



# Breakfast Club and TUI Club Policy

The before and after school club exists to provide high quality out-of-school hours care for the children of St Malachy's. It provides a range of stimulating and creative activities in a safe environment, within our ethos

The breakfast club operates from 8.00am – 8.45am during term time.

The after school club operates from 2.00pm – 3.15pm during term time.

### **Admissions**

- Only children attending St Malachy's Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- This policy is available to view via our school website.
- Children's attendance is recorded in a register.
- All who wish to attend the clubs are subject to a risk assessment – those who require additional adult support for self-management may not be eligible to attend as enough adult support may not be available.

Children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.

- Tidy up time encouraging the children to take responsibility for the environment.

### **Behaviour**

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions. Those who require additional adult support for self-management may not be eligible to attend as enough adult support may not be available.

### **Payment of Fees**

If a parent is experiencing difficulty with payment of their fees, they should contact the school.

Our staff will treat all matters confidentially and arrange for discussions in private.

Pay fees via our online booking system.

We are also willing to take childcare vouchers.

Sessions will be 'released' for booking on a termly basis. Sessions will be allocated on a first-come, first-served basis.

\*Parents can change or cancel their sessions up to 1 day prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.

Related Whole School Policies:

The before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and Child protection policy.
- Health and Safety policy.
- First aid and administration of medicines.