

**Booking and Payment**

The cost of Breakfast club is **£4.00** per session and After School Club is **£8.50** per session. All money generated in fees will go towards staff and running costs. Once you have booked and paid for your child/rens place it will be non-refundable.

In order for us to ensure there is adequate staffing and resources available for the Breakfast and After School Clubs, parents are required to reserve and pay for their child's place on the days they require, *prior* to the beginning of each new term.

Please complete the enclosed booking form for next term, stating the days that you would like your child/ren to attend. You will need to enclose payment with your booking form or pay via bank transfer to the account details shown.

If you wish to use the Breakfast or After School Clubs on irregular occasions, you will need to contact the Office at Cherry Orchard Primary Academy to check for availability - but places are not guaranteed, as places are becoming popular.

**Late Payment**

If payment is not made within 24 hours of a session used, parents/carers will incur a £5 administration fee which will increase by £5 on a weekly basis. If your account is still in arrears after four weeks your child will no longer be accepted in either of our Extended School Services. If you are experiencing difficulty with payment please contact the school directly.

**School Closure**

If, for any reason, there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

**Child Illness**

If your child is unable to attend a session due to illness, please inform the school office as soon as possible.

**Contact Information**

Please make sure that the Breakfast/After School Provision staff have your most recent contact details and that you have completed a child information sheet and returned it to school prior to your child starting the session. If your child is already attending BC or ASP, there is no need to complete another form unless your contact details have changed. Please contact the office/FLO for a child information sheet, if required. Our contact number in the event of emergencies is 01322 242011 Ext. Nursery.

# EXTENDED SCHOOL PROVISION



Cherry  
Orchard  
Primary Academy

[www.cherryorchardprimaryacademy.org.uk](http://www.cherryorchardprimaryacademy.org.uk)

*At Cherry Orchard Primary School, we are proud to be able to offer parents daily 'Wrap-around Childcare' through our Extended Schools Service. Our Breakfast and After School Clubs offer before and after school childcare in a relaxed, happy and safe environment, whilst at the same time promoting the same high values and ethos of Cherry Orchard Primary School.*



### **BREAKFAST CLUB**

Breakfast Club (BC) runs every morning from 7:30am until 8:45am, after which the children will be taken to their classroom for the start of the school day. Our aim is to provide a happy family atmosphere, where children are encouraged to work together as a team! CBC is supervised by our Teaching Assistant Nicole Braddick.

#### **Dropping Off**

Children must be dropped off at BC via the main school gate, by an appropriate adult and signed in with BC staff, to ensure the safe arrival of all of children.

On arrival, children will have a choice of activities such as board and construction games and will then be encouraged to help lay the breakfast table, before being served a healthy breakfast in the school hall at 7:50am by our own on-site caterers Olives. Breakfast will typically consist of a choice of cereals, toast or muffins and fresh fruit, accompanied by juice, milk or water. In addition a hot option will also be offered on certain days of the week. There is a cut-off of 8am to join breakfast, as the hall needs to be set up for additional activities. *See Olives sample menu.*

#### **Sensory Circuits**

At 8:30 children will be given the option of taking part in the School's daily Sensory Circuit session in the School Hall, before joining their class for Registration. Daily Sensory Circuits is a great way to energise or settle children into the school day and for the majority of children, this leads to an improvement in alertness and co-ordination in class. For others, they simply enjoy working as a team, engaging in fun physical exercises such as space hoppers, skipping or bouncing on trampolines.

#### **Teeth Hygiene**

At Cherry Orchard Primary, we encourage all children attending Breakfast Club to clean their teeth after eating and ask that children bring a named toothbrush, to be kept at school, for this purpose.

### **AFTER SCHOOL PROVISION (ASP)**

Our ASP runs from the end of every school day through until 6pm (term time only). We understand our children have been working hard at school and wish to relax and unwind at the end of the school day; our activities programme is designed to meet this requirement. Our aim is to provide the atmosphere of 'playing at someone else's house - but with lots of friends and toys'. After School Provision is supervised by our ASP Supervisor Tammy Smith.

#### **Collection**

Children will be collected from their classroom by the ASP Supervisor at 3:15pm and whilst registration takes place, children will have access to a choice of toys and games for free play, or watch children's TV. All children will be offered a healthy fruit snack and a drink on arrival.

### **Activities Programme**

Children will be encouraged to join in one of the varied daily adult-led activity sessions planned by our ASP Supervisor, such as junk modelling, playdough, board games, seasonal arts and craft or nature activities, role play areas and construction games. These will rotate weekly to avoid duplication for children attending the same session each week. *See sample Activities Schedule.*

In addition, we will also provide a suitable working area with colouring pencils, paper and books, for those who may wish to practice or extend their home learning.

#### **Tea**

Children will be served a light tea between 4:30pm and 5pm in the School hall, provided by our on-site caterers Olives – *see sample menu.* Again we will include the children in helping to lay the table and create the atmosphere of a relaxed informal meal, where children will be encouraged to chat about their school day with each other. Activities and menus will be rotated for both the Breakfast Club and After School Provision, so that children can experience a variety of things – especially if they only visit us on certain days of the week!

#### **Picking up**

Children must be picked up from ASP by an appropriate adult to ensure the safe collection of all children. Collection will be via the Nursery electronic gate; Nursery staff will radio through to the ASP and parents should proceed to the double doors marked 'ASP' and wait to be met by a member of ASP staff. Adults collecting any child/children must sign their children out and write down the time of departure. Please note: the main Reception area may not be manned during this time.

#### **Late Collection**

Please notify ASP staff if you are unable to pick your child up on time. We do appreciate there will be the occasional unavoidable emergencies; however should this begin to happen more frequently (more than two times in any term) you will be charged. Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that.

#### **Security**

For security and safeguarding purposes, if any person - other than a parent is collecting a child - the parent must notify the school office beforehand between the times of 8.45 and 3:30pm. We will not allow any child to depart from ASP, unless we have a form of identification and a security password agreed with a member of staff/designated parent.