

Baden-Powell and St. Peter's CE Junior School Breakfast and After School Club
Kids' Haven

Terms and Conditions

General Information

- Kids' Haven is open to all children from all year groups and there are 33 available spaces both before and after school each day.
- Breakfast Club runs during term time Mon-Fri, 7.45am to 8.30 am and costs £5.50 which includes breakfast.
- Children attending Breakfast Club will be escorted to their classroom at 8.30am and will then be supervised by the class teacher.
- After School Club runs during term time Mon-Fri, starting at the end of the school day at 3.20pm and finishing at 6pm costing £15.00. Your child will be provided with a light supper during this time.
- After School Club CLOSSES at 6pm. There is no facility for an extension to this time.
- We reserve the right to impose a late collection fee to cover the additional costs of staff time for having to stay after their contracted hours. Persistent late collection will result in your space being cancelled. £5 will be charged for every minutes beyond the collection time. This will commence from the second time late collection occurs.

Contact details for parents

- If you need to contact Kids' Haven while your child is in attendance, please call the school office up to 4.45pm and then the Kids' Haven directly on **07776878073** between 4.30pm & 6pm.

Booking procedures

- Bookings for Kids' Haven are made via Arbor, our online parent payment system.
- The school will notify parents via email when bookings will 'open' for Autumn, Spring and Summer terms.
- Bookings are made on a first-come, first-served basis. Arbor will not allow you to book a session if none are available. Please contact the school office in this instance to check availability.
- When you join Year 3 at Baden Powell, we provide you with the access information via email that contains the necessary details to enable you to set up an ARBOR account
- We strongly advise you to read the booking information in the attached link before you make any bookings: <https://support.arbor-education.com/hc/en-us/articles/360008179494-Signing-my-child-up-for-a-Club-on-the-Parent-Portal-or-Arbor-App>
- You will need to plan the sessions you wish to book and calculate the cost. These need to be calculated separately for each club morning and afternoon.
- Go to your Arbor account and log. We would advise you to do this on a computer and not a mobile phone.
- In the accounts section, select the club you wish to top up by clicking on it. When booking sessions at Kidshaven Club, payment is required BEFORE the place is confirmed except in the case of Childcare vouchers or the Government Tax Free Childcare Scheme.
- Please note that you do not need top up your Breakfast Club or After School Club payment account if you pay via Childcare Vouchers or the Government Tax Free Childcare Scheme as your payment is administered by the school directly, but you still need to book the sessions you require. You will need to advise the school office if you come into one of the above categories.
- Click on the 'Top up account' button
- Add the payment amount you wish to make and any relevant notes in the narrative box, e.g. credit for breakfast club summer term. Then click 'Pay now'
- Fill in your payment card details and then pay.
- YOU WILL NEED TO TOP UP EACH ACCOUNT SEPERATELY (i.e. Breakfast club and After school club)

Payments

- When booking sessions at The Kids Haven Club, payment is required **BEFORE** the place is confirmed.
- Payment can be made using childcare vouchers and via the Government Tax Free Childcare Scheme. Please note that Baden-Powell and St. Peter's CE Junior School need to be registered with your childcare voucher provider in order for you to be able make payments to us.
- You must clear your account balance every term in order to be able to make bookings for the next term.
- You will not be charged for sessions that fall on inset days, bank holidays or during school holidays. If the school makes the decision to close for any reason (e.g., adverse weather, a problem with heating or water services) you will not be charged for sessions that fall on those days.
- On the last day of the Autumn and Summer Terms, there will be no afternoon provision as the school closes at 1.25pm.
- Afternoon KidsHaven is not on during the New Parents Open Evening annually in Nov (Dates to be confirmed each year)
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact a member of the senior leadership team as soon as possible.

Venue

- Kids' Haven predominantly operates in Maidment Hall, the School's main hall and outside (weather dependent). The inside locations are situated in the main building.

Arrival and Collection

- A register of children who attend the clubs will be taken at the start of each session.

- Kids' Haven Breakfast Club starts at 7.45am each day. Please do not arrive before this time and do not leave your children unattended. Staff do not have responsibility for your child until the club commences. Please come to the Main Office and press the doorbell marked Kid's Haven and a member of staff will sign-in your child and take them to the hall.
- You will need to "sign out" your child on the register which staff will make available to you when collecting from afternoon Kidshaven.
- Children can be collected at any time during the afternoon session by the adult named on the registration form, but no payments will be refunded under these circumstances.
- Kids' Haven closes at 6pm.
- If you are going to be unavoidably late, or are unable to collect your child as arranged, it is important that you contact us on the school telephone number 01202 743081 up to 4.45pm and 07776878073 after 4.45p as soon as possible, so that arrangements can be put in place.
- If a child has not been collected by the end of the session, the relevant parents/carers will be contacted in the first instance by telephone. All the additional contacts that have been provided will then be telephoned in the second instance. If these contacts are unavailable and after approximately 60 minutes, the relevant child protection services will be contacted.
- We reserve the right to impose a late collection fee to cover the additional costs of staff time for having to stay after their contracted hours. Persistent late collection will result in your space being cancelled. £5 will be charged for every 5 minutes beyond the collection time. This will commence from the second time late collection occurs.
- KidsHaven (via the school office) MUST be made aware if someone other than the parent will be collecting their child. If someone else will be collecting your child, we must be informed by telephone as soon as possible .

Activities/ Provision & Aims

- A range of activities are planned for each session for the children in Breakfast Club and After School Club. We aim to have a balance of active play as well as calm time as we are aware that children have had a busy day at school and therefore need a careful balance of activities.
- We will use the outside area wherever possible including the playground and field.
- The age of the children attending the clubs are taken into consideration when planning activities to ensure they are appropriate.
- Our club's aim is to provide opportunities for fun, enjoyment and learning through a range of activities.
- Our clubs encourage children to develop friendships between age groups and work together cooperatively.

Food/Light Supper

- We will provide a light supper at around 4.30pm (e.g., beans on toast, crackers, pasta and fruit).
- Fresh drinking water is always available to the children.

Behaviour

- Children and staff are expected to follow the school's values and policies whilst attending the clubs. All school policies including Kids' Haven Behaviour Addendum are available on the school's website.
- The school's behaviour policy must be followed, and parents will be informed of unacceptable behaviour which may result in your space being cancelled.
- For more information regarding the behaviour acceptable at Kids Haven please see the Behaviour Addendum.
- All parents and carers must sign a home/school agreement regarding behaviour expectations.

Health & Safety

- Children will use their own year group toilets whilst in attendance and will regularly wash their hands in accordance with guidelines. Anti-bacterial gel will also be used in-between washing hands etc.
- Staff must follow the school policies regarding Health & Safety, E-Safety, Safeguarding and Child Protection, and any other related policies to ensure the safety of all children at all times.
- In the event of a fire, the school's fire evacuation policy will be followed.

First Aid

- There will be a qualified first aider on site during sessions.
- The school's first aid policy will be followed by staff at all times. (All school policies are available on the school's website).
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded on our incident management tool and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- In the event of a medical emergency that requires hospitalisation we will follow the school policy regarding Administering First Aid which is available on the school's website.
- 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 made 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 and all school policies at all times.
- We will adhere to Ofsted guidelines regarding staffing ratios.
- Both clubs will be staffed by existing members of school staff who are suitably qualified.
- Staffing arrangements are considered to meet the needs of all children who attend the clubs.

Complaints

- The clubs will adhere to the school's complaints policy which is available on the school website under the policies section.