Welcome to Hillside School's Wrap-Around Care Breakfast/After-School Club

Wrap Around Care

If you have any questions regarding Wrap Around Care please contact the School Office on 0118 975 5771 or Jo Morsman, Business Manager at finance@hillside.wokingham.sch.uk

Breakfast & After School Club staff cannot deal with bookings requests for either of the clubs. Should you need to make a Breakfast Club booking after the Reception Office closes at 3.45pm please email Jo Morsman on the email shown above.

During the hours of **7.00am-3.45pm** messages for both clubs can be left on the school answerphone on **0118 975 5771**
or with the school admin team

Between **3.45pm—6.00pm** After School Club can be contacted on their emergency line **0118 975 5771 ext 204.** ***Please be aware this line is unavailable outside these hours and messages will not be picked up.***

The Breakfast Club Staff

We have five qualified staff running the Club

Mrs Sarah Kelly
Co-ordinator

Mrs Gemma Souter
BC Assistant

Mrs Veronique Barry
BC Assistant

Mr Wayne Yapp
BC Assistant

Mrs Sharon Nemeth
Cover Assistant

The Club is open Monday—Friday , term time only, from 7.30am—8.50am offering up to 40 pre-booked places (children are not insured prior to 7.30am so must not be left before this time).

Access to the Family Centre is via the pathway to the left of the Site Controller's Bungalow. Please accompany your child to the Family Centre and wait for them to be greeted by a member of staff before you leave site.

A nutritionally balanced healthy breakfast is served from 8.00am—8.15am, children should be here for 8.00am to join in the breakfast service.
We are unable to provide food for arrivals after 8.10am.

We provide a warm, safe and welcoming environment

We provide facilities and equipment for both indoor and outdoor play during each session

The After School Club

Senior Team

Mrs Mel Breadmore
DSL

Mrs Donna Stacey

Playworkers

Miss Emma Dellman

Mrs Julia Bird

Mr Regan Harding

Miss Sirayah Dyson

Miss Louise Mortimer

Mr Sam Currie

Mrs Hunaiza Niaz

The Club is open Monday—Friday , term time only, from 3.15pm - 6.00pm offering up to 50 pre-booked places. Children **MUST** be collected by 6.00pm at the latest. Collections after 6.00pm will incur a one-off late fee of £25.00. Collection is from the Family Centre.

A nutritionally balanced healthy tea is served between 4.30pm - 5.00pm. A drink and snack are available for all children attending the Club if they are not there for tea time

We provide a warm, safe and welcoming environment

We provide facilities and equipment for both indoor and outdoor play, arts & crafts and a homework/quiet reading area at each session.

At Breakfast Club we provide a variety of breakfast foods for the children including:

Cereal

Porridge

Toast

Yoghurt

Fruit

Milkshake

Fruit Juice

Milk

Plus themed foods to celebrate International events/festivals/celebrations

At After School Club we provide a variety of foods for tea including:

Sandwiches *Cheese/Ham/Jam*

Jacket Potato *Cheese/Beans/Tuna*

Hot buttered Crumpet/Fruit loaf

Chicken Burger/Veggie Burger

Beans/Spaghetti on Toast

Fruit, Vegetables, Yoghurt,

Fruit Juice, Water

Plus themed foods to celebrate International events/festivals/celebrations

Children staying for the first hour will receive a snack and drink

Hillside Breakfast Club
"The Breakfast Club/After School Club"

Terms & Guidance

1. Aims

(a)Our aims: We aim to provide a high quality service which meets the needs of both parents/carers and children. For parents/carers this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child this means an environment that is safe, supportive, encouraging, challenging, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/carers are expected to give their support and encouragement to the aim of The Breakfast Club/ After School Club and to uphold and promote its good name and to ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

(b)The child's health: Parents/carers must inform The Breakfast Club/After School Club if the child has any known medical condition or health problem or has been in contact with infectious diseases. Parents/carers must comply with the School's health and safety guidance and a child must not be brought to The Breakfast Club/After School Club if unwell.

2. Parents/carers authority

(a)Welfare of the child: The parents/carers authorise The Breakfast Club/After School Club to take all necessary action to safeguard and promote the welfare of the child. Parents/ carers consent to the use of such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

(b)Accidents: All accidents that staff are made aware of are documented in an accident book and reported to parents/carers.

(c)Loss of property: The Breakfast Club/After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

3. Entry to The Breakfast Club/After School Club

*Children **must** be accompanied in to Breakfast Club, please ensure you have seen a staff member before leaving your child. After School Club children will be met in the hall and taken over to Club.*

(a)Registration: ***Once a registration form has been completed and returned to school***, your child will be registered with our service and you will be advised to book and pay for your sessions online.

(b)Booking a place: Before completing your online booking **you must bring the completed emergency contact and medical forms to the Office.** Once these are logged as received, you may use the online booking system to reserve and pay for spaces. Children for whom these forms have not been received will not be permitted to stay at our Club.

(c)Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable.

(d)Termination of the Contract: A child will leave The Breakfast Club/After School Club when she/he leaves Hillside Primary School. A child will no longer be registered with our service if they have not attended for one term.

4. Fees and Extras

(a) Items Covered:

Breakfast Club

Fees cover all available breakfast items.

The current cost is £5.75 per child for 7.50am-8.50am. There is also an extended session available from 7.30am—8.50am and the cost is £9.00 per child.

Children **must not** arrive before 7.30am. If your child requires Breakfast they must be in club by 8.00am. Children **cannot** be accepted after 8.10am.

WEF 1/9/26 PRICES WILL INCREASE TO £5.95 PER CHILD AND £9.50 FOR THE EXTENDED SESSION. PLACES THAT HAVE NOT BEEN PRE-BOOKED WILL BE CHARGED AT THE ENHANCED RATES OF £8.95 FOR THE SHORT SESSION AND £12.50 FOR THE EXTENDED SESSION.

After School Club

Fees cover a snack for each child attending for a minimum of 1 hour, or Tea for those children attending for the full session 3.15-5.45pm minimum.

The current cost is £5.75 per hour or part of per child. Children must be collected by the end of each session time: 4.15pm, 5.15pm or 6.00pm.

Due to increased staffing costs we have withdrawn leeway at the end of each session. If you exceed the session end times of 4.15pm and 5.15pm you will be charged £5.75 for the next session. If your child is collected more than 15 minutes into the unbooked session, you will be charged £10.25 for that session to cover staff overtime. If you exceed the 6.00pm session end time you will be charged the statutory late fee of £25.00.

WEF 1/9/26 PRICES WILL INCREASE TO £5.95 PER CHILD AND £10.95 FOR 15 mins late+ SESSION. PLACES THAT HAVE NOT BEEN PRE-BOOKED WILL BE CHARGED AT THE ENHANCED RATES OF £8.95 PER SESSION. ***If you exceed the 6.00pm session end time you will be charged the statutory late fee of £25.00.***

In order to avoid unnecessary charges, if you doubt you will be there at the exact session finish time please book the next session in advance. This will avoid the increased late charges

Unfortunately we are unable to feed children who aren't pre-booked into session two as food is pre-ordered based upon bookings.

If you book session 2 and/or 3 because your child is attending an external club for the first hour please do not expect to get a place for the first hour in the event of the external club being cancelled as these sessions are usually full.

b) Payment of Fees and Extras: Fees may be paid by credit or debit card, or childcare vouchers. If you wish to pay by tax credits/vouchers please ensure you contact the school office with your reference details to enable us to set them up online. Payment must be made at the time of the online booking.

(c) Responsibility for Payment: Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child

5. Cancellation, Withdrawal and Fees in Lieu

(a) **Cancellation policy:** Pre-booked places can be permanently cancelled with two full weeks notice. Fees will not be waived through absence, sickness or short notice cancellation., please see table below. In the event of an activity (school related or external) that clashes with Wrap Around Care you must give one month's notice in order for fees to be waived for non-attendance. In the emergency event of long term illness or hospitalisation pre-paid fees would be refunded upon production of a Doctor's certificate. In the unexpected event of school closure e.g. weather conditions/Pandemic etc pre- paid fees would not be refunded for the first two weeks but would be refunded for any subsequent days.

Notice of cancellation	Percentage of fees chargeable
Less than two full weeks	Full amount
Two full weeks or more	No charge

Removal: Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the child is incompatible with the interests of The Breakfast Club. **There would be no refund of fees in these circumstances.**

6. General Conditions

(a)Disclosures: The Supervisor must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

(b)Child Protection: The Supervisor has a duty to report any significant concerns s/he might have about the safety/well-being of a child to the schools Child Protection Officer.

(c)Confidentiality: Parents/carers agree to inform The Breakfast Club/After School Club of any information's necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. The Breakfast Club/After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

d) Learning/Physical Difficulties (SEND): Parents/carers should notify The Breakfast Club/After School Club that their child may have learning/physical difficulties.

(e) Equal Treatment: The Breakfast Club/After School Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The Breakfast Club/After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. The Breakfast Club/After School Club will follow the School's Equal Opportunities Policy.

(f)Discipline: The parents/carers hereby confirm that they accept the authority of the Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the The Breakfast Club/After School Club community. The Breakfast Club/After School Club will follow the Behaviour Policy of the school which incorporates the Anti-Bullying Policy and the Racial Equality policy.

(g)Photographs/video: Parents/carers who do not wish their children to be photographed or videoed in The Breakfast Club/After School Club must write to the Supervisor stating this. Photographs/video of the children may be used in The Breakfast Club/After School Club's promotional material such as press releases and school website. Parents/carers who do not wish their children's images to be used in this way should inform the Supervisor in writing.

h) Severe weather: In the event of The Breakfast Club/After School Club's closure due to severe weather parents/carers will be contacted via the emergency telephone number they provided.

(i)Insurances: The Breakfast Club/After School Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club/After School Club is covered by the school's insurance. We are not insured to have children on the premises before 7.50am (for Breakfast Club) or after 6.00pm (for After School Club).

(j)Complaints: Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform staff without delay. In the first instance complaints should be directed to the Club Supervisor. If you are not satisfied with the response or feel it inappropriate to deal with the Supervisor please direct your complaint to Mrs Morsman, the School Business Manager.

(k)Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Supervisor.

(l)Jurisdiction: This contract was made solely with The Breakfast Club/After School Club overseen by Hillside Primary School.

(m)Car Park: To ensure your child's safety when dropping of you should park in the exterior car park and walk your child in to Breakfast Club. Please do not leave them until a member of staff accepts them into the building.

(n)Collection from ASC: Please ensure you ring the doorbell as soon as you arrive for collection and ensure a staff member has acknowledged you are there before moving away from the door. Failure to do so can result in a late collection fee if staff are not aware you have arrived.

I have read, understood and agree to comply with the Terms and Conditions of the The Breakfast Club/After School Club.

Name of child/children:

Parent/Carer Signature

Name in full:

Relationship to the child

Date:

PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE PRIOR TO YOUR CHILD'S START DATE AT EITHER CLUB

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Medical and Emergency Contact Information

Name of Child

Name of Parent/Carer

Emergency contact numbers MUST BE contactable during Breakfast Club/After School Club hours:

	Name	Telephone Number
1		
2		
3		
4		

Medical History (please identify any medical conditions or medication currently taken)

Food Allergies / Lifestyle choices

Allergies (please identify and advise of any medication currently taken)

Please ensure that Breakfast Club/After School Club staff are immediately informed of any changes to conditions/medication after completing and returning this form.

Signed

Date