Community Family Services Ltd

*Supporting families and the local community*

Head Office – BNENC Breckfield Road North, Liverpool, L5 4QT

Info@communityfamilyservices@yahoo.co.uk

0151 345 5155

**Breakfast and Afterschool Club Information Booklet**

Thank you for choosing our club to care for your child.

In the first instance, you must apply for a place by completing our registration form. You can do this online via our website [www.communityfamilyservices.co.uk](http://www.communityfamilyservices.co.uk) or by email or call in to the club for a form. You will not be able to access the clubs until this is completed and you receive confirmation of your child’s place.

We are registered and inspected by Ofsted. Some families may be able to help claim back some of the costs by using our Ofsted number.

**Breakfast and Afterschool Club information**

**Hours**

We open our doors at 7.45am. In line with our insurance, children are not allowed on the premises before this. You can come in anytime up to 8.30am when the doors will close and breakfast ends. If you come after this time you will not be permitted entry.

Staff will escort the children to their classes when school starts.

**Staffing**

We employ some staff from within the school. Children will see lots of familiar faces during breakfast and afterschool club. This is also a good link with school and the passing on of messages for working parents who rarely get to see their child’s class teacher. We operate on a ratio of 1:8 for early years children and 1:10 for older children. In line with Ofsted guidance we employ a Manager with Early Years training and all staff have an enhanced DBS check, first aid, safeguarding and food hygiene certificates.

**Food/drink**

We will offer a nutritious breakfast in the morning and snack in the afternoon. Please ensure when completing your registration form you alert staff to any allergies your child may have. If your child does have an allergy, please fill in the medication and treatment section on your form so staff would know what to administer should an allergic reaction occur.

**Bookings**

You can book any day you need or a full week. You must book your sessions and pay for them in advance of your child’s stay. It is **4 weeks written notice** to swap, drop or change your days. Payments will still accrue until written notice is received. All booking enquiries must be emailed to info@communityfamilyservices.co.uk. Once booked your place will continue from term to term, until you give 4 weeks written notice.

**Written Notice**

Any notice to cancel, swap days must be given 4 weeks before the end of any term. If notice is given at the end of term this will result in 4 weeks fees to be paid even when school is closed.

**Payments**

If you pay weekly - the week ahead must be paid for or if you pay monthly - the full month payment will be due before you start. You may pay via online bank transfer, tax free system or childcare vouchers.

Failure to pay or continued missed payments will result in the loss of your child’s place. We will endeavour to claim back any outstanding fees through a debt collection agency which may affect your future credit rating.

**Bank details:**

Account name: Community Family Services ltd

Account number: 43630447

Sort code: 20-50-82

\*Please use your child’s name as a reference.

**Breakfast and Afterschool Club Terms and Conditions**

1. Time and location
	1. Breakfast and Afterschool club will run daily, term time in the school hall.
	2. For Longmoor Community Primary School pupils only.
	3. Sessions run from 7.45am – 8.50am and 3.15pm-5.45pm
2. Charges and booking
	1. Charge for breakfast club is £5.00 per session.
	2. Charge for Afterschool club is £9.00 per session.
	3. A regular place must be booked and paid for in advance.
	4. Payment is still required if your child should be absent form school.
	5. 4 weeks written notice is needed to swap, drop or change days.
	6. Payment must be made in advance.
3. Emergency attendance
	1. We do have some space for emergency places on occasion, but it is not guaranteed and payment will be due on collection of your child.
	2. Emergency places must be confirmed through the manager before your child attends that day.
4. Breakfast
	1. Children will be offered at least two food options plus a drink every day.
	2. Breakfast options will typically include a selection from the following –
* Cereal and milk
* Toast (white or wholemeal with butter or jam)
* Yoghurt
* Fresh fruit
* Milk or water
	1. Afterschool options will typically include a selection from the following –
* Sandwich or toastie (ham or cheese)
* Wraps
* Crackers and cheese
* Fresh fruit
* Biscuit
* Cold drink (milk or water)
	1. Children will be able to choose from the choices available.
	2. A packed breakfast will only be allowed in the case of a specific dietary requirement that prevents them from eating anything from the list above. This will be agreed in advance with the Manager.
1. Activities
	1. A range of activities will be available during both clubs, for example:
* Quiet corner/reading
* Arts and craft
* Dressing up
* Cookery
* Games and puzzles
* Lego
* Outdoor activities
1. Behaviour and code of conduct
	1. Children will be expected to adhere to the school and club rules.
	2. We reserve the right to withdraw a place if behaviour is not acceptable.
	3. All school policies and procedures apply to our clubs
2. First Aid and medical
	1. All staff are first aid trained.
	2. All staff hold paediatric first aid certificates.
	3. If a child becomes unwell during the club, parents will be contacted to arrange for their child to be collected.
	4. Any suspected cases of Covid19, PPE will be worn by staff who await collection of the child in an isolation room.
	5. Children who require medication such as an inhaler or epipen will need an additional set of medication to be left at the club.
	6. A medication form will need to be completed and signed before the child’s stay.
3. Contacting the club
	1. There will be a mobile if parents need to make contact with staff during the session. Do not call the school office. Telephone number is on your registration pack.
	2. The mobile phone does not have a camera attached.
4. Drop off/collection
	1. Children must be dropped off at hall via playground.
	2. Parents cannot come in to the hall and must maintain a safe distance while waiting outside in line with Covid safety regulations.
	3. When attending Afterschool, teachers will bring the children to the hall in the club.
	4. At least 2 different working numbers must be provided as a contact for any child attending the club in case of an emergency.
	5. Children **must** be collected by 5.30pm.
	6. A fine of £30.00 will be charged to any parent arriving late to the Afterschool Club.
	7. Continued late arrival will result in the loss of your child’s place.

We/I have read and fully understand the terms and conditions. We/I agree to the following terms and conditions set out as listed in this booklet.

Parent of…………………………………………………………………………………………………………………………………………………………

Signed……………………………………………………………………………………………………………………………………………………………..

Date…………………………………………………………………………………………………………………………………………………………………

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Date…………………………………………………………………………………………………………………………………………………………………