



and wrap-around care
“Every child is unique”

CHANGE OF PROCEDURE IN SIGNING CHILDREN INTO BREAKFAST CLUB.

Dear Parents/Carers,

Croft Village Pre-school and wrap-around care's first priority is to keep your child safe. This includes arrival to breakfast club, and after school club. We have risk-assessed our current procedures, identified gaps in our provision and adjusted our procedures as a result.

From Tuesday 02 June 2015, the procedures are as follows:

Arrivals at breakfast club at Croft Primary School.

- Entrance to breakfast club is from 7:30 am. (The setting is not insured before this time.)
- Parents are asked to park at the Memorial Hall and walk children over to the **main entrance** of school. This will be the only entrance to the club.
- Press the buzzer marked “after school club” and a member of staff will come and welcome your child into the club.
- Parents will sign their child in to breakfast club and record the entry time.

Escorting children to after school club.

- All classes and primary school clubs have a list of children who are attending after school club on a particular day.
- Reception children will be collected from their classroom by a member of after school club staff.
- Infant children will be collected by after school club staff from the resource area outside their classrooms.
- Junior children will be collected from their classroom by a member of after school club staff.

- Any children attending a primary school club before attending after school club will be brought to after school club by the member of staff running the primary school club.
- After school club closes at 18:00 hours prompt – we are not insured beyond this time.
- If your child is not attending the school club for any reason, please let us know by ringing 07961840382/07572535131 or Helen Gregory on 07415606510. If we do not know that a child is not attending for a legitimate reason, but the child was in school that day, we have to put in place our missing child policy.

We appreciate that this may inconvenience some parents, especially in arriving at breakfast club, but we cannot compromise any safeguarding concerns.

Yours sincerely,

Jan

Jan Cowley (on behalf of Croft Village Pre-school and wrap around care Partnership.)