FACE

An Introduction to FACE & Breakfast Club March 25

(Farndon Schools additional care provision from 7.45am to 6pm)

Opening Times & Availability

Breakfast Club (B.C) is open from **7.45am** to school opening. FACE **runs until 6:00pm.** Both are open on every normal school day and they are available to any child attending Farndon School once they have been registered with FACE & this document has been signed.

Activities

Infants & pre-school children are brought to FACE by a member of school staff and the older children make their own way once their teacher allows them to go. FACE has a regular routine involving register taking, cloak rooming & snack time. All the children are offered a small snack and drink at about 3:45pm. Children can also bring in a healthy snack from home which can be eaten at one of the snack times. Some parents have found this useful if the child is going on from FACE to another activity.

Another, more formal, snack is offered around 5:00pm. This allows the staff and children a time to chat and decide on the activities that take place from then until 6:00pm.

General activities are available through the first part of the session. The children can divide into friendship groups & choose their activity although FACE provides a good opportunity for varying age groups to play together.

FACE tries to provide activities for all tastes and will normally have craft activities, social games, role play and quiet activities running each session.

FACE makes the most of the large playground and field areas that school provides and weather permitting the children have access to this area for most of the session.

Breakfast Club provides breakfast if required but always offers an informal time for children to colour, play board games or just chat with friends and the play worker.

Staff & Safety.

FACE aims to maintain a high level of staff to children and adheres to Government guidelines on necessary staff to pupil ratios for under 7s and “best practice” guidelines for Junior children. There are normally at least 2 staff available to lead or supervise activities.

Equipment and facilities are constantly assessed for safety. Children are supervised both indoors and outdoors and younger children are accompanied to the toilets etc if required. Outside play areas are gated & the main entrance to inside areas is normally locked.

Staff are trained in emergency first aid, child protection issues and staff are enhanced DBS checked.

Toys & Equipment from Home

FACE & B.C are normally happy to allow children to bring in small items from home for their own use as long as permission is requested at the start of a session.

Some of the items brought in can be of high value. FACE will not be responsible for these and they are brought in at the child’s (parent’s) own risk.

If you would rather items were left in bags and not brought into FACE then please drop us a note and we will refuse permission when your child asks.

Healthy Eating

FACE tries to use the Governments recommendations on healthy eating provided for similar settings.

When sweets are given out at the end of school we will ask your child to put the sweets in their bags so that they can eat them at home.

Policies

If any parents wish to review any of FACE’s policies then please speak to the supervisor in charge. Some of the policies & forms etc are also available on the school web site.

Behaviour

Children are expected to behave in an appropriate way given that a wide age range attends FACE. FACE feels that good behaviour maintains a safe environment and allows everyone to enjoy the activities that are available. FACE has some simple rules that we ask the children to maintain (please see school web site). FACE will not tolerate behaviour that causes, or threatens to cause, harm or offence to others and incidents of this nature will be reported to parents on pick up. If FACE is still unhappy with a child’s behaviour after a parent has been informed then FACE will exclude a child from attending, either temporarily, or permanently.

Any toys or equipment broken due to lack of respect, or a deliberate act will be charged to the parents, or the parents can replace like for like.

Registering and Booking

**A completed Registration Document must be passed onto the FACE Manager before attendance is requested**. This ensures FACE has current contact details and health information for the child. These are available from FACE, the web site, or school office. Please allow 5 working days for your child to be set up on the digital booking system.

All booking is via the digital SchoolMoney system which can be accessed via smart phones or laptops etc. If you require any help with this please contact Sarah Roderick.

Alterations to bookings can be made up to 9am on the Friday of the week before. All bookings made when the register closes will be charged for regardless of whether the child attends.

Emergency bookings during the week can be made (if space is available) but at an extra cost. Use of this facility will be monitored and challenged if used frequently.

Sessions are limited in the number of children that can attend. SchoolMoney will decline bookings when that number is reached.

Charges (Fees are under review and may rise in September)

The first hour of **FACE** is charged at £5.50 for any part of that hour. The next hour (4:30 to 5:30pm) is charged at £4-50 for any part of that hour. The last half hour (5:30 to 6:00pm) is charged at £2-25 for any part of that half hour.

Therefore, attendance for the full 3-30 to 6-00pm costs £12.25.

Breakfast Club is £6-25 with, or £5-25 without, breakfast.

Booking without the child attending is charged at the lowest charge available for that session –FACE £5.50, BC £5.25.

Emergency sessions (if available) are charged at a flat rate of £13.50 for FACE and £8.25 for BC which is payable whether the child attends or not.

Billing is online via SchoolMoney. Please select ‘*option 1 – booking only – parent’* when booking so that payment can be calculated and paid after the session is used. Payment can be made using debit / credit cards & child care vouchers.

If a bill remains unpaid for more than 10 days FACE will follow the School’s Charging and Remission Policy. FACE reserves the right to exclude a child from attending future FACE & B.C. sessions if a bill remains unpaid. The child may also be removed from the FACE register.

FACE also has a late pick up fee. Occasionally children are picked up later than 6:00pm. We understand that people do get unexpectedly delayed but FACE does reserve the right to charge a late pick up payment of £15 for repeated offences or flagrant flouting of the pickup time. Please be mindful that FACE and caretaking staff have their own family commitments / pick up times to meet.

If you know you might be late please let the school know as this will limit your child’s anxieties and allow staff to make provision. After the school office closes FACE can be contacted on an emergency mobile – 0752 6271 426. It is best to text a message as staff will not always hear the phone or be able to pick up. 2 members of staff will always stay with your child until you pick up but they may have to wait outside school buildings if the caretaker needs to lock up. If pick up is more than 10 minutes late the Headteacher will be informed and school policies may be enacted.

If you would like any more information, a visit to FACE or have any questions then please speak to the FACE Manager.

Sarah Roderick (FACE Manager) *sroderick@farndon.cheshire.sch.uk*

**I have read and understand ‘An Introduction to FACE & Breakfast Club.**

**Parent’s /**

**Guardian’s Signature Date**

**Name(s) of child**

Childcare Voucher providers FACE is currently registered with:-

Name of Provider Carer Account Number

Fideliti FAC003C

Care-4 70537819

Edenred P20880452

Kiddivouchers No account number - Log on to www.KiddiVouchers.com

(Other providers are available – please speak to the school office or Sarah Roderick for the current list).

We also accept **Government Tax Free Childcare** Vouchers – please speak to the FACE manager if you would like more information and before paying using this method.