

BREAKFAST CLUB ADMISSIONS AND FEES POLICY

Introduction

New Millside Pre-school's Breakfast Club will run in the setting from 7.30-8.45am each day for Broughton School Children or 7.30-9.00am for pre-school children. A registered child may arrive at any time during the session but if they require breakfast, they must arrive by 8.15am. The maximum number of pupils attending each session will be 16, which will not exceed 8 preschool children at any one time. This will be reviewed regularly.

Children from Broughton Infant School will be escorted to join their class lines at 8.40am in the playground and so enter their classes in the usual way.

Children from Broughton Junior School who are attending the Breakfast Club are expected to walk to school unaccompanied from the entrance gates to Broughton Infant School.

In an exceptional circumstance such as a Pandemic please refer to the relative Risk Assessment for all associated updated actions in relation to this policy.

Registration

Parents who require a space for their child/children at the Breakfast Club will need to complete and return a registration form clearly specifying their required sessions and regularity. These forms are available from the pre-school Administrator, breakfast club staff, in the main reception or on our website.

You will be informed in writing or email if your child has been offered a place. If you no longer wish to take the placement, please inform us immediately so it can be offered to the next applicant on the list.

Successful applicants will be required to abide by all the terms and conditions (contract agreement) of admission, including the level of fees and arrangements for payment.

Admissions

Admissions will be offered according to the following criteria

- Children who are deemed by the Schools Extended Services Committee to be in extraordinary need of Breakfast Club provision (i.e. family circumstance, health)
- Siblings
- Waiting list

Once the initial maximum number of places has been reached a waiting list will be opened. When a vacancy becomes available the Administrator will contact the parent/carer whose child is highest on the waiting list. If that parent/carer still wishes to take up the place for their child they will be required to follow the remaining steps in the admission procedure outlined in this policy. If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted.

We offer ad hoc placements but advise the parent/carer must call beforehand, preferably a day in advanced, as we will be unable to offer a place if the sessions is full and will have to turn away if you have not called beforehand. Ad hoc is not available to pre book in set days across the half term. Half term must be booked in advanced and the same sessions each week across that term, if you wish to add in extra days please discuss with the Administrator. If you wish to drop sessions over the half term, fees are still liable until the half terms notice is given.

Children of staff, who attend Broughton Infant School would need to apply in the normal manner and be included within the staff to child ratio.

Fees

The cost of each session at the Breakfast Club as of April 2020 is:

£4.25 per child attending Broughton Infant/Junior School.

£4.75 for Pre-school children (3 & 4 year olds only). Funding Hours can be used but only if attended weekly, excludes Ad hoc.

All fees will be reviewed regularly by the Pre-school's Committee to ensure the financial stability of the Club. Daily fees will remain the same no matter what time the child arrives at the provision.

Invoices for fees will be issued through our invoicing system. This is currently 'Xero', you will be given as much notice as possible if we change software. Invoice are sent the first week of term and will include the pre-school phone number and email for any queries. If you do not have an email address, these will be printed.

We accept childcare vouchers. If you pay by childcare vouchers, please email office@newmillsidepre-school.co.uk which provider you use and when payment has been made the payment made can be matched, otherwise it is likely this payment will not go onto your record straightaway and therefore you may be sent a chasing email for payment. If we do not have an account with the company you will be using please notify us and we will endeavour to set this up.

Terms & Conditions

- a) *Payment will be due 2 weeks from the date of the invoice.* Childcare Vouchers are accepted see above.
- b) Four weeks notice will be required if children are withdrawn from the pre-school unless exceptional circumstances such as medical

- c) If notice is not given that children will not be returning, a full half term fees will be required.
- d) If your child does not attend sessions without letting the pre-school know for two weeks and without payment, we will terminate your child's place. If you are in arrears for two weeks or more your child's paying session(s), will be terminated, please remember that we are a charity.
- e) Fees are payable up to the date of withdrawal and at the end of this notice period, even if a parent chooses not to send their child during the required notice period.
- f) If you are using funded hours and your child fails to attend sessions for 3 weeks with no authorised absence, funding will be cancelled, and an invoice sent for fees due, as funding will be recuperated by the Local Authority.
- g) Payment plans are available for those that require. Please speak to the Administration and Finance Manager.
- h) Fees are still liable for the following: short-term sickness, holidays, isolating due to pandemic and isolating due to government guidance after a holiday away, fees must still be paid as those sessions are reserved for your child to attend weekly and we have already paid staff costs etc.

Payment must be made two weeks after the invoice date (regardless of length of half term) and reminders are sent through Xero on the following dates:

- A reminder is sent the date before payment is due
- *7 days after the payment was due*
- *14 days after the payment is due. This is a final reminder and if payment has still not been received your child's paying session(s) will be terminated.* Inform the parent/guardian that their child will be excluded from their paid sessions for the rest of term if full payment is not received by the child's next session, include final settlement date. Full payment will also be required for the sessions lost due to exclusion.
- If no payment is received by the settlement date, the child will be excluded from all fee paying session(s) until full payment has been received.
- We reserve the right to apply a late payment fee if fees are not paid on time.

Recovery of debt will be sought through the Small Claims Court. An application will also be made for our costs incurred in this procedure to be met by the parent.

- In cases of financial difficulties weekly payment of fees can be arranged through the Administration and Finance Manager. In this instance payment must be received at the beginning of the first session each week.
- In the event of a cheque being returned by the bank, the parent will meet any charges.
- All fees are dealt with by the Administration and Finance Manager. Preferred method of payment is by bank transfer. Under no circumstances should a cheque/cash be handed over without a named envelope. No change can be given.

Parents are encouraged to speak to the Administrator if they have any query about the policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting/discussion at the earliest possible opportunity to avoid jeopardising their child's place at the Club. Payment plans are available.

Pre-school Closure & Fees

In the event that pre-school has to close due to severe weather/other events for example: - no heating or water supplies, or unforeseen circumstances, then fees are still payable for this time. If pre-school has to close for an extended period of time, then this will be reviewed per circumstance. If pre-school has to close due to ratios falling below the legal limit then fees will not be liable. In the event of a cancellation: - A member of school staff will endeavour to contact individuals by email, text or phone as soon as possible to do so. - School closures are reported locally on Mix 96. We will also keep you updated on our Facebook page (please remember to like our Facebook page) and we also update on Bucks CC website.

Cancellations

If you decide to permanently cancel or making changes to your booking then, half a term's notice in writing, in advance, will be required or fees will be liable

If a child is absent from school with sickness or unable to attend then the session will still need to be paid for. It is your responsibility to inform your child's school if they are going to be absent.

Parents MUST notify the club if their child is not attending that morning's session by 7.15am by calling or texting 01296 489457/07928689736. Do not email the office to notify.

Illness

Our club is committed to the health and safety of all children and staff. As such, the Club will take necessary steps to prevent the spread of infection. If your child, therefore, has had sickness/diarrhoea, they should remain at home until they have been well for 48 hours. The Breakfast Club would expect parents to consult the same school guidance for illness and diseases (see Appendix 1) in deciding whether a child is well enough to attend Breakfast Club.

Medical needs

Parents of pupils with medical needs must have completed the necessary documentation before the child begins. Any medication must be managed according to school policy, with forms completed, medication correctly labelled and handed directly to staff for safe storage.

Arrival at the Club

The school car park **should not** be used and access to the Club should be via the pathway. Entrance to the Breakfast Club is via the main door to the pre-school. Children should be brought into the Club by their parent/carer and handed over to the staff member at the door. A register will be taken once the Club starts. For children arriving after 8.15am it will not be possible to offer any food but they are welcome to join in with the activities with the other children. Children **cannot** arrive before 7.30am.

Food

Parents are responsible for making sure that staff know of any food allergies and to guide staff on selecting appropriate food for their child. We are a **nut free pre-school**. If you think your child would prefer a different cereal/breakfast to what they have here already,



we welcome suggestions and if you would like your child to bring food in with them that they would prefer, you can also send this in with them, nut free please and make sure a member of staff is aware.

Emergencies

As part of the registration forms, parents will be asked to complete emergency contact numbers to enable Breakfast Club staff to contact them in the case of emergency.

Personal Belongings

All children are responsible for their belongings in Breakfast Club and for collecting these at the end of the session. Children must not bring in any personal games or toys to the club, however they are free to read books from their book bag or to complete homework, should they wish.

Complaints

If you have any queries, comments or need to discuss any issues concerning your child then please feel free to speak to the Administration and Finance Manager or Pre-school Manager. If you are not satisfied with the response, please contact the Committee with your concerns.

Appendix 1

Should your child be at school?

Ailments:

Cough and colds	Your child should still attend school unless they have a raised temperature, shivers or drowsiness, in which case they should visit your GP and return to school 24 hours after they start to feel better. If your child has a long-lasting cough, consult your GP and they will give guidance on school attendance.
Raised temperature	They should not attend school. They should return 24 hours after they feel better.
Headache	If your child has a minor headache they should attend school. If the headache is severe or accompanied by other symptoms such as drowsiness or vomiting, they should not attend and your GP should be consulted.
Vomiting and diarrhoea	They should not attend school until 48 hours after the last bout.
Bacillary Dysentery	They should not attend school until physically fit and they have had no diarrhoea for 48 hours.
Sore throat	Your child should still attend school unless it is accompanied by a raised temperature.
Rashes	Rashes can be the sign of an infectious illness. If your child has a rash please check with your GP before they are sent into school. Please see below table for further guidance.
Verrucae	They should come to school, but keep foot covered in P.E.
Conjunctivitis	Your child should stay at home until completely recovered.
Mumps	They should not attend school until the swelling has subsided, this would be 7 days minimum.
Hepatitis 'A'	Your child should not attend school until 7 days from the onset of jaundice.
Glandular Fever	Your child should not attend school until advised by your GP that they are no longer infectious.
Head lice	Your child should be treated with thoroughness, but still attend school.
Coronavirus (Covid-19)	The current and updated government and NHS website of symptoms and guidelines should be followed and adhered to. Please see our Health & Safety Policy Appendix 1 for Covid-19 for further guidance.

Rashes

Chickenpox	Stay at home until the last spot has scabbed over (usually 5 days from onset of rash).
German Measles	Stay at home for 7 days from onset of rash.
Impetigo	Stay at home until lesions are crusted or healed.
Measles	Stay at home for 4 days from onset of rash.
Scabies	Stay at home until treatment is completed.
Scarlett fever	Stay at home until treatments have been given and clinically recovered.

*If you are unsure whether your child should come into school please do contact the school or your doctor for advice.

