



LITTLE MARKET

AFTER SCHOOL CLUB LIMITED

BREAKFAST and AFTER SCHOOL CLUB
OPENING MONDAY 10th SEPTEMBER 2018 at
CONCORDIA ACADEMY, UNION ROAD, ROMFORD

Where will the Club be located?

The breakfast and after school club will be held in the school hall at Concordia Academy, Union Road, Romford for those children attending the school.

Aim of the Club

At LMASC Ltd we are aware of the importance and benefits of a reliable, safe and calm environment to ensure that children are 100% ready to begin and complete their school day. By working in Partnership with Concordia Academy together we can ensure that all children in attendance have a positive start and end to the day. During the mornings the children will take part in quiet activities including board games, construction activities and during the after school club they will have resources available, including dressing up, home corner, craft, board games, construction, physical play, cookery and reading. Children may also want to independently do their homework or read their school books

What options will be available for breakfast and after school ?

Our breakfast suppliers will be 'Magic Breakfast' who are a registered charity supporting schools in delivering a free nutritious breakfast which will be offered to all children arriving in the mornings from 7.30am until school commences at 8.45am. They will provide LMASC with Quaker Porridge, a choice of Tescos cereals which will be (low in sugar and salt), Bagels (made using a mix of wholemeal and white flour, low in fat, Vitamin D-enhanced, with no E numbers or artificial additives) fresh fruit and Tropicana unsweetened which will be diluted with 50% water as recommended by the British Dental Association). LMASC will provide milk and a choice of spreads (jam, butter, honey and/or cream cheese) Water will also be readily available for children. Parents will be informed should a child refuse breakfast whilst at the breakfast club setting.

For the after school club we will seek to provide a snack to the children which will consist of either a cheese or ham sandwich made with wholemeal bread with Cucumbers and Tomatoes on the side coupled with raisins and/or fresh fruit, milk and/water. Parents must be made aware that this will be just a snack and not a substitute for a child's evening meal.

What are the fees for attending the breakfast club and After School Club?

7.30 am til 8.45am	£3.00 per child (Child care service only)
3.15pm – 6pm	£12.00 (inclusive of snacks)

What days can my child attend club?

Attendance will need to be pre-booked by completing a contract with Little Market. A two week notice period must be provided for any changes to the days and cancellation of contracts. A two week deposit will be payable in advance and refunded on termination of contracts.

Policies

All our policies support and relate to our provision in the breakfast and after school club, particularly those of Child Protection Safeguarding, Data Protection, Health and Safety and Supervision.

Staffing

The Club is run by Little Market After School Club Limited whose registered office is situated at The Wykeham Centre, Market Place, Romford, Essex RM1 3AB. We are Ofsted registered and have been in operation since 2011.



On a day to day basis the staff comprises of Playworkers and are qualified to NVQ L2 and L3. Staff in attendance have undertaken a 12 hour paediatric first aid which is renewed every three years. Staff also hold Food Hygiene certificates which is renewed every two years. All staff are fully DBS checked and certificates are registered under the DBS updating service and checked every year. During our attendance at the school there will always be staff members from Concordia Academy on the premises should our staff encounter any difficulties.

Public Liability Insurance

We currently hold our liability insurance with Covea Insurance via Morten and Michel which will be extended to cover Concordia Academy from 10th September 2018.

Data Protection

We are registered with ICO Data protection and comply with the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance to which our undertaking will be outlined in parental contracts.

Security

To obtain entry to the club parents must use the main school gates in the mornings. Parents are not permitted to access via the staff car park. Parents are asked to bring their child to the breakfast club and sign the register of attendance. Children will be brought to the school hall after class and signed over to the after school club staff and parents will need to sign them out upon collection.

Supervision

Children will be supervised by adults at all times and the child/adult ratio guidelines will be adhered to. Children will not have unsupervised access to the kitchen area, the toilet area and any cupboards or hazardous materials.

Incidents/Accidents

A record sheet will be available at each session to record any incidents and accidents. At least one member of staff will hold a Paediatric First Aid Certificate during each session.

Management of Children's Behaviour

Children need clear and consistent limits to help them feel safe, but these limits must be reasonable and take into account the age, stage of development and individual needs of the child.

The aim of the club is for staff to adopt a consistent and positive approach to the management of the children's behaviour in line with the school's policy in order to provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other people and their environment. The club staff have undertaken training on Managing Children's Behaviour and will demonstrate in their own day to day actions the type of caring, considerate behaviour they wish to encourage and by explaining to a child why it is 'good' to be helpful and kind, encourage generosity and compassion.

If a child is displaying behaviour that is unacceptable then we may have to take that child aside in order to explain why that type of behaviour is unacceptable. If, after this, the child's behaviour is still unacceptable and causing disruption within the group, the staff in consultation with the Head Teacher will reserve the right to contact parents/carers.

Registration of your child at the Club

In order for your child to attend all parents/carers must complete a registration form which can be obtained via email admin@littlemarketschoolclub.co.uk or via telephone: Mobile 07495 190473 or landline 01708 729186.

Payment of fees

Fees are payable by parents on the first day of your child/children's attendance either weekly in advance or on the 1st of each month. Fees are reviewed annually. LMASC Ltd will consider requests for variation to payment

terms on an individual basis. Anyone making this request should speak with the Manager at the earliest opportunity. Any queries, regarding fees should be directed to the Manager.



If fees are not paid, the Club will write to the parent/carer, requesting payment. If the parent/carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Non-payment of fees will result in your child's place being terminated and your child's place being withdrawn.

Due to staffing arrangements and so that the Club operates with the correct ratio of adults to children, places at the club needs to be booked. Fees will remain payable in full for non-attendance eg a family emergency, holidays, school trips and sickness. In order to continually work in partnership with parents, should your child be absent for two consecutive days during the school term then full fees will be payable. However In the cases of prolonged absence due to illness, for example a planned operation, then daily fees will be reduced to 50% on the product of a medical letter to ensure that your child's place is reserved.

School inset days; bank holidays and adhoc school closure days; (eg polling day, adverse weather conditions) these will be non-chargable days