

# ELLINGHAM PRIMARY SCHOOL

## Breakfast and After-School Club



Ellingham Primary School  
Ellingham Road  
Chessington  
KT9 2JA  
020 8397 3864

Club Manager: Jayne Eite  
Email: [Explorer@elp.rbksch.org](mailto:Explorer@elp.rbksch.org)

## 1. Aims and Commitment

Our Clubs Aims:-

- All children will be welcome and cared for by experienced staff to insure they feel happy, safe and confident within their environment.
- Each child will be treated as an individual and offered an environment where they can meet their full potential.
- All Children will be treated with respect within an environment where they can learn to keep healthy and interact with others.
- Though fun activities children 's learning will be extend allowing them opportunities to explore, experiment and have fun.

## 2. At Ellingham Afterschool and Breakfast Club we are committed to meeting the needs of the parents/carers by:

- Keeping them up to date with policies and procedures, including opening/ closing times programmes of activities and menu's.
- Listening and responding to their views and concerns and acting accordingly.
- Sharing and discussing their child's achievements, experiences and progress, along with any difficulties which may arise.

## 3. What hours does the after school / breakfast club operate?

Breakfast club – 7.30, – 8.45am Monday – Friday

Afterschool Club – 3.05/15pm – 4.30pm or 3.05/15pm – 6.00pm Monday - Friday

## 4. How much does each sessions cost?

Breakfast club - £6.50 per session

Afterschool Club -£7.50 / £15.00per session

## 5. Do you offer a sibling discount?

A 10% sibling discount will be offered.

## 6. What will my child be doing at afterschool club?

Activities will change frequently but regular activities include:

- Art and Craft activities ,
- Games: including table top games, jigsaws etc.  
Sports,
- Construction,
- Colouring and drawing.

## **7. How will my child get to the after school club?**

Staff will collect children from their classrooms at the end of school and take them to our fully equipped room.

## **8. What are the adult to child ratios?**

Ellingham's After School Club's staffing ratio's for children attending is set out in accordance with OFSTED regulations, There is always a minimum of two staff, all staff have current DBS certificates, have attended child safe guarding training and at least one member of staff at all times hold a paediatric first aid certificate.

## **9. Do you offer food and during the after school session and breakfast club?**

For breakfast, the children will be offered cereals, toast, yogurt and fruit. Milk and water will be available.

Children who attend the later session will be offered a healthy snack. This will vary on a day to day basis and a menu is available for you to view All snacks are nut free; please inform staff of all allergy and dietary requirements. Children will be offered milk or water to drink. Snacks provided are not intended to replace your child's main evening meal but simply to provide a nutritious short-term energy boost.

## **10. Drop off and Collection**

### **Breakfast Club:**

- Please enter the playground via the gate by the trim trail and drop off in the small hall. All children must be signed in on the register.

### **Afterschool Club:**

- Please enter the playground via the gate by the trim trail and pick up from the club room, all children need to be signed out on the register.
- If you are going to be late or a different person needs to pick up please ring the club number 07955870461.

## **11. What if I am late collecting my child?**

The After School Club closes at 6pm; all children must be collected and leave the site before the club closes. Whilst we appreciate that on occasion you might be delayed, if this becomes a regular occurrence a late fee will be charged.

### **Late collection charges**

The after school club closes at 6.00 pm any child collected after this time will be charged a late collection fee. The charge will be £1.00 per child every 2 minutes until 6.10pm. Thereafter, the charge will be £5 for every 10 minutes. The fee will need to be paid in full before the child attends the next session.

The Club mobile number is 0795870461

## **12. Behaviour**

We expect the children to follow the school's behaviour policy and reserve the right to exclude children from the club should they not follow the policy.

## **13. How do I book Sessions**

Session can be book by logging into your parent pay account and selecting the sessions you would like your child to attend.

If you would like to pay by Childcare Vouchers please email [explorer@elp.rbksch.org](mailto:explorer@elp.rbksch.org) to book session and invoices will be issued on the 1<sup>st</sup> of the month.

## **14. What happens if I need to cancel / amend a sessions?**

Bookings may be cancelled 1 week in advance

## **15. What is the booking deadline for after school club sessions?**

Sessions can be booked via Parent Pay up to the day before an afterschool session is needed, for parents paying via voucher and booking extra sessions please email [explorer@elp.rbksch.org](mailto:explorer@elp.rbksch.org) to book session.

Please ring office if an emergency on the day booking is needed.

## **16. Do you except childcare vouchers?**

Yes, for more information please speak to Jayne Eite (breakfast and after school club manager) or email on [explorer@elp.rbksch.org](mailto:explorer@elp.rbksch.org)

## **17. What is your policy on administrating medication?**

If your child has a condition that requires medication this will be administered upon specific instruction by the parent/guardian, all medical conditions should be disclosed on the full registration/application form. We will always have one or more members of staff on site who are medically trained in administering First Aid should the need arise. Please note that staff are not permitted to administer sun cream.

## **18. Sickness**

If your child is sick and not attending school please email [explorer@elp.rbksch.org](mailto:explorer@elp.rbksch.org) or send a text to 07955870461.

**19. Can I use the afterschool club on an occasional / emergency basis?**

Yes, children can attend any number of occasions from a one-off visit to every day. In all cases parents will need to complete the Breakfast/ After School Club Registration Form in order that we have adequate contact and medical details on record.

**20. What if my child attends an afterschool club?**

We will collect children from their club at the end of the activity. The full daily fees would still need to be paid, as we would be responsible for your child whilst they attend the activity, and would be available if they should have an illness or injury. Also, if the activity was cancelled for any reason, we would care for your child from 3.05/15pm

**21. Complaints Procedure**

Any problems should be discussed in the first instance with the After School Manager who will make every effort to address any concerns.

Should the problem remain unresolved it should be raised with the Head teacher either in writing or by requesting an appointment within 7 days. The matter will be investigated and the outcome advised to you in writing within 2 weeks of receipt.