



Cavendish Close
Infant and Nursery School

Breakfast & After School Club Policy

Reviewed July 2026

Introduction

Our Breakfast and After School Clubs (BASC) exist to provide high quality out-of-school hours' childcare to support parents and carers of children who attend our Infant and Nursery School. The clubs provide a range of stimulating and creative activities in a safe environment, especially for nursery and infant aged children.

Breakfast Club operates from 7:45am until the beginning of the school day and After School Club operates from the end of the school day until 5:45pm during term time. An electronic copy of this policy is provided to all parents attending the club and is also available on the school website. <https://www.cavclosei.derby.sch.uk/>

All parents/carers must complete a registration form for their children attending BASC and sign an agreement to adhere to the terms of this policy prior to their child attending the provision.

Admissions

- Places are only available to children on roll at the school.
- Children requiring regular bookings will be given priority over those requiring occasional or ad hoc places.
- A waiting list will operate where demand exceeds available places.
- Places for Year 2 children will end at the conclusion of the academic year in which they leave the school. The Junior Academy provides its own age-appropriate wraparound care.
- All places are subject to availability and will be allocated on receipt of a completed registration or continuation form at the start of each academic year.
- The registration process must be completed before a child can attend Breakfast or After School Club.
- All BASC staff will be informed of relevant information relating to new children attending the provision.
- Children's attendance will be recorded in a daily register.
- BASC will maintain staff-to-child ratios in accordance with the requirements of the Early Years Foundation Stage (EYFS) statutory framework and any other relevant statutory guidance. Ratios will be determined according to the ages of children attending, the qualifications of staff present and the individual needs of the children.
- The maximum number of nursery-aged children attending a session at any one time is currently eight, based on the available accommodation, staffing and operational arrangements.
- The overall maximum capacity of the provision is 39 children. The school reserves the right to review and amend this number in line with demand, available staffing, accommodation, health and safety requirements and financial viability.
- The wraparound provision for nursery children is currently under review. Nursery children may continue to access BASC during this transitional period. The school remains committed to providing extended childcare to support working families; however, nursery-aged children may move to a nursery-based wraparound model in the future. Parents will be given advance notice of any changes, including revised terms and conditions and fee structures.



Arrival and Departure

Breakfast Club: Parents/Carers are required to bring their child directly to the hall doors where they will be marked on the register by a member of staff.

After School Club

The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of, or during, a session, they must be signed out by the parent/carer or authorised collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/Carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents/Carers must inform Club staff if their child is going to be absent from ASC.

After School Club: Parents/Carers or named collector must collect their child from the specified doors where a member of staff will assist and sign out the child.

Daily routine

Breakfast Club

- Breakfast club opens at 7:45am.
- Toast and cereals will be served until 8:15am.
- Pupils will be escorted to their classes ahead of the school day beginning.

After School Club

- Opening time is from the end of the school day until 5:45pm. Any collection after 5:45pm will incur a late collection charge of £15 plus a further £5 for every 15 minutes from 6pm.
- At the end of the school day, pupils will be escorted by their class teams and registered at the After School Club
- A light tea is served between 4-4:30pm.



Your responsibilities as a parent / carer are:

- To inform the provision if your child is going to be absent or late for any reason – including when attending after school curriculum clubs / trips by calling 01332 662239 option 4 or emailing clubs@cavclosei.derby.sch.uk or admin@cavclosei.derby.sch.uk
- To ensure your child is well enough to attend their session. Children must not attend BASC if they are suffering from a contagious illness. Parents/carers must follow the school's requirements regarding sickness, diarrhoea, vomiting and infectious diseases. Children should only return when they meet the school's exclusion requirements.
- You must inform the provision if your child has been or is unwell, including any medication that they may need. Medication will only be administered in accordance with the school's Supporting Pupils with Medical Conditions Policy and where appropriate parental consent has been obtained.
- To inform provision of any safeguarding needs.
- To inform provision of any additional needs, including special educational needs and disabilities.
- To keep the provision informed of any medical conditions your child may have and of any changes to these conditions.
- To keep the provision informed of any dietary requirements your child may have and any changes to these requirements. This could include medical, cultural or religious needs and will enable us to meet your child's individual needs.
- To keep the provision informed of any allergies your child may have and any related concerns.
- To inform the provision of any accidents or injuries that your child has sustained whilst not attending the provision.
- To notify the provision of any changes to your child's regular attendance pattern.
- To inform and keep up to date the provision with information regarding legal contact and who has parental responsibility.
- To inform and keep up to date the provision with information regarding emergency contacts, change of workplace, home address or family details.
- We will expect that parent/carers collect from ASC unless we are notified by email of this change clubs@cavclosei.derby.sch.uk or calling 01332 662239 option 4.
- Make payments on time

Our responsibilities as a breakfast and afterschool club provision are:

- To work in partnership with you at all times.
- To follow the school's Child Protection and Safeguarding Policy and statutory safeguarding procedures at all times. Where concerns arise, these may be discussed with the school's Designated Safeguarding Lead (DSL), external agencies and other professionals as appropriate and in line with safeguarding procedures. A copy of the policy can be found on our website here: [Policy Documents - Cavendish Close Infant and Nursery School](#)
- To keep all information confidential in accordance with the UK General Data Protection Regulation.
- To inform you and make a log of any accidents / injuries your child has sustained whilst attending the provision.
- To inform you and make a log of any incidents your child has been involved in whilst attending the provision.
- To administer first aid and seek emergency treatment if necessary.
- To contact you or anyone else named in the emergency contact details in the event of an emergency or your child becoming unwell.
- To not accept responsibility for the loss or accidental damage of children's personal belongings left within the provision.

- To do our utmost to meet individual children's dietary requirements and cater for them wherever possible within the provision.
- To share information about a child only with individuals who hold parental responsibility or where lawful authority exists to do otherwise.
- To manage children's behaviour in a positive manner in line with the school's current policy / procedure.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another and value different backgrounds, cultures, religions, abilities, genders and family circumstances.
- Choose and participate in a range of activities
- Ask for help if needed.
- Enjoy their time at the club.

Positive Behaviour

- Staff acting as positive role models.
- Praising appropriate behaviour
- Sticker rewards
- Informing parents about individual achievements

Dealing with inappropriate behaviour

- Unwanted behaviours will be addressed in a calm, discreet, 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 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 appropriate behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to withdraw the child's place. The reason and processes involved will be clearly explained to the child and their parent/carer.

Other relevant policies that can be found on our website:

- Behaviour Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy Management Policy
- SEND Policy

Complaints

Any concerns regarding the operation of BASC should initially be discussed with the BASC Manager. If concerns remain unresolved, parents may follow the school's Complaints Policy, available on the school website.

Emergency Closure

BASC may be closed at short notice due to severe weather, staffing shortages, site emergencies or circumstances beyond the school's control. Parents will be notified as soon as reasonably practicable. Refund arrangements will be considered on a case-by-case basis.

Payment of Fees

Sessions are input at the end of each calendar month, and invoices are sent by parent pay soon after. Payment is required within 7 calendar days of the invoice and must be made in full via your ParentPay account or by your alternative childcare scheme. Failure to make payment within the required 7 calendar days will result in the provision being removed with immediate effect until the outstanding balance is cleared, except where an alternative payment arrangement has been agreed in writing with the school.

Booked places must be paid for in full even if the child does not attend. If your child attends an after-school Curriculum Club, fees for both clubs will still apply.

4 weeks' notice in writing is required for any changes to your child's contracted regular, booked sessions.

The parent/carer signing the club registration form is known as the 'contracting parent' and is responsible for payment of all fees. If a family is experiencing difficulty with payment of fees, they should contact the BASC Manager without delay in writing to clubs@cavclosei.derby.sch.uk to arrange a confidential meeting.

Payment for BASC is via [ParentPay](#). We will ask you to activate an account for your child when they join the school.

We accept the following forms of payment:

- Childcare vouchers
- Tax free childcare
- Salary sacrifice scheme

Please let the school know the company that you will be using so that these can be linked to your ParentPay account.

Any changes to the costs of BASC will be notified to parents in writing with a minimum of 4 weeks' notice in advance.

No fees are payable on school closure days.

Uncollected children

If a child has not been collected by 5:45pm, parents/carers will be contacted in the first instance by telephone. If these contacts are unavailable the school will follow its late procedures which may involve contacting the police and/or social care. If you are running late and need to speak to a member of BASC please call 01332 662239 option 4.

A charge of £15 will be applied for collection after 5:45pm. An additional charge of £5 will be applied for each further 15-minute period, or part thereof, after 6:00pm.

Contact information for BASC

BASC Manager: Mrs Roberts

Email: clubs@cavclosei.derby.sch.uk

Summary of changes	Date
Page 1. Admissions Fully updated. Places will no longer be offered to Junior aged children. Ratio information updated. Nursery wraparound information included. Page 2. Arrival and Departure References to Junior Academy children removed. Page 3. All responsibilities References to Junior Academy children removed. Illness and medicine administration clarified. Safeguarding information strengthened and linked to our Child Protection Policy. Page 4. Behaviour Wording updated. Reference to Allergy Management Policy added. Complaints section – New Page 5. Emergency closure section - New Payment of fees Updated ParentPay invoicing information and 7-day payment terms. Page 9. Contract Consent statement updated.	NT 8.7.26

Approved by the Full Governing Board: 10 July 2026

Review Date: June 2027

We look forward to welcoming your child to our clubs.



Cavendish Close
Infant and Nursery School

Breakfast & After School Club: Parent Agreement

I wish for my child / children to be enrolled in the Cavendish Close Infant and Nursery School Breakfast & After School Club provision. Please read carefully and complete all sections below before signing.

Full Name of Child:	Date of Birth:	Year group:
Class:	Address:	
Parent / Carer 1 with parental responsibility Name: Contact No. Email: Address (if different to the above): Workplace name and address: Workplace contact number:	Parent / Carer 2 with parental responsibility Name: Contact No. Email: Address (if different to the above): Workplace name and address: Workplace contact number:	
Siblings that will also attend the provision Name: Date of Birth: Class:	Siblings that will also attend the provision Name: Date of Birth: Class:	
Nominated individuals authorised to collect your child		

Please provide full names of individuals authorised to collect your child/children from ASC	Relationship to child / children:	Password needed to collect my child/children:
Please notify us here if your child/children has any additional needs that the team need to be aware of or cater for, please provide as much detail as possible:		
Health needs, including diagnoses, allergies, intolerances, intimate care needs. Yes/No If you have more than one child attending the setting please identify which child this relates to		
SEND Yes/No If you have more than one child attending the setting please identify which child this relates to	Safeguarding needs Yes/No If you have more than one child attending the setting please identify which child this relates to	
Any other dietary requirements Yes/No If you have more than one child attending the setting please identify which child this relates to		

Session Arrangements

Please indicate which sessions you require your child / children to attend.

Date of first session required: DD/MM/YY

Breakfast Club

Breakfast club operates from 7:45am until the beginning of the school day during term time, at a cost of £6.00 per pupil, per session.

Monday	Tuesday	Wednesday	Thursday	Friday

After School Club

After School Club operates from the end of the school day until 5:45pm during term time, at a cost of £10.50 per pupil, per session.

Monday	Tuesday	Wednesday	Thursday	Friday

The contracting parent / carer named below is responsible for ensuring information provided to the breakfast and after school club provision remains up to date at all times.

I confirm that the information provided is accurate and complete and that I will notify the school immediately of any changes.

I have read and fully understand the Breakfast & After School Club Policy and I agree to adhere to all terms and conditions within the policy.

Signed: _____ Print Name: _____

Relationship to Child: _____ Date: _____

Breakfast & After School Club Manager:

Signed: _____ Print Name: _____ Date: _____



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