



B&ASC

**Breakfast and
After School
Clubs**

If you have any questions about anything in this prospectus, or anything that hasn't been covered, please get in touch!

We look forward to welcoming you and your child to Saplings.

Welcome to Saplings Breakfast and After School Club






Saplings Breakfast and After School Club (B&ASC) runs during term time and is open to children attending Saplings Pre-school and Ipplepen Primary School.

B&ASC runs from the same premises as our Pre-school. We are based in the Millennium Centre, and have exclusive use of the building during our opening hours. We have a large indoor space with areas for role play, messy play, floor and table based activities as well as a story room for quieter moments.

We have a fully enclosed outside play area with climbing equipment on a safety surface, a large covered area, play-house and bike and scooter area. We also have our own access to the village park that we use on a regular basis.

We are governed by the United Schools Federation Board of Governors.

CONTACT US:

 Address	Millennium Centre Biltor Road Ipplepen Newton Abbot TQ12 5QL	Tel No. 	01803 812466
		Email 	saplings@ipplepen-primary.devon.sch.uk

IN CASE OF EMERGENCY:

MEDICAL EMERGENCY: If your child becomes unwell we will make contact and arrange for their collection. On our registration form we ask your permission to call a doctor or take a child to hospital if we deem it necessary and are unable to reach you for authority.

EMERGENCY EVACUATION: In the event of having to evacuate the building our Emergency Assembly Point is the foyer of the main school building. We will endeavour to contact all parents/carers by telephone to inform you if we have had to evacuate.

The following pages include:

- Our Sessions – timings and general information
- Fees and Payments Policy
- Safeguarding and Child Protection Policy Statement
- Information Sharing Policy
- A list of other policies and procedures (copies available on request)

Our Sessions

Breakfast Club:

Cost: ¹ £3.50 per session for School children
£4.00 per session for Pre-school children

Times: Session starts at 8am. Children can be dropped in to Breakfast Club at any time between 8:00 and 8:40am².

Breakfast options² include toast with a choice of toppings, a selection of cereals and porridge, with a drink of milk, apple juice or water. The rest of the time is free play with a variety of activities available.

Children are delivered to Ipplepen Primary School in time for the start of the school day. For Pre-school children the session continues until the start of the Pre-school session at 9am.

After School Club:

Cost: ¹ £7.50 per session for School children
£8.50 per session for Pre-school children

Times: Sessions follow on from the school/pre-school day and **we close at 6pm prompt**. Pick up times are flexible within the session, but please note that **late collections** are subject to an additional charge to cover staff overtime.

Children coming to ASC from the primary school gather in the hall and are checked against the register before coming across the road.

A snack is included - usually pasta/jacket potato/cheese & crackers/pizza or similar. A choice is available every day. The rest of the time is free play with a variety of activities available.

Bookings: Advance booking for sessions is advised if you need a regular slot as some sessions do fill up. We will accept ad hoc bookings if space allows, but cannot guarantee availability.

Absences: Please notify all absences directly to us as soon as possible by telephone (01803 812466). Ipplepen Primary School do not hold our registers and will not notify us if your child is absent. Please also notify the school to get a message to your child about changed arrangements.

Fees: Fees are charged per session regardless of drop-off or pick-up time due to staff costs and ratios. We invoice monthly in advance (see Fees and Payment policy). Fees for ad hoc sessions are payable within 14 days of booking.

Refunds are only offered where a minimum of **24 hours notice** has been given. For Monday cancellations, notice must be received before 6pm on the preceding Friday.

Notes:

1. Fees stated are correct at time of printing.
2. Breakfast is available on arrival until 8:30 am. Children arriving after 8:30am will not be offered breakfast, so please ensure that late arrivals have eaten at home.

Policies and Procedures

All of our policies and procedures are available for you to see at the setting and copies of individual policies can be provided on request. A full list of the policies and procedures can be found on the last page. Our Information Sharing policy, Safeguarding & Child Protection Statement and Fees & Payments policy are included in this pack.



The setting's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents/carers.

The staff and management of the setting work together to adopt the policies, which are reviewed regularly.

Fees and Payment Policy

Aims

We aim to ensure that our services are available to all sections of our community regardless of their socio-economic background.

In order to achieve these aims, Saplings operates the following policy:

- We plan to open our doors for the full 38-week academic year, matching our sessions to the Ipplepen Primary School calendar.
- We offer Pre-School, Breakfast Club and After School Club sessions.
- Current session times and fees are available from Saplings and are also published on the Ipplepen Primary School Website (www.ipplepen-primary.devon.sch.uk/saplings).
- We set our fees according to the community's demands, taking into account the setting's costs.
- Sessions are contracted on a termly basis, to protect parent's needs as well as Saplings.
- We offer information regarding help with childcare costs and the completion of childcare funding applications.
- A proportion of childcare costs can be claimed back as part of a family's Working Families Tax Credit.

Session costs

- We expect parents/carers to book and pay for sessions in advance. Statements are issued monthly with settlement expected within 14 days.
- We accept payment via ParentPay, Childcare Vouchers or Tax-free Childcare. If you wish to make cash payments, this can be done through shops offering the PayPoint service. Please contact the Primary School office for details (01803 812226).

- Children entitled to Early Years Funding or 2 Year Old Funding can include regular Breakfast and After School Club hours within their entitlement.
- Where parents need support to pay fees we will offer a phased payment scheme as appropriate. Please ask for details.

Late payment

- The financial viability of Saplings depends on the prompt payment of fees.
- We will issue a reminder for any sessions which remain unpaid after 14 days.
- You will be contacted to discuss whether it will be necessary to set up a phased payment plan.
- If this payment plan is not adhered to then regrettably Saplings will have to refuse your child entry to future sessions.

Late Collection Fee

- Where a child is collected late (after the session end time), there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child.

Registration and bookings

- All Pre-school, Breakfast and After School Club registrations and bookings are handled through the Saplings office.
- Parents/carers will be asked to complete all the necessary forms and consents when registering their child/children with the setting.
- Parents/carers must not knowingly book their child into a session they will not then attend.
- Pre-Booking ensures that appropriate staffing levels can be managed and that Saplings remains financially viable.

Ad Hoc Sessions

- Where space is available, Breakfast and After School Club sessions can be booked on an ad hoc basis. Contact Saplings to check availability for specific days. Payment is expected within 14 days of the booking being placed.

Absences

- All cancellations and absences, including Breakfast and After School Club, must be notified directly to Saplings as the Primary School does not hold our registers.
- For Breakfast and After School Club, refunds will be made for cancellations notified to Saplings **at least 24 hours in advance**. Late cancellations and all un-notified absences will be charged at the full rate. Any refunds will be deducted from the next statement.

Safeguarding children and Child Protection



Saplings has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices insure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information. Our Information Sharing Policy, Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

Safeguarding Children and Child Protection Policy statement

We will work with children, parents and the community to ensure the rights and safety of children. Our Safeguarding Policy is based on three key commitments:

1. To build a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.
2. To respond promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015).
3. To promote awareness of child abuse issues through staff training.

We are also committed to empowering young children, promoting their right to be strong, resilient and listened to.

Our Designated Safeguarding Officer is:	Gina Heathman	Tel: 01803 812466
Our Deputy is:	Tracey Ireland:	Tel: 01803 812466
Safeguarding Officer for Ipplepen Primary School:	Amanda Lacey	Tel: 01803 812226

Information Sharing policy

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management team. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the **seven golden rules** for information sharing as set out in *Information Sharing: Advice for Practitioners Providing Safeguarding HMG 2015*).

1. *Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.*
 - Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information with external agencies.
2. *Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.*

In our setting we ensure parents:

- receive information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
 - have information about our Safeguarding Children and Child Protection Policy; and
 - have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. *Seek advice if you are in any doubt, without disclosing the identity of the person where possible.*
 - Managers contact the MASH Helpline care for advice where they have doubts or are unsure.
 4. *Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.*

- Guidelines for consent are part of this procedure.
5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.*
- In our setting we:
- record concerns and discuss these with the setting's designated person and/or designated officer from the management committee for child protection matters;
 - record decisions made and the reasons why information will be shared and to whom; and
 - follow the procedures for reporting concerns and record keeping.
6. *Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*
- Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.
7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*
- Where information is shared, the reasons for doing so are recorded in the child's Safeguarding record; where it is decided that information is not to be shared that is recorded too.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- It is included in our prospectus.
- Parents sign our Registration Form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- Copies are given to parents on request of the forms they sign.
- We consider the following questions when we need to share:
 - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
 - If the decision is to share, are we sharing the right information in the right way?
 - Have we properly recorded our decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to ensure the safety and well-being of the child.

Policies and Procedures List

Child Protection

- Children's rights and entitlements
- Safeguarding Children and Child Protection
- Looked After Children
- Uncollected Child
- Missing Child
- Use of Mobile Phones and Cameras

Suitable people

- Employment
- Student Placements
- Staff Behaviour

Staff Qualifications, Training, Support and Skills

- Induction of Staff Volunteers and Managers
- First Aid

Key Person

- Role of the key person, settling in and Progress check

Staff:Child Ratios

- Staffing

Health

- Administering Medicines
- Managing Children who are Sick, Infectious or with Allergies
- Recording and Reporting of Accidents and Incidents
- Intimate Care/Nappy Changing
- Food & Drink
- Food Hygiene

Managing Behaviour

- Achieving Positive Behaviour

Safety and suitability of premises, environment and equipment

- Health and Safety General Standards
- Maintaining Children's Safety and Security on Premises
- Supervision of Children on Outings and Visits
- Risk Assessment
- Fire Safety and Emergency Evacuation
- Animals in the Setting
- No Smoking

Information and records

- Admissions
- Parental Involvement
- Children's Records
- Providers Records
- Transfer of Records to School
- Confidentiality and Client Access to Records
- Information Sharing
- Working in Partnership with Other Agencies
- Making a Complaint

Equal Opportunities

- Valuing Diversity and Promoting Equality
- Supporting Children with Special Educational Needs

Financial

- Fees and Payments Policy