



Welcome pack

Looking After Children Before and After School



BC & ASC

Abbey Primary School

Glastonbury Road

Morden, Surrey, SM46NY

Email: dwilson@abbey.sutton.sch.uk

Here at Abbey Primary **BC & ASC**.... We provide quality before school and after school childcare. We aim to provide a fun and safe place for children to develop through play.

To help us develop our safe environment the children themselves helped to write a code of conduct for the club.

The Club has a wide variety of activities that the children can participate in. These include craft, a quiet area for reading or chatting, they can enjoy role & imaginative play, board games, outdoor play, team games and much more.

We have a great team who are all fully qualified.

Donna Wilson-Marlow (**BC & ASC** Co-ordinator), Frankie Wilson (Playworker) & Karen Murphy (Playworker)

All **BC & ASC** staff are first aid & Food Hygiene qualified.

We look forward to your child/children attending Breakfast and/or After School Club, please download or request a welcome pack & registration form. Please return registration form and other documents to any of the **BC & ASC** team or hand in at the office.

Advance booking is required

Children must be registered before attending their first session. If you have any further questions, please contact: Donna Wilson-Marlow via email (above) or call Office on 02082540862, Direct line 02082540871 between 7.00-9.15am & 2.30-6.00pm

Policies and procedures are available on request.

Costs

Breakfast Club session from 7.30am to 8.30: Price: £5.00 per session

After School Club Session After school till 6pm. Price: £13.00 per session £11.00 for siblings

From September 2021 we introducing Golden Hour sessions, These sessions are £5.00 and cover the 1st hour after school finishes, (please note: late collection from Golden hour will be incur a full session charge)

Terms and conditions of booking

- 1) All children need a completed registration form before they can attend.
(Dropping off and collection procedures are on the back of the registration form.)
- 2) All contracted places to be confirmed in advance. Notice is required for Ad-hoc sessions.
- 3) If your child has a contracted place you will still be charged if they do not attend.
(E.g. due to illness, holidays.)
- 4) Sickness: if your child is unable to attend for more than 5 days due to illness (long term) your account will be credited for the following days your child/children are unable to attend [BC & ASC](#)
- 5) Ad-Hoc places are allocated on prior notice. If your child turns up at BC & ASC without prior notice, we cannot guarantee we will be able to accommodate them. This will result in parents/emergency contact being called to collect your child/children.
- 6) Payments are due two weeks after receipt of invoice; weekly payments can be arranged with Donna
- 7) Any late payments could result in your child/children's places being put under review.
- 8) Ad-hoc places are invoiced a week in hand (a week in arrears.) Any late payments are subject to review.
- 9) [BC & ASC](#) has a STRICT NO DEBT POLICY. You would have signed it and returned it with your registration form.
- 10) Children must be collected from [BC & ASC](#) by 6pm. A late collection charge will be incurred if your child/children are collected any later. (At the discretion of the Co-Ordinator.)
The amount of this cost is £15 every 15 minutes over the collection time. (This covers the cost of 2 members of [BC&ASC](#) staff and the site managers over time.)
- 11) Children should not bring valuables to [BC & ASC](#) only year 6 children can bring their phone that will be stored as safely as possible. [BC & ASC](#) Staff accepts no responsibility for any lost or stolen belongings.
- 12) Behaviour is dealt with in line with the school behaviour policy. This can include exclusion from [BC & ASC](#). If this occurs parents will be asked to collect their child/children or make other arrangements for them to be collected as soon as possible.
- 13) Allergies: We aim to be nut free in line with the school, however we cannot guarantee that every food product we purchase is fully nut free as some products have traces of nuts. We make every effort to supply the most suitable snacks for your child/children.
- 14) Parents must comply with the procedures set out for [BC & ASC](#). As these are in accordance with Ofsted's guidelines. Our policies and procedures are available on request
- 15) In the event of [BC & ASC](#) Unexpected closure, the club will refund payments.

Breakfast Club schedule

7.30am: Children start to arrive

Rowling's room is all set up for children to engage in the planned activities. Children are also able to ask for anything they would like to play with if not already out.

Children who have not already had breakfast are encouraged to have breakfast cereal, toast, or fruit. Apple juice, water, or milk to drink.

Breakfast is served until 8.25.

Children can play until the 8.25 then they are asked to tidy up what they are doing. Older children are then dismissed to make their way to their classes,

Younger children e.g. reception and some year 1 pupils are escorted to their classes by a member of staff

After School Club Schedule

2.45pm: Staff have set up Rowling's and Walliams and snack is being prepared.

3.05 pm: When children start to arrive, they are signed in the register by a member of staff.

Bags and lunch boxes are placed on hooks in foyer.

Children are asked to have snack as soon as they come in (if they want it. We cannot force children to eat)

3.30pm: We will ask if any two children would like to do the register,

Children then say good afternoon to staff (Tuesdays and Fridays children do news; they tell us about the things they have done or will be doing.)

4.15pm: Children can go outside to play outdoor games and sport's (if weather is fine.) or into Walliams to play fuse ball, Pool, computer, Xbox/Wii, board games and puzzles,

4.30pm: Last chance for snack before it is packed away. Any fruit and drinks are left out to be used up.

5.00pm: Food area is cleaned, tidied. We start packing away the games (if children are not playing with them!) children are given the option to join in with a group game if not outside.

5.30pm: Children come in from outside and Walliams room is tidied.


Wind down time children sit quietly doing colouring sheets, watching CBBC programs or a movie,

5.50: Any remaining children get their things together ready to be collected by their parents.

6.00pm: End of session.


BC & ASC

Frequently Asked Questions

 Do you take childcare vouchers, HMRC tax free childcare payments?

Yes, we accept several different childcare vouchers and HMRC tax free childcare payments

Please speak to a member of staff. (We do not accept college bursary payments.)

 Can BC & ASC Staff administer medication?

No, we work in line with the school's policy on administering medication,

❖ What happens if my child is Asthmatic?

If your child has asthma, please ask a member of staff for a Medical health care form to fill in. No need to supply us with a pump as we can access the children pumps that are kept in the school office

 Can an unknown/unnamed person collect my child from BC & ASC?

As stated on the back of the registration form, we would like prior knowledge of who will be collecting your child/children. However, we understand that sometimes this may not be possible.

If someone unknown to us is sent to collect your child/children, they will be asked for the password that is written on your child/children's registration form.

 Can children bring sun cream to BC & ASC

Children can bring sun cream if it is in a named bottle. The children must apply the sun cream themselves. If we have hot weather, please make sure your child brings a hat.

If you have any other questions, please do not hesitate to ask a member of the Team.

Abbey Primary School, Glastonbury Road, Morden, Surrey, SM4 6NY

Tel: 020 82540871

Email: dwilson@abbey.sutton.sch.uk



Breakfast Club Menu

Children can help themselves to a variety of healthy cereals for e.g.

Weetabix, Rice Krispies, Shreddies, Corn Flakes,

All Cereals are served with milk or lactose free milk, (soya milk is available on request.)

Hot breakfast options are Porridge, Warm Croissants or Toast with a choice of spreads e.g.

Low sugar Jam, Honey or Marmite.

After School Club weekly snack menu. 2021

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Week 1	<u>Chicken Fingers</u> and salad	<u>Sandwiches</u> Ham, Chicken, Cheese or Tuna	<u>Rice & Curry</u> <u>sauce.</u> Other sauces available	<u>Wraps</u> <u>Ham.</u> <u>Cheese.</u> <u>Tuna. or</u> <u>chicken</u>	<u>Toast</u> With beans or spaghetti
Week 2	<u>Pitta Fingers</u> With veggie chips and dip	<u>Waffles</u> with beans or spaghetti	<u>Rolls</u> Ham, Cheese, Tuna, Chicken	<u>Noodles</u> With a choice of sauces	<u>Pancakes &</u> <u>Milkshake</u>
Week 3	<u>Toasties</u> With Ham, Chicken, Cheese or Tuna	<u>Fruit with</u> <u>yogurt or jelly</u>	<u>Fish fingers</u> With sweetcorn or peas	<u>Sandwich</u> <u>thins</u> Ham, Cheese, Tuna or Chicken	<u>Pasta & Sauce</u>
<p style="text-align: center;">Available everyday a selection of fruit (bread & butter will be offered if child will not eat snack on the menu) For allergen information or specific dietary needs please speak to a member of staff</p>					