with the exception of:

- Closure of Early Birds and / or Tea Birds (for example if it is required to close due to unforeseen circumstances, such as school closure due to weather, Health and Safety).
- An extended period of absence (e.g. illness (medical certificate required) over two or more weeks. This will be reviewed at the discretion of the school.

Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions, where places are available, although Early Birds and Tea Birds require a minimum of 24 hours notice and advanced payment. You can request an ad hoc session by completing a booking form or telephoning the school office on 01249 720407. The procedure for ad-hoc sessions remains the same as for regular sessions and a booking form, together with signed Terms and Conditions, must be completed before a child attends Early Birds and / or Tea Birds.

All additional sessions attended by pupils are subject to availability as we must ensure that we have sufficient staff on site. For ad-hoc sessions no parent / carer should consider a booking as being accepted until a member of the school administration staff has confirmed the booking.

Children who turn up at the Club without the parent / carer having booked a session first will be looked after whilst their parent is called to come and collect them. The parent / carer will incur a fine of £10 on top of the occasional Early Birds and Tea Birds charge, per child.

Parents should speak to the Finance Officer if they do not agree with an invoiced amount within 7 days of receiving the invoice.

Reservation of Rights

Early Birds and Tea Birds reserve the right to exclude a child or family from attending the Club or to refuse to accept a registration.

Early Birds and Tea Birds reserve the right to close the Club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.

Late Collection

Parents will be charged £3.00 per child for each 10 minute period that they are late and will be invoiced for this charge. Please note that the late collection charge is applicable for both the half and full sessions.

Childcare Support

Employers can offer childcare voucher schemes, which may be used towards payment for Early Birds and Tea Birds bookings. These schemes are exempt from tax and National Insurance. If an employer would like support to set up a scheme they should call 01954 284203 for more information and advice, or log onto www.hmrc.gov.uk/helpsheets/e18.pdf. We currently accept most childcare vouchers.

Childcare tax credits

Childcare tax credits could assist with up to 70% of the cost of Activity Club bookings. Please call the Tax Credit Office on 0300 200 3100, or visit www.gov.uk/child-tax-credit for more information.

Childcare Information Service

This service provides support for families and advice on paying for childcare. Please call them on 0300 4560100

Ofsted Registration

Sutton Benger Primary School Early Birds and Tea Birds will be inspected and registered as part of Sutton Benger Primary School Ofsted registration.

Disclosures / Safeguarding

The School Administration Team must be notified immediately, in writing, of any changes in contact details or relevant changes in family situations. Situations of risk in relation to the child for which any special precautions may be needed must be notified in writing to the Designated Safeguarding Lead.

Confidentiality

Parents agree to inform the Designated Safeguarding Lead of any information necessary to safeguard or promote their child's welfare. Early Birds and Tea Birds staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The Breakfast and After School Club will comply with the Special Educational Needs and Disability Act 2001 and will act within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

Health and Safety

The Health and Safety of all children and staff at Early Birds and Tea Birds is paramount and the school Health and Safety policy will be adhered to. This includes the fire safety aspects being adhered to.

Discipline

By registering their child for Early Birds and Tea Birds, parents confirm that they accept the authority of Early Birds and Tea Birds supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and Early Birds and Tea Birds community. Early Birds and Tea Birds will follow the Behaviour, Safeguarding and Health and Safety Policy of Sutton Benger Primary School.

Behaviour

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded on the school behaviour profile sheets. The second recorded incident may result in a temporary or permanent exclusion at the discretion of the Headteacher.

Where a parent / carer is in breach of any of our terms and conditions. We reserve the right to cancel bookings, in this instance the standard cancellation policy would apply

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the Headteacher in the first instance. If the matter is still not resolved the school's Complaints Policy should be followed. A copy of this is available on the school website.

Accident and Emergency Procedures

If your child has an accident at Early Birds or Tea Birds we will endeavor to contact you as soon as possible. If emergency treatment is required, a member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

Parents must inform Early Birds and Tea Birds supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the medical exclusion guidelines in operation at the school, and children must not be brought to either Early Birds or Tea Birds if unwell.

Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent / carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return. Our policy of 48 hours absent from school will apply following any symptoms of sickness / diarrhoea.

Any child suffering with head lice must be kept away from the Club until the hair has been fully treated and cleared.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.

Our staff are trained in First Aid and First Aid equipment is kept on the premises.

Sutton Benger Primary School Early Birds and Tea Birds accept no liability for the administration of medicine in accordance with parents / carers written instructions. The school medical policy sets out the requirements in order for staff to administer medication to a pupil.

Valuables

Sutton Benger Primary School Early Birds and Tea Birds accepts no liability for loss or damage (including consequential loss) to property brought to Club premises caused by the actions of children or third parties or for accidental damage caused by club staff.

Money

Every term there is a class cake sale and children are allowed to bring in money to buy cakes. If your child is attending Tea Birds on a cake sale day please ensure their money is placed in a sealed envelope with their name on and handed into the school office for safe keeping. This will enable the club staff to know exactly who has their own money.

Activities

There will be a number of activities on offer during Early Birds and Tea Birds; these activities will change on a daily basis and will be planned by the club supervisor. Activities may include a chance to complete learning, quiet reading, outdoor play, creative play and collaborative games, amongst other opportunities.

Parental Conduct

Parents are expected to give their support and encouragement to the aims of Early Birds and Tea Birds and ensure that they demonstrate appropriate standards of punctuality, behaviour (in line with our positive behaviour policy), discipline and their children's hygiene are maintained.

Sutton Benger School Early Birds and Tea Birds

Registration Form

Please complete all the information below and return it to Sutton Benger Primary School office.

If you are registering more than one child, you will need to fill in a separate form for each child.

Child's first name:	Child's middle name(s):
Child's legal surname:	
Child's date of birth:	Child's gender:
Current Home Address:	
Postcode:	Email address:
Home telephone number:	Mobile number (s) – for each number, please specify whose mobile:

Please list all adults who have legal parental responsibility of your child and their relationship to the child:

If your child is taken ill or in an emergency, please list the people we would contact and in the order in which we would contact them.

A password must be set by you and used by anyone other than yourself when collecting your child. The chosen password is:

Password:-

	Name Relationship to the child	Contact number (s)
First contact Person		
Second contact Person		
Third contact Person		
Fourth contact Person		

If your child has any allergies, please tick below:

- Nuts
- Milk
- Chocolate
- Other dairy i.e. eggs
- Wheat
- Plasters
- Other (please list):

Are there any other medical conditions of which we need to be aware? If so, please list below:

I have read, understood and agree to comply with the Terms and Conditions of Sutton Benger Primary School Early Birds and Tea Birds.

Signed:

Relationship to child (MUST be signed by an adult with legal parental responsibility):

Date:

ANY CHANGES TO THE DETAILS INCLUDED ON THIS FORM MUST BE REPORTED TO THE SCHOOL IMMEDIATELY.