



Kingfisher Breakfast and After School Club Parent Handbook

Barham CE Primary School

Welcome to Kingfisher Breakfast and After School Club. Our club provides a safe, caring and engaging environment for children before and after the school day.

Contact Details

Kingfisher Club phone number for calls and texts: 07508841215. This number will only be monitored during the hours of the Club.

Kingfisher email address: kingfisherclub@barham.kent.sch.uk. This inbox will be monitored during the school day.

Our Values

At Kingfisher Club we encourage children to be Kind, Confident and Curious.

Our Rules

At Kingfisher Club our rules are to be: Ready, Respectful and Safe.

Session Times

Breakfast Club: 7:45am–8:35am

Early Session: 3:15pm–4:30pm

Late Session: 3:15pm–6:00pm

On days when the school finishes at 2:15pm (which is usually the last day of the Christmas and Summer terms), session times will be adjusted by an hour. The Early Session will run from 2:15pm to 3:30pm and the Late Session will run from 2:15pm to 5:00pm.

Location

The club is based in the art room. Children will benefit from using the whole school site.

Staffing

The Club Manager is Mrs Kim Ward. Kim is a Designated Safeguarding Lead (DSL). All Kingfisher staff will follow the school's safeguarding, behaviour and welfare procedures.

Arrival and Collection: Breakfast Club

Parents drop their child off at the Breakfast Club via the side gate. When arriving to drop off, parents need to press the "3" button on the side gate intercom. A member of staff will come and meet your child from the gate. Children will be signed in by a member of staff. A member of staff will escort the children to their respective classes at 8:35 a.m. If your child is booked onto a breakfast session and they can no longer attend, please contact the club.

Arrival and Collection: After School Club

At 3.15pm KS1 children will be collected from their classes and taken to the club and KS2 children will go independently.

When arriving to collect, parents need to press the "3" button on the side gate intercom for Kingfishers. A member of staff will bring your child to meet you at the gate. Please inform the club if somebody different will be collecting your child. If your child is booked onto an after-school session and they can no longer attend, please contact the club.

Safeguarding and Behaviour

The club follows all existing school policies relating to safeguarding, behaviour, attendance, medical needs and online safety. These policies are available on our school website. Any disciplinary issues will be reported to parents. Repeated breaches of the behaviour policy may result in the child being removed from the club. Policies can be found here: <https://barham.kent.sch.uk/information/policies>

Food and Snacks

A healthy breakfast will be provided. Fruit will be readily available at all sessions.

For the Early After School Club sessions, children can bring a snack that must be nut-free.

For the Late After School Club sessions, children are welcome to bring a couple of snacks or a packed lunch. In accordance with current school rules, packed lunches should **not** contain fizzy drinks, canned drinks, sweets, nuts or nut-based products including chocolate spread.

Please ensure the school is informed about allergies or dietary requirements.

Activities

Children will have access to a range of activities including crafts, games, reading, outdoor play and quiet relaxation areas. In accordance with current school rules, children are not permitted to bring in their own toys from home.

Medical Needs

Please ensure that all medical information and emergency contact details are kept up to date. Medication procedures follow the school policy. If a child requires first aid treatment, this will be recorded on Medical Tracker and parents will receive a notification via email. As per the school policy, if a child hurts their head a phone call home will be made.

Session Fees

Breakfast Club (7:45am–8:35am): £4.00 per session

Early Session (3:15pm–4:30pm): £5.00 per session

Late Session (3:15pm–6:00pm): £10.00 per session

Children in receipt of Targeted Pupil Premium can attend Breakfast Club and the Early session free of charge, subject to places being available. There will be a charge for the late session.

Bookings

Parents must complete a registration form before a booking can be made.

Parents are required to book their sessions via Arbor. Payment is taken at the time of booking. Click [here](#) for Arbor's guide on booking a Breakfast or After School Club via the Parent Portal or Parent App.

If you wish to use Tax Free Childcare Vouchers towards payment, the school needs to have an account with the voucher provider. We already have accounts with: the Government's Tax Free Childcare scheme (Provider reference 118653), Edenred (Account Number: P21361608) and Bravo Benefits. If you have a different voucher provider, please send the details to the Kingfisherclub@barham.kent.sch.uk, so an account can be created.

Once the school has an account with your voucher provider, you can send payments via their website/portal. Please e-mail Kingfisherclub@barham.kent.sch.uk to confirm the amount sent. Once the payment is received into the school's bank account (which can take a few days), Arbor will be credited with the voucher amount, allowing you to book your sessions.

If your child has additional needs, please contact the club before booking.

On the day bookings will be accepted if there are spaces.

For enquiries or changes, please contact:

kingfisherclub@barham.kent.sch.uk or call or text 07508841215

Cancellation Policy

Parents need to email kingfisherclub@barham.kent.sch.uk if they wish to cancel a session, or your child is unable to attend. No charge will be made where at least 24 hours' notice is provided. Sessions cancelled with less than 24 hours' notice will still be charged, except at the school's discretion.

Late Collection

Please collect children promptly at the end of their booked session. If you are running late, please contact the club immediately. There is a fee of £15 per child for a late collection, and you will be sent an invoice.

Guidance and Standards

The club operates in line with Department of Education wraparound childcare guidance and NSPCC safeguarding guidance.

Parent Agreement

By using Kingfisher Club, parents and carers agree to follow school policies and procedures and work in partnership with staff to support a positive and safe environment.