



Moorside Primary School and Nursery

Buddies Breakfast & After School Club Policy

2022 - 2024

Date:	Review Date:	Coordinator:	Nominated Governor:	
September 2022	September 2024	Mrs J Pawley	Mr C Lea	
Headteacher:		Mrs C Rowett	Date:	21/09/2022
Chair of Governors:		Mr C Lea	Date:	21/09/2022

Opening Times

Our opening times are:

Breakfast: 7.45am until school starts (Monday to Friday).

After School: 3.15pm till 5.30pm (Monday to Thursday only), 3.15pm till 4.30pm on a Friday (apart from the last Friday of each term).

Registration forms

All details are held securely and confidentially. On the form you will be asked for contact details for yourself and emergency contacts. Please ensure that we are updated with any changes to either of these.

Booking form

To ensure that your child has a place in Moorside Buddies, a booking form needs to be completed at least 3 days in advance if possible.

Fees

Fees are £4.50 for a breakfast session, £3.50 for an after-school session to 4:30pm (no snack) and £9.00 for an after-school session to 5.30pm (including a snack).

Payments are made via the school's online payment system – ParentPay or by childcare vouchers. We ask that accounts are settled by the 10th day of each month. If you would like to check which childcare vouchers we accept, please contact the school office.

Cancellations

Cancellations must be received by 4.30pm the day before your child is due to attend by calling 01765 604208 or by e-mail to admin@moorside-pri.n-yorks.sch.uk. If cancellations are not made in advance, sessions will still be charged for. Credit will only be given if your child is not in school due to illness.

Arriving at the Club

We cannot accept responsibility for your children until a responsible person has brought them in to the club and 'handed them over to staff'. You will be asked to sign your child(ren) in.

Special Needs

Every child is cared for as an individual and will have equal access to choose from the equipment and activities available. All children are respected, their potential recognised and nurtured. We

encourage each child's identity to emerge and value and enjoy all that they bring to the setting in order to meet the needs of all children, we have access to and work with other professionals from outside agencies when required.

Behaviour

We provide clear and consistent boundaries of acceptable conduct, reinforcing all positive behaviour no matter how small. If your child repeatedly refuses to behave well their place will be withdrawn and you will be asked to remove them. We follow Moorside Primary School and Nursery's Behaviour Policy.

Bullying

We do not tolerate bullying in any form. Children are encouraged to discuss their difficulties openly, and to remedy the problem, and to apologise to the appropriate person. Children and parents are asked to inform staff of any incident which may make them feel uncomfortable or intimidated as soon as it happens.

Child Protection - Confidentiality is maintained at all times

The member of staff with designated responsibility for child protection is Mrs S Price, PSA.

Illness and Medicine

If your child is taken ill whilst attending the club we will settle them in a quiet area where they can be kept under quiet observation. If their symptoms are more serious or become worse we will contact you immediately.

All medication must be given to staff. Please complete a medication sheet before the first dose is needed to be administered at the club. This also includes medication which your child administers themselves e.g. inhalers.

Food

In the morning a healthy breakfast will be provided. In the after school session to 5.30pm, a healthy afternoon snack and drink will be offered each day. When the children are eating with us we encourage good table manners. Please advise us if your child has any allergies or food intolerances.

Activities

We provide a wide range of activities for the children to encourage all types of play. We are keen to promote both indoor and outdoor play; if the weather is too bad for us to play outside we do have access to the school hall. Please send your child with the appropriate clothing for the time of year. During the summer months, please ensure your child arrives in the morning with a good application of sunscreen, minimum factor of 30 SPF. If it needs to be reapplied please send the bottle in a plastic bag clearly labelled with your child's name. We will encourage children to apply it themselves. Please don't forget to send a sun hat!

Collecting from the Club

When you collect your children from the club, you must sign them out in the register and enter the time you have collected them. Your registered security word must be used if anyone other than the people stated on your registration form comes to pick up your children. **All children must be picked up by 5.30pm. A late pick-up fee of £10.00 will be charged if children are not collected by 5.30pm.**

Please note it is the policy of the club that parents and children are not allowed to return to classrooms under any circumstances to collect forgotten belongings.