

Wygate Park Academy

Breakfast and After School Club

Our Breakfast and After School Club offers childcare outside of school hours. It operates in term time.

Breakfast Club runs from **7:45am until 8:40am**. Children can enter Breakfast Club at anytime from **7:45am until 8:10am**. After 8:10am, children **cannot be admitted** into Breakfast Club, as all Breakfast Club staff will be supervising children and breakfasts. Due to Health & Safety and Safeguarding procedures, no other adult in school is permitted to allow children in after this time. 8.10am will be determined by the clocks INSIDE school. Please leave enough time to arrive at the club on time.

After School Club runs from **3:20pm until 6:00pm**.

We charge sessional rates: Breakfast Club **£3.00** per session.

After School Club: **£8.00** per session.

Terms and conditions for use of the Wygate Park Breakfast and After School Clubs

- All parents/carers using the Breakfast and/or After School Club are required to agree to these terms and conditions.
- Children attending Breakfast Club will be offered healthy breakfast options and children attending After School Club will be offered a healthy snack.
- Bookings should be made at least one week in advance, using ParentPay. Please ensure that there is sufficient credit in your ParentPay account prior to making any bookings. Any arrears with payments could result in your child being refused a place in the future.
- Cancellations should be made by contacting the school office. Bookings are non-refundable if cancelled less than 48 hours in advance.
- Only children that have been booked into Breakfast or After School club will be permitted entry. There will be no entry on the day if a booking has not been made.
- In exceptional circumstances, one off bookings may be made through a telephone call to the school office. However, this must not become a regular occurrence due to staff numbers and health and safety compliance.
- Children should be collected by 5:50pm to allow staff to complete their end of day procedures. If you are unable to collect your child before this time then a call should be made to the After School Team on 07825 596539. The Club reserve the right to impose additional charges which will be invoiced at a rate of £5.00 for each additional 15 minutes per family. Children must be dropped off and collected by a parent/carer or another named adult, who know the collection password.
- For After School Club, parents will ring the doorbell to notify staff of their arrival.
- For safeguarding purposes, all children must be signed in and out of the Clubs by the adult dropping off or collecting the child. No adult will be allowed inside the school at drop off/collection times, unless they have a pre-arranged meeting with a teacher in the school, or have been signed in via the office during normal school opening hours (8:00am-4:00pm).

- The Breakfast and After School Clubs will follow NHS school guidelines for the purpose of required absence due to illness. Please ask at the office for more information or see the school's website.
- Breakfast and After School Club is an additional optional service provided by the school. The school reserves the right to refuse access to these Clubs for:
 - Non-payment of fees
 - Continuous disruptive behaviour from a child
 - Unacceptable parent/carer behaviour towards a Club staff member

In case of emergencies and when the Office is closed the After School Club can be reached on the following number: 07825 596539