



Eling Infant School
And Nursery



Penguins
Breakfast & Tea Time Club
Information Booklet 2024/25



Towards our very best together we will enjoy our play

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Welcome to the Penguins Breakfast and Tea Time Club.

We are based in the Eling Infant School & Nursery lunch hall. We provide safe and stimulating play in a sharing and caring environment. Children enjoy attending and look forward to the time they spend in club. Children find our club fun, purposeful and relaxed. We provide a friendly service in a safe, familiar setting.

Opening Hours

Our opening times are as follows:

Breakfast Club 7:30 or 7:45 to school opening
Drop & Stop 8:20 to school opening

Children can arrive any time after **7:30am** and will be escorted to their classrooms at the start of the school day.

A healthy breakfast is offered from **7:45am** to **8:20 am**.

After School Club	3pm-4pm	1 hour session
	3pm-5pm	2 hour session
	3pm-6pm	3 hour session

Children who attend our after school activities which finish at 4pm (such as Art Club, Football and Taekwondo) can also attend Tea Time club afterwards.

Booking in advance for the after school sessions is essential. A 'Snack Tea' meal option will be offered at 4:30pm for those children who are attending a 2 or 3 hour session, this meal is included in the cost of the session and copies of our menu are available upon request.

We aim for a relaxed and friendly atmosphere at meal times with the children seated together around tables.

Children who attend our after school activities which finish at 4pm (such as Art Club, Football and Taekwondo) can also attend Tea Time club afterwards.

Staffing

Staff will hold a childcare qualification. All staff have DBS clearance and key staff hold a current first aid certificate, and health & hygiene certificates in food handling.

Staff are encouraged to undertake on-going training as appropriate for the setting.

Going to and from Tea Time Club

Going to Penguins

Children are collected from their classrooms by a member of Penguins staff and registered in the School hall. Penguins children have access to all of the school's playgrounds, play equipment and sandpit.

The children are always supervised by at least two members of staff. We encourage all children to play outside for at least 15 minutes after being registered, and after that they have the choice whether they would like to play in or out of doors.

Going Home

When collecting from After School Club we ask that you use the red Penguin Club door and not come through the gates as the safety of the children is paramount.

We will challenge any person who comes to collect your child that you have not informed us about. Should you wish to change/add/delete a person's name from the list of who can collect your child(ren), please notify the school office. Should you need to change arrangements at short notice in an emergency and the school is closed please call the Penguin's mobile on 07540 930029

Late Collections

Please ensure that your child(ren) is collected by 6pm at the latest. In the event of an unexpected delay in collecting your child, please notify us as soon as possible on the club mobile – 07540 930029. Please call us as soon as possible as it can cause your child distress if you are not there when Penguins has ended.

Activities at Penguins

Indoor

Our programme of activities places emphasis on providing safe and fair play and we aim to be creative, stimulating and varied within a relaxed, friendly atmosphere.

Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem.

Our programme of activities may include:

- Art using various mediums
- Crafts using a wide variety of textures, materials and opportunities
- Dressing up clothes to facilitate imaginative play

- Construction toys, board games, bricks
- Music, dance and songs
- Sand and water play (both indoors and outdoors)

We also offer a quiet area for relaxing.

From time to time we also hold film nights where the children watch the latest DVD releases. We have noticed that most new releases now have a PG rating.

A PG film will not contain any theme which is inappropriate for a child. This means a film is suitable for general viewing, but some scenes may be unsuitable for young children. PG works can explore challenging issues such as bullying, bereavement or racism.

For a full description of the PG rating content please see the British Board of Film Classification website at: <https://www.bbfc.co.uk/rating/PG>

Please indicate your agreement to your child(ren) watching PG rated films in the terms and conditions section of this document that you return to the school.

Outdoor Play

We have a varied range of outdoor play equipment and children are encouraged to gain fresh air and exercise at every opportunity, as we recognise the importance of being outdoors to aid their growth and development.

Behaviour

We expect good behaviour from our children, and our adults and children alike show respect for each other. We use various techniques to encourage good behaviour including praise and rewards such as stickers and prizes. We also use distraction techniques and discussion. Children are encouraged to follow the school rules.

Policies and Procedures

As an integral part of Eling Infant School & Nursery, Penguins is inspected by OFSTED at the same time as the school inspection. The club's statutory policies, procedures and guidelines are available for view online on the school website

Equal Opportunities

We are committed to taking positive steps to ensure that we provide a safe, caring and welcoming environment that promotes and reflects cultural and social diversity and is equally accessible to all. We aim to achieve an environment free from discrimination and will endeavour to challenge both Direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value. We are an inclusive club and try to meet the needs of all pupils.

Safeguarding

We aim to protect all children in our care and keep them free from harm. Our safeguarding procedures are as part of the school and are available to view on our website. They are in accordance with National Childcare Legislation and the childcare act Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2022. All staff receive regular child protection training in these procedures and guidelines.

Accidents & Sickness at Penguins

Should your child have an accident, i.e. a fall or a bump, trained first aid staff will offer appropriate treatment and complete an accident record slip. Parents will receive a copy. Should your child be taken ill or have an accident at Penguins we will telephone you immediately.

It is parental/carer responsibility to keep the school informed of any change of contact details.

Commitment to Parents/Carers

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality play and care for your child.

We aim to:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed about our opening times, fees and programme of activities through regular newsletters and emails.
- Be consistent and reliable to enable you to plan for your child's out of school care with confidence and peace of mind.

- Share and discuss your child's achievements, experiences and friendships.
- Listen to your views and concerns to ensure that we continue to meet your needs.

If you are interested in your child using Penguins during their time at Eling Infant School & Nursery, please sign and return the terms and conditions page at the end of this document.

Further Information

If you require any further information about our club please call in to speak to a member of our Penguins staff, who will be happy to talk to you.

Terms & Conditions

Making a booking

A completed online terms and conditions form is required for each child attending Penguins. Attendance will not be permitted until this is received by the school and this is renewed at the start of each academic year.

Places are allocated on a 'strictly first come, first served' basis. We are happy to accept short notice day bookings when we have places available – please contact the school office to book this – however we cannot guarantee availability of places.

If you require a regular space for your child(ren) due to work commitments etc. please advise the school office and they will email you a link to an online form to complete with the details. At the end of every academic year you will need to confirm your child's on-going booking if you should still require it. Spaces will not be held without confirmation.

When booking a place you will be asked what time you wish your child(ren) to stay until and you be charged for this session accordingly.

If your child is entitled to **Pupil Premium** we *may* be able to offer a free 1 hour session on a mutually agreed day.

Cancelling a booking

Bookings can be cancelled up to **1pm** on the day of the booked session. **Any cancellations after 1pm will be charged for in accordance with our standard fees and charges.**

Fees & Charges

Breakfast Club	7:30 start - £4.50
	7:45 start - £3.50
Drop & Stop	£ 1.00 – Please note breakfast is not included
After School – 3-4pm	£ 5.00 – 1 hour session
After School – 3-5pm	£10.00 – 2 hour session
After School – 3-6pm	£13.00 – 3 hour session
After school activities – 4-5pm	£ 5.00 – 1 hour session
After school activities – 4-6pm	£10.00 – 2 hour session

You will be charged for the session time that has been booked (i.e. if you have booked until 5pm you will be charged £10:00) irrespective of if you collect your child early. If you pick your child up later than the booked time you will be charged for the next hourly slot (i.e. if you collect at 5:00 rather than 4pm you will be charged £10:00). Please see late collection fees for pick up after 6pm.

Payment of fees

We try to keep fees for the out of school care to a minimum so that they are affordable for all. We offer two types of payment terms:

- Pay as you go (PAYG) – your account must be in credit before booking your child into club, unfortunately we will not be able to accept bookings without sufficient balance on the account.
- Monthly payments (available with prior agreement with School Business Manager or Head Teacher) – invoices will be issued monthly in advance and must be settled in full before the start of the following month, however the outstanding balance on the account at any given time cannot exceed £200.

Should you wish to make an arrangement to pay monthly please complete the relevant section in the online form.

Agreements will automatically expire at the end of each academic year and a new agreement will be issued via an online form for you to complete and submit

Invoices will be issued via your Arbor account by the Monday of the last full week of the month at the latest with your account balances for the following month. The system will detail the amount owed and show invoices for the sessions booked – you will also receive an email with the date which it must be paid by (before the 1st day of the following month).

Irrespective of your payment frequency all accounts must be settled in full by the required payment date. Non-payment will result in your child(ren) not being able to attend club until the bill is settled in full.

You are able to pay using the following methods:

- Online via your Arbor account
- Childcare vouchers or Child Tax Free Savings Account (if payment made by this method please email the school with details of your payment and your reference number)

Late Fees

We understand that there are occasions where late pickups are unavoidable. If your child is collected after 6pm the following late fees will apply:

Authorised Late Fee (where you have called to advise that you will be late) – standard hourly rate

Unauthorised Late Fee (where you have not contacted us to advise) - £10:00 up to 15 minutes after 6pm and then £10:00 per 15 minutes thereafter.

You will be requested to sign a form by one of the club staff confirming that you have collected your child late and therefore will be liable for late fees.

Late Payment Fees

Unless there is a prior arrangement, a charge of £20 will be made for fees outstanding at the end of the first week after due date. Payments at this time will only be accepted by cash or online.

Any accounts not settled in full after this time will be referred to Hampshire County Council Debt Collection agency.