



ABBOTS FARM JUNIOR SCHOOL

Learners for Life

Farmers Forever

Ambitious, Healthy Bodies and Minds, Reflective, Resilient

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Breakfast and After School Club (Kidzone) information

INTRODUCTION

The Kidzone Breakfast and After School Club is run by Abbots Farm Junior School and exists to provide high quality out-of-school hours childcare. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.30am – 8.40am and from 3.20pm - 6.00pm (term time only). By sending your child to club, you agree to adhere to the terms of this Kidzone Club policy.

We have fully competent and trained staff that will endeavour to provide suitable activities for all the children who attend. The children are provided with breakfast / refreshments; which includes drinks and a light hot/cold snack (which children help to prepare).

The primary contact for KidZone booking and enquiries is Mrs Bowcutt in the school office on admin2421@welearn365.com or phone 01788 576074.

ADMISSIONS

- Only children attending Abbots Farm Junior School are eligible to attend Kidzone Club.
- All places are subject to availability.
- All staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

BOOKING

- We offer contracted club places as well as ad-hoc club places as follows:

CONTRACTED BOOKINGS

These are for regular, consistent bookings which cannot be cancelled without 4 calendar weeks' notice – *"every Monday and Tuesday breakfast club and every Thursday after school club."*

These must be booked using the [Booking Form](#) and cannot be changed without 4 weeks' notice. A new booking form must be completed for each child every academic year.

AD-HOC BOOKINGS

These are for irregular bookings, or for those made as and when needed – *"every other Monday breakfast club", or "this week Wednesday but the following week Friday after school"*.

These must be booked by emailing admin2421@welearn365.com or calling 01788 576074 and cannot be changed or cancelled once booked

FEES

- Fees are payable via Arbor. Contracted place fees are payable a month in advance. Ad-hoc bookings are payable at the time of booking, non-refundable.
- We ask that you let us know in advance if you have any reasons for not paying on time – due by the first week of each month, at the latest.

	Breakfast club	After school until 4.30pm	After school until 5.30pm	After school until 6.00pm
Contracted place	£5.50	£6.00	£9.50	£11.00
Ad-hoc booking	£7.00	£7.50	£11.00	£12.50

Concessions for contracted after-school club only (not ad-hoc): First child: Full amount, Sibling(s): 25% session discount.

Please note that Kidzone fees for booked places are payable whether or not your child attends.

ARRIVAL AND DEPARTURE

ARRIVAL

- Parents/Carers are required to bring their child directly to breakfast club. Access to the club is via the yellow carpark doors. Parents are asked to park off-site and walk their children to the yellow doors in the staff car park. PLEASE DO NOT PARK IN THE SCHOOL CAR PARK - IT IS FOR STAFF ONLY.
- Children will be escorted to the classrooms at 8.40am by the Kidzone club staff.

DEPARTURE

- Children must be collected at the end of an after-school session. If you need to change time or names of person to collect child, please telephone/email the school as soon as possible.
- Parents/carers must ensure that any person (over the age of 16) who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Kidzone staff if their child is going to be absent from Kidzone Club.
- Whilst under the supervision of staff, your child will not be able to leave the premises.
- The After School Club closes at 6.00 pm and all children **must** be collected by this time.

BEHAVIOUR

Whilst attending Kidzone, children are expected to:

- Comply with the school rules of: **We are Kind, We are Respectful** and **We always Try our Best**
- Adhere to the Abbots Farm Junior School Behaviour Policy

FIRST AID/ILLNESS

- All accidents will be recorded on Medical Tracker and reported to the parents/carers.
- If a child becomes unwell during Club, parents/carers will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

LATE COLLECTIONS PROCESS

- In an emergency, if the person collecting a child is going to be late, they must ring to inform the KidZone club on the school office number **01788 576074**. The staff can then make further provisions for that child, if necessary, until the child is collected.
- Any late pick-up recorded **more than 10 minutes** after the allocated session, parents will be charged at the next session's rate.
- Late collection charge after 6pm (when KidZone officially closes): **£15 per child**.

MISSING OR UNCOLLECTED CHILDREN

NON-ATTENDEES

If a child is missing from an after-school club booking without explanation, staff will contact the first named contact for verification of their child's whereabouts.

UNCOLLECTED CHILDREN

Parents will be contacted in the first instance by telephone. Emergency contacts will be contacted in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

PAYMENT

- Payments should be made promptly (MONTHLY IN ADVANCE and no later than one week after due date)
- A receipt will automatically be generated to your Arbor account when payment of fees has been made.
- **Four calendar weeks' notice** must be given to amend the number of sessions your child attends at Kidzone.
- **Four calendar weeks' notice** must be given to cancel your child's place.
- Your child's place in Kidzone will be at risk if payments are not made on time, in advance. This includes payments made by vouchers.
- Please ensure that voucher payments are made early enough to reach the school bank in time, as there is often a lag in these funds being received by the school.