



MOGGIES

BREAKFAST AND AFTER SCHOOL CLUBS

**POLICY
2020-2021**

Moggies, run by Moggerhanger Primary School, provides care before and after school for children aged 3 to 11 who normally attend Moggerhanger Primary School.

Our Mission Statement:

“To provide all children within our care a safe and caring environment where a variety of stimulating and exciting play opportunities exist to support learning and creativity”

Through our breakfast and after school clubs we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities
- Encourage children to develop friendships between age groups and work together cooperatively
- To enhance the development of creativity in a happy environment where children are supervised by a committed and professional staff team
- To work within a framework which ensures equality of opportunity for all children and their families.

We offer each child:

- A specially tailored timetable of activities that take into account the children's interest
- Provision for free play
- Quiet space if desired for reading or homework
- Healthy and varied choices for breakfast/afternoon refreshments
- Weekly film night
- 2 adults to a maximum of 16 children.

Registration:

- The registration form must be completed prior to children attending Moggies
- It is the parent/guardian's responsibility for ensuring details on the registration form are kept up to date.

Bookings:

- All bookings are allocated on a first come first served basis
- Bookings are taken in advance each half term, via the Moggies booking form
- Bookings made with less than 48 hours notice will incur an additional fee of £1.00 per session, per child, and will have to be paid for before the child attends the session
- The school office will only contact parents/guardians if spaces are not available

Payments:

- Payment is required in advance and via ParentMail and Childcare Vouchers only
- Please use the booking form to calculate the payment required, in the event of any discrepancies the school office will make contact
- Data from the booking form is recorded on ParentMail. The ParentMail account is charged daily for each session as it occurs
- ParentMail accounts should be kept in credit for these charges, to reduce the balance on the account over the course of the half term.

Cancellations:

- Sessions cancelled with less than 48 hours notice will still be chargeable
- Should a session no longer be required please inform the staff contact or the school office, as soon as possible, so places can be reallocated
- Cancellations made by Moggies or Moggerhanger Primary School will be refundable.

Breakfast Club

Staff contact:

Miss G Pettengell

Opening times:

8:00am to 8:45am

Fees:

£5.00 per session

The Breakfast Club will be open daily, during term time, from 8.00am until 8.45am. Upon arrival parents/guardians must sign their child in on the register.

Breakfast will be served up until 8.30am. Children can arrive at any time, however, arrivals after 8.30am will not have time for breakfast.

At 8.45am children will be escorted to the playground to start their normal school day with the rest of the school.

After-School Club

Staff contact:

Mrs A Carter

Opening times:

3.15pm to 5.15pm

Fees:

£10.00 per session

The After-School Club will be open daily, during term time, from 3.15pm until 5.15pm. Children make their way to the hall as school finishes. An afternoon snack and drinks are provided before the afternoon activities get under way. Upon departure parents/guardians must sign their child out on the register.

Late collections:

- Parents/guardians can collect children within the session times booked. If you are more than 10 minutes late to pick up your child(ren) after 5.15pm, you will be charged £1.00 per minute
- Late collections of more than 25 minutes will be charged at £10.00 per child.

Late/no collection

- If a child has not been collected by the end of the session, parents/guardians will be contacted in the first instance by telephone. The additional contacts, that parents/guardians have provided, will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, Police and Social Care will be informed.