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Dear Parent / Carer,

## **RE: Extended Provision – Breakfast & After School Club**

Welcome to our Breakfast Club and Out of Hours Provision called 'The Club'. Please see below some information about our policy and procedure for using this provision (Breakfast Club, Out of Hours Club, Pupils Not Collected Policies and Safeguarding Policies are available on our website at [www.stanfordschool.org/office/policies.html](http://www.stanfordschool.org/office/policies.html) or if you would prefer a hard copy please request one from the office).

### **Please note the following booking, drop-off and collection procedures**

- Our opening times are 7.45 am to 8.50am and 3.15pm to 5.30pm. We do offer an early session from 7.30am and a late session to 5.45pm on request.
- We operate an online booking and payment system, if you haven't registered yet please request your access code from the office and go to [www.scopay.com](http://www.scopay.com)
- Fees due are payable in advance and payments can be made online or by cash or cheque (made payable to Stanford School), bookings will only be taken with payment whether online or in the office
- When booking please allow the minimum 48 hours' notice, this allows us to ensure staffing is in place. Same day bookings can no longer be accepted. Bookings and amendments are preferably done online
- Please let the office know by email ([office@stanfordschool.co.uk](mailto:office@stanfordschool.co.uk)) or telephone (01472 318003) of any changes to bookings or collection times
- Please ensure your child arrives on time for any sessions, with no offence intended, late arrivals may not be accepted
- Please sign your child in on the register provided and record the time, this is positioned in the entrance to The Club
- Please collect your child promptly from the club entrance and sign them out on the sheet provided
- Please be aware, with no offence intended, that due to school safeguarding procedures parents are not permitted to enter the club room your child will be brought to you at the cloak room area
- Feedback on your child's club time can be given but time can be limited and if further information is required please feel free to make an appointment to discuss
- Please see the class teacher for information about your child's school day
- Cancellation of places requires 48hrs notice, fees will still be due if cancelled within this time period
- When booking please ensure you enter the correct time slot as staffing is arranged according to bookings placed and incorrect information may result in staff not being in place
- Late payment fees may apply at 10%
- Late collection of children will be charged at the next session rate, continued late collection may result in a fine of up to £10.00
- Children will not be admitted without a booking and entry will be refused to those just turning up on the day
- Flexibility will be given under reasonable circumstances to try and accommodate parents / carers please discuss with the school business manager
- Childcare vouchers are accepted

## **COVID-19**

Due to government guidelines there will be some changes in The Club but we will still try to make it as fun as possible. Please see the link for more guidance from the DFE:

[www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

To reduce the risk of transmission within a setting, we need to aim to minimise the number of different people each child comes into contact with. As such, we will seek to maintain consistent groups in-line with their new school 'bubbles'. This means children will be assigned to a particular class or group and should then stay in those consistent groups for future sessions.

As far as it is possible, groups should also not be mixing within the setting itself.

Potential challenges to achieving consistent groups may include:

- children attending based on varying booking patterns
- the emergence of safeguarding or welfare concerns
- variance in the ages of children attending

To overcome such challenges, we will use our best judgement in creating and frequently reviewing groups in order to minimise the amount of 'mixing'. As always, any decisions will be made with full consideration of any ongoing welfare needs or safeguarding concerns.

Please note the following changes:

- Children will only be allowed to mix, where possible, with their class bubble while attending the club, this may limit some activities but we will try and make it as fun as possible for them
- More outside play where possible
- Breakfast will be eaten with other members of their bubble
- Bookings will be required no later than 1pm the day before
- There will be no late or on the day bookings accepted, this includes those who just turn up without booking, with no offence intended you will be turned away
- Drop off and collection times must be adhered to
- Staff will adhere to the 2 metre social distancing guidelines where practicably possible. When they are required to be closer they will keep this time to a minimum and will not work face to face with children
- Children will wash their hands for at least 20 seconds on arrival at school, before leaving, before and after eating, after sneezing/coughing and after using the toilet
- enhanced cleaning schedule in place at school

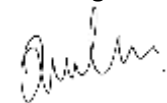
Please talk to your children about ensuring good respiratory hygiene (Catch it, bin it, kill it!) and the importance of hand washing – there are some helpful resources on the school web site to support this.

Please do bear in mind that every effort will be made, where practicably possible, to follow the control measures we have in school however, there will be times when it is impossible to conform to these as children are unpredictable and have varying degrees of needs at different times.

As I am sure you are aware, guidance is changing on a regular basis and we will endeavour, as always, to keep you fully updated of any further changes via the text service and use of the school website.

We thank you for your cooperation with this and hope to continue providing this service at the most competitive rates, the school does not make a profit to try and keep costs as low as possible. If you have any questions or queries please do not hesitate to ask.

Kind regards



**Dawn King**  
**School Business Manager**

**Stanford Junior & Infant School – Out of School Childcare Provision**  
**The Club – Session Prices – September 2020**

<b><u>Session Code</u></b>	<b><u>Breakfast Sessions</u></b>	<b><u>Amount</u></b>
A	Breakfast Session - 8.00 – 8.50 am	£ 2.50
B	Breakfast Session - 7.45 – 8.50 am	£ 3.25
C	Breakfast Session - 7.30 – 8.50 am (On Request)	£ 6.00
G	Breakfast Session - 8.00 – 8.50 am (Additional Child)	£ 2.00
H	Breakfast Session - 7.45 – 8.50 am (Additional Child)	£ 2.50
I	Breakfast Session - 7.30 – 8.50 am (Additional Child, On Request)	£ 5.00
<b><u>After School Sessions</u></b>		
D	After School Session - 15.15 – 17.00	£ 5.25
E	After School Session - 15.15 – 17.30	£ 6.25
F	After School Session - 15.15 – 17.45 (on Request)	£ 7.25
J	After School Session - 15.15 – 17.00 (Additional Child)	£ 4.50
K	After School Session - 15.15 – 17.30 (Additional Child)	£ 5.50
L	After School Session - 15.15 – 17.45 (Additional Child, On Request)	£ 6.50
M	After School Session - 16.15 – 17.00 (After Sports Club Rate)	£ 3.00
N	After School Session - 16.15 – 17.30 (After Sports Club Rate)	£ 3.75
O	After School Session - 16.15 – 17.45 (After Sports Club Rate, On Request)	£ 4.50

These prices will take effect from Thursday 3<sup>rd</sup> September 2020

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Please can you sign the attached declaration and return to the office

**The Club - Parent Declaration**

I understand that by signing this declaration that I agree with the following conditions and have been made aware of the following information:

- I have read and understood the fee structure including payment dates and methods
- I understand I have access to the schools policies and procedures on the school website and agree to abide by them
- I understand I may withdraw my child from pre-booked sessions at any time giving 48hrs written notice

Childs Name: \_\_\_\_\_ Parent/Carer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_