Breakfast and Afterschool Club Policy

Breakfast and After School Clubs at Little Elms Preschool exist to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7:45am to 8:45am and from 3:00pm to 6pm term time, and current costs for each session can be obtained from the office or in our funding and fees policy.

A copy of this policy is provided to all parents of children attending Club and is also available on our website.

All parents must complete a registration form and agreement for each child attending the club.

Admissions

• All places are subject to availability.

• The registration process must be completed prior to the child's commencement at the preschool.

• All club staff are made aware of the details of a new child.

• Children's attendance is recorded on our breakfast and afterschool registers.

Breakfast Club

- Parents/Carers are required to bring their child to the entrance and use the intercom system.
- Children will be escorted by little elms staff to the wooden hut in Elmswell Primary schools' playground. All staff wear visible little elms Lanyards and uniform.
- When the school bell has gone off, the children are escorted to their classrooms.

After School Club

Collection of Children

• Staff will be waiting for the children in the wooden hut in the playground. All staff wear visible little elms Lanyards and uniform.

• Once all the children have been checked on the register, we walk over to the preschool.

Departure from afterschool

• Parents/carers must ensure that any person who may collect their child is listed on their registration form, that it is kept fully up to date and know the password that was set on your child's registration form.

- Parents must inform preschool of who will be collecting their child.

• Parents must inform the preschool if their child is going to be absent from afterschool club.

Behaviour

Whilst attending Club children are expected to:

• Use socially acceptable behaviour.

• Respect one another, accepting differences of race, gender, ability, age and religion.

• Choose and participate in a variety of activities.

• Ask for help if needed.

• Enjoy their time at the Club.

Positive behaviour is encouraged by:

• Staff acting as positive role models.

• Praising appropriate behaviour.

• Informing parents about individual achievements.

Dealing with inappropriate behaviour:

• Challenging behaviour will be addressed in a calm, firm and positive manner.

• In the first instance, if necessary, the child will be temporarily removed from the activity.

• Staff will explain why the behaviour displayed is deemed inappropriate.

• Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.

• Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

• All accidents will be recorded in the preschool's accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.

• Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

• All incidents are dealt with by a qualified first aider. Parents of any child who become unwell during the session will be contacted immediately. If a child is sent home during school hours, staff will be informed of their absence.

Uncollected children

If a child has not been collected by parents at the time they are booked in until, we will be contact them in the first instance by telephone. The additional 3 contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

1. A late collection fee of £5 per 15 minutes will be charged if your child is collected past the time, you have booked them in for.

Notice of leaving and School Clubs

We require at least 4 weeks' notice of your intention to withdraw your child. If insufficient notice is given you will be responsible for the full fees for your child for 4 weeks.

If you choose to send your child to a club whilst using our afterschool club, you will still need to pay to keep your space on that day otherwise we cannot guarantee the space for your child when the club finishes at the end of term.

Reviewed by Samantha Willers & Katie Moss

Date: 05th May 2026