



Rockmount Children's Club

ROCKMOUNT CHILDREN'S CLUB POLICY

Thank you for your interest in Rockmount Children's Club. Our Extended School Day provision is available for all pupils from Reception to Year 6 and offers a safe environment; varied timetable of activities and healthy meal options. The service is run by staff from the school and led by Ana de Miguel, our Extended Service Manager.

Aims:

Opening Times:

The Breakfast Club operates from 7.45am – 8.35am term time only.

The After School Club operates from 3.10pm - 6.00pm term time only.

After School club will not operate on staff inset days and/or the afternoon of the last day of term:

Christmas Holidays: 1.30pm close
Easter Holidays: 1.30pm close
Summer Holidays: 1.30pm close

Admissions:

Allocations for children between Reception and Year 6 will be made in order of priority:

1. Looked after/Previously looked after children
2. Children with siblings already in the club

Thereafter places are allocated on first come first served basis. We are unable to offer ad-hoc sessions to families.

Applicants will be asked to complete a parental agreement, which will include a request for up to date contact information, and confirmation that payments will be made every 2 weeks in advance. When the maximum number of children has been reached, children will be placed on a waiting list.

- All places are subject to availability
- Applications forms must be completed prior to the child commencing at the club.
- Only Rockmount pupils are able to apply for a place at the club.
- Children's attendance is recorded in a register.

Booking and Fees:

To ensure the smooth operation of our children's club and to maintain fairness for all families, we have the following booking and payment policy in place:

- At the time of booking, you select specific days/dates, which you would like your child to attend.
- There is no discount or waiving of fees for missed booked sessions (this includes personal holiday, absence, sickness, attendance at school events) as running costs are still incurred.
- Fees for RCC are:

Breakfast Club: £7.00
After School Club: £15.50

- Fees are paid at least 2 weeks in advance. Fees must be paid on time. Parents have 3 payment options:
 1. **Parent Pay:** It is the responsibility of parents/carers to regularly track their payments online via their ParentPay account www.parentpay.com. Your child's account should always be in credit with enough funds to cover at least 2 weeks' provision.
 2. **Child Care Vouchers:** Child Care Vouchers are accepted. If you choose to pay with childcare vouchers, you must allow enough time for the school to be registered with the child care voucher provider. We cannot authorise any payments with childcare vouchers until the school is registered with the provider and payment is collected from the provider and credited to the school bank account. Please note: Registering with childcare providers can take up to two weeks depending on the provider.
 3. **Government Tax Free Scheme.** You can get up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year). For more information <https://www.gov.uk/tax-free-childcare>
- Rockmount Children's Club is a self-funded provision. If payments are persistently late, you will be required to pay a full month's fees in advance on the first of every month.
- If payment is missed twice under this arrangement, unfortunately your child's place in the club will be withdrawn, and their place will be offered to another child on the waiting list. An admin fee of £5 will be charged to the account for each letter sent
- Parents/carers must inform Ana De Miguel via email at: extendedschools@rockmount.croydon.sch.uk of their means of payment so this can be logged to avoid confusion.
- Failure to collect your child from After School Club by 6pm will result in a late collection fee of £5.00 for every 15 minutes or part thereof. This will be charged to your ParentPay account. This charge will apply even if a phone call notifying the club of late arrival is made and will be payable from 6.01 pm onwards.
- Regular late collection of your child/children may result in cancellation of their place/s at the Rockmount Children's Club.
- Requests to increase sessions at Rockmount Children's Club will only be considered if your payments are up to date and we have availability.
- If it becomes your intention to give up any sessions, or cancel your child's place at Rockmount Children's Club, we will require **half a term's notice** and confirmation of cancellation or changes to sessions **in writing**. Payment must be made in full until the end of the notice period.

Notice Periods:

- Changes/cancellations received in writing by the first week of January (Spring 1) will be effective at the beginning of the following half term (Spring 2)
- Changes/cancellations received in writing by the first week after February half term (Spring 2) will be effective at the beginning of the following half term (Summer 1)
- Changes/cancellations received in writing by the first week of the summer term (Summer 1) will be effective at the beginning of the following half term (Summer 2)
- Changes/cancellations received in writing by the first week of summer 2 will be effective at the beginning of the following half term (Autumn 1)
- Changes/cancellations received in writing by 2nd week of September (Autumn 1) will be effective at the beginning of the following half term (Autumn 2)

- Changes/cancellations received in writing by the first week of Autumn 2 will be effective at the beginning of the following half term Spring 1

Once we have received your cancellation request, we will offer the place/s to other children on our waiting list.

If your child hasn't attended RCC for 4 consecutive weeks without prior communication to the Extended Services manager, we will assume they no longer need a place and it will be offered to another child on the waiting list (even if payment has been made).

Expectations & Behaviour:

We are proud that we have a well organised, attractive and stimulating learning environment. We expect it to be maintained and cared for by everyone in the school community. It is the responsibility of adults and children to look after our school resources and displays.

All adults in the school have high expectations of behaviour. We aim to encourage a friendly, caring atmosphere with a high level of teamwork so that everyone has the opportunity to do well and enjoy school life. Children will be expected to behave within the school Behaviour Policy. If your child's behaviour is disruptive to the general well-being of other children in our care, this could result in your child being excluded from the Club.

Our school values are:



Routines:

Breakfast Club

7:45am – the club opens, children hang their belongings in the cloakroom area and are signed in the register. Staff members take children's orders for breakfast which are prepared in our kitchen area. A range of activities are available for children to enjoy whilst at the club including: board games, arts & crafts and drawing. A quiet area is available for children to complete homework or read.

8:15am – orders for hot food ends and any children arriving after this time will be offered a piece of fruit or a yoghurt.

8:30am – Children and staff clear away activities and prepare for school. Junior children are dismissed to their classrooms. Infant children are escorted to their classroom and handed over to school staff.

After School Club:

3.10pm-KS1 children are escorted to the club by a member of staff where information is exchanged during handover.
3.20pm-KS2 children make their way to the club independently. Each daily session begins with a story or circle time when the choice of activities is shared, register taken and children are offered a drink and snack. Children are then free to choose which activities they would like to participate in.

4.30pm—The children are served a light tea. Following tea, children have a range of indoor and outdoor activities to choose from until collection (weather permitting).

6.pm: End of After School Club.

Contact:

Ana de Miguel is the Extended Services Manager and oversees admissions, fee payments, attendance and club administration. Erika Cianfarani is the Deputy Manager at After School Club and supports the Extended Services Manager on the running of the after school club. All staff working for the clubs are employees of the school and have experience of working with children. Rockmount Children's Club Team participate in on-going training to ensure that best practices are implemented at all times.

Should you wish to make an enquiry or leave a message regarding either Breakfast or After School Club, the team can be contacted in a number of ways:

1. School landline: 020 86532619 between 9am and 3pm, Rockmount Children's Club 020 86838451 between 9.00 - 11.00am daily and between 3:00pm and 6.00pm to report any changes of collection arrangements on the day (we are very busy at these times and may not be able to answer the phone so please leave a message and we'll return your call at the earliest opportunity)
2. Email: extendedschools@rockmount.croydon.sch.uk

Safety & School Policies:

- If for any reason your child is not going to be at Rockmount Children's Club on an arranged day, please inform the Club Leaders on 0208 683 8451 as soon as possible. You must also notify the school office on 0208 653 2619 if their absence from the club means they will also be absent from school.
- Your child is only permitted to leave Rockmount Children's Club with the member of staff escorting them to their classroom or playground or a 'named contact' (as disclosed by you on the registration form).
- If an unauthorised person arrives to collect your child from Rockmount Children's Club, they will not be permitted to leave with them until we have made contact with you or one of the 'named contacts'.
- For insurance purposes, your child will not be permitted entry in to Breakfast Club before 7.45 a.m. Your child must be collected by 6.00 p.m. from the After School Club.
- For Saguarding reasons, once your child has been signed out or marked as "ABSENT" they will not be allowed to re-enter the club.
- If you have not made any contact with Rockmount Children's Club and your child is not collected by 6.30 p.m. then Rockmount Children's Club will have to contact the relevant authority, i.e. Social Services and/ or Police.

- Rockmount Children’s Club is run by Rockmount Primary School. To ensure the safety, protection and provide the best possible care for your child, the clubs will adhere to Rockmount Primary School policies and procedures.
- Any accidents and Incidents involving your child will be recorded in the Club’s Accident/Incident books and you will be notified of the accident/incident by a member of staff.

Pupil Sickness and Medicines.

In order to reduce the spread of illness and infection we request that you do not bring your child to the club if they are unwell. Should your child become unwell whilst attending the club a member of staff will contact you. You will only be requested to collect your child if deemed necessary. All medical information pertaining to your child’s needs will be taken from the existing school records which you are responsible for keeping updated via the school office. Parents/Carers can discuss any specific needs with the Extended School Services manager.

Meals:

All children attending Breakfast Club will be offered breakfast, this may include cereal and toast, crumpets, fresh fruit, and porridge. A “light tea” will be prepared by our chef Hussein, from Pabulum, and offered to children at after school. The cost of breakfast and after school club meals are included in our fees. Please notify us if your child has any special dietary requirements or allergies.

Equal Opportunities & Inclusion:

Rockmount is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. The Extended Schools service will follow all existing school policies and liaise fully with the school and parents/carers to meet the needs of all children. Staff are always happy to discuss any issues regarding any specific needs of individuals.

Complaints

If you have any concerns, please inform us either by speaking to a member of staff or the Extended Services Manager in the first instance. If you are unhappy with anything that happens in the club, and the matter is not resolved to your satisfaction, please follow the procedures set out in our Complaints Policy.

Access & Parking:

Access to both the Breakfast and After School Club will be via Rockmount Children’s Club gate on Rockmount Road, In the interests of pupil safety we would like to remind families that they should not be parking in front of people’s garages and/or zigzag lines. Please park outside the school being mindful of our neighbours. Please note that traffic enforcement restrictions apply between the hours of 8–9.30am and 2–4pm.

Reminders:

All clothing should be clearly marked with your child’s name.

Children must not bring personal belongings to the club, e.g., toys, electrical games. The club will not accept liability for any loss or damage to such items.