



Breakfast and After-School Club Policy

September 2025

1. Introduction

Cedar Children's Academy is committed to providing high-quality wraparound care through its Breakfast Club and After-School Club (Seedlings). These services aim to support working families, promote social development, and offer enriching activities in a safe and nurturing environment.

2. Admissions

- The Breakfast and After-School Clubs are open to all pupils from Reception to Year 6 at Cedar Children's Academy.
- Admission is subject to:
 - Availability of places
 - Completion of a registration form
 - Agreement to the club's terms and conditions

Children with SEND or EHCPs

- Cedar Children's Academy is committed to inclusion and will make reasonable adjustments to ensure children with additional needs are fully supported.
- Any parent or carer of a child with additional or special educational needs should speak to a member of staff in either club before making a booking. This ensures staff have a clear understanding of the child's needs and can plan appropriate support.

If your child has or is in the process of receiving an Education, Health and Care Plan (EHCP):

- A risk assessment will be carried out in collaboration with the SENCO, Parents/Carers, and relevant staff. This assessment will determine whether the club environment is suitable and what additional support (if any) is required.
- The school reserves the right to delay or decline admission during the risk assessment process if it is determined that the reasonable adjustments required to meet a child's needs would compromise the safety or well-being of the child or others.

3. Opening Times

Breakfast Club

- Opening Time: 7:30 am
- Latest Arrival: 8:00 am (to allow time for breakfast)
- End Time: 8:40 am
- Location: KS2 dining hall

Seedlings

- Session 1: End of school – 4:30 pm
- Session 2: End of school – 5:30 pm
- Location: KS2 dining hall

4. Activities

Each child is encouraged to make their own choices regarding the activities they choose to participate in. The clubs offer structured activities as well as free choice.

Weekly programmes of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures and materials
- Construction and Lego toys
- Board games
- Imaginative play
- Outdoor play (children are encouraged to spend some time outside during breakfast and after school club providing they have appropriate clothing for the weather)
- Team games
- Colouring/drawing

Routines

Breakfast club:

- Children should enter Breakfast Club via the KS2 dining hall entrance.
- Children should register with the adult in charge of registration.
- They will eat their breakfast meal.
- Once the children have eaten, they will clear their own cup and plate away from the eating tables and take them to be washed up by a member of staff.
- During their time at the club, they will have the choice of activities in which they may wish to participate.
- Children will only use the KS2 toilets.
- Children will help tidy up equipment at the end of the club.
- The staff will then supervise the children in KS1 & Reception to their classes at 8.40am. KS2 children go to class independently.

Seedlings:

- Children are collected from their classroom by a member of staff and are walked around to Seedlings.
- Children have a drink and a biscuit on arrival.

- Activities are set up ready for children and they may choose which to participate in.
- Children are encouraged to play outside for at least some of the time; this is weather dependent.
- A snack tea is provided at 4.30pm every day. The snack consists of sandwiches, crackers, wraps and a selection of fresh and dried fruit.

5. Behaviour Expectations

- Children are expected to follow the school's behaviour policy.
- Staff will use positive reinforcement and stickers as incentives.
- Persistent poor behaviour may result in a ban from attending breakfast club and after-school club.

6. Payments

Breakfast Club

- Cost: £2.50/day or £12.50/week
- Includes: Toast, cereal and fruit
- Payment Method: Payment taken during booking via Arbor

Seedlings

- Session Fees:
Session 1 – £5
Session 2 – £8
- Payment Method: payment taken during booking via Arbor

7. Safeguarding and Staffing

- Clubs are run by qualified school staff.
- All staff are DBS-checked and trained in safeguarding.
- First aid is available on site.

8. Cancellations by school

Cancellations would be due to school closure in the event of, for example, adverse weather conditions, problems with the building i.e. no heating or water supplies, or unforeseen circumstances. Parents would be notified by email.

9. Parent Cancellations:

To receive a refund, cancellations must be sent to the school office via Arbor by 12pm on the day for Seedlings Club, and by the day before for Breakfast Club. Unfortunately, cancellations made after these times will not be eligible for a refund.

10. Bookings & Availability:

We no longer operate a waiting list. All club bookings must be made directly through the Arbor app. If a date isn't visible, it means the session is currently full. Please continue to check the app regularly, as availability may change.

11. Emergencies

Staff in both clubs have access to a telephone list giving emergency contact numbers to enable staff to contact parents and carers in the case of emergency. Should parents need to contact Seedlings once the school office is closed, there is a mobile telephone number for the club which is active from 3.30pm onwards. The number for this is: 07708677842.

12. Fire Procedures:

In the event of a fire, children and staff will follow the normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school's playground in a line. The club's register for the day will be called, and all names will be checked.

13. Health and Safety:

Breakfast and Seedlings are run by the school, and the existing Health and Safety Policies will be followed. The dining hall area will be checked regularly by staff to ensure the safety of the children. A separate risk assessment has been completed for Breakfast Club and Seedlings activities.

14. Equal Opportunities: Breakfast and Seedlings will take positive steps to ensure that provision is made for a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. All children and their families will be treated with equal concern and value.

15. Safeguarding:

In accordance with Safeguarding arrangements, all staff involved in the running of both clubs have current DBS clearance and have received safeguarding training. Staff will follow existing school policies and procedures for child protection and the code of conduct.

16. Accidents:

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book. Club staff will follow the school's first aid policy.

17. Medication:

Inhalers are kept in the classrooms. If a child needs their inhaler, then a member of staff will escort them to their classroom to observe that the medication has been taken correctly. Other medication will be administered according to the existing school policy on medication.

18. Complaints Procedure:

Any concerns regarding Breakfast Club or Seedlings should be directed through the school's complaints procedure (available on our school website) and sent to:

office@cedarchildrensacademy.org.uk