

Sciennes School After School Care Scheme (SASCS)

BREAKFAST CLUB

Introduction

SASCS will be introducing a Breakfast Club Service from Monday 24th April 2017. The service will operate over an initial pilot period of ten weeks to allow close monitoring of demand/interest, costs, areas of success and areas of development. This is an exciting new service for SASCS, aimed to meet the needs of the many parents with children attending Sciennes Primary School who work or study.

General Information

Breakfast Club is run by Sciennes School After School Care Scheme (SASCS). We are a self-financing voluntary organisation run by qualified staff and managed by a committee of parents.

YOU CAN USE THE BREAKFAST CLUB EVEN IF YOU DON'T USE THE AFTER SCHOOL CLUB

Location

Breakfast club will be based in and operate from the Dining Hall of Sciennes Primary School. The scheme will not be making use of the playground during Breakfast Club.

Morning Drop-Off

- In order to meet the strict guidelines set by The Care Inspectorate, all children attending Breakfast club must be accompanied and signed in by a parent/designated adult.
- Parents must notify Sonia/Lindsey no later than 8.30am if their child is going to be absent that day.

Breakfast Club Fees

The Breakfast Club will operate on all school days advertised in the school calendar published by the City of Edinburgh Council. The fee structure is as follows:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	7.45 – 8.50am	7.45 – 8.50am	7.45 – 8.50am	7.45 – 8.50am	7.45 – 8.50am
Fee	£4.50	£4.50	£4.50	£4.50	£4.50

NB. Places in the Breakfast Club are open to children who do not attend the after school club and, therefore, a place at the after school club does not guarantee a Breakfast Club place – they are allocated on a first come first served basis.

Withdrawing from the Scheme

Written notice must be given to the Scheme Coordinator should any parent wish to withdraw their child(ren) from the Scheme. A four week notice period is required during which time all normal fees must be paid. This notice period applies to term time only. Any over-payment will be reimbursed.

Notice of changes to your contract

- You must give **four weeks notice** in writing if you want to leave the Scheme or reduce days.
- You must pay fees for those four weeks whether or not your children attend the Scheme.
- Notice periods run over term time only.

Payment

During the trial period payment can be made by cash/cheque, childcare vouchers or BACS transfer. When you join the scheme we will calculate the amount of fees payable until the end of June 2017 and provide the total cost of all places requested. All fees must be paid by 30th April 2017. You will be notified of any adjustments to fees on the 1st June 2017.

Please be aware SASCS operates Non-Notification and Late Payment Policies – see below.

N.B. The charge for Breakfast Club during the 10-week pilot period (24th April to 30th June 2017) has been set at £4.50 in order to ensure that we can cover all outgoings associated with this new venture, the largest of these being staffing costs. This will be reviewed at the end of the pilot period and the daily fee may be reduced should the demand for breakfast club places be high enough to continue to cover all costs involved.

PLAY AND ACTIVITIES

Structure

7.45 – 8.30	Breakfast available (Cereal/toast/drink) Breakfast will be cleared away at 8.30am
7.45 – 8.45	A range of free play activities will be available for the children to choose
8.45 – 8.50	<u>P1 children</u> will be dropped off to their class line in the playground - staff will await the teacher's arrival <u>P2 children</u> will be dropped off to their class room/ teacher <u>P3-P4</u> children with classroom's located in the huts will be dropped off to their class All remaining <u>P3-P7</u> children with classrooms located in the main school building will be supervised to the bridge area and directed to their class by staff.

Breakfast

Staff will provide a choice of two cereals with/without milk, toast with butter or jam and a choice of fruit juice or water

Staff will support the children who choose to have breakfast

Children will be encouraged to tidy-up after breakfast including washing and drying their dishes

Play and Activities

- There will be a quiet area where a child can read or do homework
- Risk assessment will be undertaken as required
- Children will have a say in the activities offered through discussion and a suggestion box
- We aim to develop an activity programme for the Breakfast Club during the ten week pilot period, with the children's input and these will be displayed on the Scheme's notice board
- Support and encouragement will be given in each activity

Range of activities

A wide range of resources will be provided. These will include:

- Music-radio
- Seasonal activities
- Puzzles and board games
- Quizzes and problem solving
- Small world play - carpet
- Construction – carpet
- Drawing and colouring
- Reading
- Homework table

Non-Notification of Child's Absence Procedure – Breakfast Club

The Care Inspectorate requirements clearly detail that it is each organisation's responsibility to account for each child booked in on a daily basis. This is especially important in relation to Breakfast Clubs where children are not returned to their parent's care but that of the school.

When parents fail to notify SASCS their child will be absent on a particular day, SASCS staff must then initiate procedures to establish whether we should/should not be expecting their child and

- Locating children can be time-consuming for staff
- Places unnecessary stress on both staff and children
- In extreme circumstances a child or children's safety could be put at risk
- Contradicts SASCS Aims and Objectives

On this basis, there is a non-notification policy and a penalty charge will be made to those parents/carers who do not notify SASCS of their child's absence from the Scheme. This charge will be invoiced as soon as possible following the date of non-notification for immediate payment.

Failure to notify SASCS of their child's absence, by 8.30am Monday - Friday	Flat £5.00 penalty charge
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As part of this policy there will be an appeals procedure whereby any parent/carer who is invoiced for non-notification of their child's absence will have the opportunity to make personal representation to SASCS Management Committee.

Sciennes After School Care Scheme
Breakfast Club Fees
Late Payment Policy

SASCS is a voluntary not for profit organisation. It is community based and a registered Scottish charity.

During the trial period payment can be made by cash/cheque, childcare vouchers or BACS transfer. When you join the scheme we will calculate the amount of fees payable until the end of June 2017 and provide the total cost of all places requested. All fees must be paid by 30th April 2017. You will be notified of any adjustments to fees on the 1st June 2017.

Parents/Carers who pay late will be issued with a £20 surcharge and a Late Payers Notice.

If a Parent/Carer pays late a second time within the same school year, they will be charged another £20 surcharge and issued with their second Late Payers Notice. THIS IS NOT RELEVANT TO 10 WEEK PILOT PERIOD FOR BREAKFAST CLUB.

If a Parent/Carer pays late a third time within the same school year, they will be required to meet with the Scheme's Management Committee Chair/Treasurer. THIS IS NOT RELEVANT TO 10 WEEK PILOT PERIOD FOR BREAKFAST CLUB.

If a Parent/Carer is experiencing financial difficulties, it is essential they talk to the Co-ordinator as early as possible. It may be possible for an alternative payment plan to be set up, however, if this agreement is not rigidly adhered to the normal late payment policy will be applied.

Parents/Carers who wish to appeal against any charges incurred can do so by presenting their appeal motion to SASCS Management Committee.