



**Greenfield**  
Primary School

**BREAKFAST AND AFTER SCHOOL  
CLUB  
REGISTRATION PACK**

**Head teacher: Mr C Bowpitt**

Gwendoline Drive, Countesthorpe, Leicester LE8 5SG

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# **WELCOME TO GREENFIELD PRIMARY SCHOOL BREAKFAST AND AFTER SCHOOL CLUB (BASC)**

The BASC is registered with Ofsted under the school's registration (URN 132226).

Our opening hours are:

Breakfast Club - 7.45am to 8.45am.

After School Club - 3.25pm to 6pm

The club operates term time only. The school usually runs a Sports and Crafts holiday club for one week at Easter and three weeks during the summer holidays between Greenfield and Thistly Meadow Primary School using an external company. Details of this are provided by the school early in the spring term.

## **GENERAL INFORMATION**

### Aims

At both clubs we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care, providing a smooth transition to and from school each day.

### Activities

Children are free to choose activities and resources as they wish. Throughout the week there will be a selection of activities and resources available for example dressing up, crafts, board games, construction, physical play, cookery, reading and iPads. We do provide special activities and these can be themed to the seasons/cultural events or activities linked to what is going on in school. We also welcome suggestions from the children for activities they would like to do.

There will also be opportunities for children to do their homework if they wish.

The clubs operate from the lower school hall which is secured by electronic door controls opened by staff passes and high reach release buttons. These doors will automatically release in the event of a fire alarm.

We do take advantage of the wonderful site we have here and use the play ground and school field (in dry weather).

### Food and drink

Food for both clubs is provided by Leicestershire School Food Support, who have been providing high quality healthy and nutritious school lunches for many years.

At our Breakfast Club we provide a healthy balanced start to the day with cereal, toast and jam and fruit juice. We promote independence, by encouraging the children to select and prepare their own breakfast and clear away afterwards.

At the After School Club, a snack is provided which will usually include a cheese or egg roll/beans on toast/pizza slice, a home made biscuit/cake and fruit. Children help serve and clear away after themselves.

Fresh drinking water is available at all times and children are encouraged to bring their own named water bottle.

We meet individual dietary/allergy requirements and recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Children eat together at tables.

### Staff

Our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked and Paediatric First Aid trained. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please speak to school office.

### Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured under the school's cover. A first aid kit is kept in the lower hall; if your child has an accident whilst in our care, you will be informed and a slip provided when you collect your child.

### Illness and Medication

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Staff at the BASC will not normally administer medicines, please refer to the Supporting Children with Medical Needs (including Administration of Medicines) for further information.

### Policies and procedures

The BASC follow the policies and procedures of Greenfield Primary School which are available on the school's website.

### Risk Assessments

The BASC has its own set of risk assessments that are reviewed alongside the school's or when there are any material changes.

## **TERMS AND CONDITIONS**

### Admission

Admission to the club is organised by the school office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. Where places are oversubscribed, they will be allocated in the following order:

1. Where sessions are required for five days per week
2. Where both breakfast and after school club sessions are required

We require a registration form to be completed for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for the new school year is required at the end of the summer term. We cannot keep a place open for your child unless you confirm your registration.

### Payment of fees

#### Breakfast Club

The current fees are £4 per child which includes breakfast.

#### After School Club

The current fees are Early pick up (3.25pm to 5pm) £7.50, Late pick up (3.25pm to 6pm) £9.00, both of which include a snack.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is ill, on holiday (regardless of the amount of notice given) occasional days off, school trips or closure of Greenfield Primary School due to an unforeseen event. We do not charge for bank holidays and teacher training days.

A 10% discount is applied to siblings.

Fees are payable in advance by cash, cheque or bank transfer. Invoices are issued on the 20<sup>th</sup> of each month by Parentmail, for the following month's fees and all payments need to be received by the **first day** of the forthcoming month to ensure attendance at the BASC. We also accept payments under the government's Tax-Free Childcare scheme and Childcare Voucher schemes. Parents can find out more information here <https://childcare-support.tax.service.gov.uk/>

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the School Business Manager.

### Changes to days and cancelling your place

You must give us one month's notice of termination of your child's place or of a reduction to sessions. In the event of additional sessions being required, these will be accommodated as soon as a place becomes available. If you require an extra session during the week to cover an emergency, please let us know as soon as possible and we will do our best

to accommodate your child, provided we have adequate numbers of staff for that day. We politely request that if these additional sessions are occurring on a regular basis you review your childcare needs and register additional sessions to allow for these circumstances.

### Temporary changes

Please remember that we need to know if your child will not be attending the club for any reason. Please notify the school office during school hours and the BASC mobile outside of these times.

If your child does not attend a booked session, we will treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the school office know by **Thursday** at the latest.

### Arrivals and departures

All children should be brought to and collected from the BASC via the lower hall entrance door from the school car park. The school office will not be open to accept children for the club.

School staff will bring children from Foundation Stage and Year 1 and 2 to the After School Club at home time. Older children make their way to the hall from their classrooms. A register is taken when children arrive in our care, and you will be asked to sign out your child when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

If you are delayed in collecting your child for any reason please telephone us to let us know. Collections after 6pm are considered late and a late payment fee of £15 will be charged if you collect your child after the club has closed on **three** occasions.

If your child remains uncollected after 6.15pm, you have not warned us that you will be delayed, and we have been unable to reach you or any of

your emergency contacts, we will follow our Start and End of Day policy and this may include contacting Social Services.

### Enquiries

If you have any queries, comments or need to discuss any matters concerning your child, please speak to one of the BASC staff in the first instance.

Greenfield Primary School reserves the right to amend the terms and conditions and registration fees at any time.

## **CONTACT INFORMATION**

Greenfield Breakfast and After School Club  
Greenfield Primary School  
Gwendoline Drive  
Countesthorpe  
Leicester  
LE8 5SG

BASC contact number: Mobile 07376 639093 answered from 7.45am to 8.50am and 3.25pm to 6pm. Outside of these times, parents can leave a message or ring the school office during school hours.

School office: 0116 2773584

Email: [office@greenfield.leics.sch.uk](mailto:office@greenfield.leics.sch.uk)





**BREAKFAST AND AFTER SCHOOL CLUB REGISTRATION FORM**

Child's Surname:..... Forename: .....

D.O.B..... Class: .....

Home Address:.....

.....Postcode: .....

Home telephone number: .....

1. Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Prioritise them in the order that you wish for them to be contacted.

2. Please also tick the box if they are authorised to collect your child from the club.

<b>Parent/Contact:</b>	
Title and Surname:..... Forename: .....	Priority
Home Address:.....	<input type="checkbox"/>
.....Postcode: .....	Collect
Home telephone number: ..... Mobile: .....	<input type="checkbox"/>
Relationship to Pupil: ..... Parental Responsibility: Yes/No	

<b>Parent/Contact:</b>	
Title and Surname:..... Forename: .....	Priority
Home Address:.....	<input type="checkbox"/>
.....Postcode: .....	Collect
Home telephone number: ..... Mobile: .....	<input type="checkbox"/>
Relationship to Pupil: ..... Parental Responsibility: Yes/No	

<b>Parent/Contact:</b>		
Title and Surname:..... Forename: .....		Priority
Home Address:.....		<input type="checkbox"/>
.....Postcode: .....		
Home telephone number: ..... Mobile: .....		Collect
Relationship to Pupil: ..... Parental Responsibility: Yes/No		<input type="checkbox"/>

**Dietary Requirements:**

Artificial Colouring Allergy  No Pork  No Dairy Produce

Gluten Free  Halal  Kosher Foods Only

No nuts of any type  Vegetarian  Seafood Allergy

Does your child have any other dietary requirements that the school should be aware of?

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**Medical information:**

Does your child have any medical conditions we should be aware of? If yes, please state:

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Medical Practice Name.....Telephone no:.....

Medical Practice address.....

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**Permission for photographs and digital images:**

From time to time we may take photographs and videos of the children at the clubs. Please confirm the existing consents given to Greenfield Primary School regarding photographs and images of your child are to apply for the BASC - Yes/No

**Payment method:**

Please tick your preferred method of payment:

Direct payment to Bank  Cheque (payable to LCC Greenfield)

Childcare vouchers (please state provider)  Cash

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**Agreement between parent(s)/carer(s) and the Greenfield Breakfast and After School Club:**

- I understand that by completing and signing this registration form I agree to meet the terms and conditions in the registration pack of Greenfield Primary School.
- I will inform the BASC of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from the BASC immediately I am informed that he/she is unwell.

Signed.....Parent/Carer

Name.....Date.....



**GREENFIELD PRIMARY SCHOOL**

**BREAKFAST AND AFTER SCHOOL CLUB BOOKING FORM**

Child's Name .....Class.....

Please tick the boxes for which sessions are required.

**Breakfast Club**

**7.45am to 8.45am**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>

**After School Club**

**Early Pick up - 3.25pm to 5pm**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>

**Late Pick up - 3.25pm to 6pm**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>

Signed.....Parent/Carer

Date.....

*Please return to the school office*