



Beecholme Primary School

Little Acorns

Afternoon Policy

Aims

- To provide a childcare service to Parents/Carers ensuring the service at least covers the full cost.
- Instilling the values of mutual trust, respect and tolerance where prejudice in any form is not tolerated.
- For children to make accurate choices to support their physical needs and their emotional well-being.
- To help children develop a sense of belonging within, and responsibility for the world around them both locally and globally.

Introduction

Little Acorns is run by the staff at Beecholme Primary School to provide Parents/Carers with high quality out-of-hours childcare. It is open from 3:30 pm – 5:55 pm daily during term time only and will not operate on INSET days. The cost of the Afternoon Session is £10.00 per afternoon, with a reduced cost of £9.00 for siblings in the same family.

A copy of this policy is given to the Parents/Carers of all children attending Little Acorns and is available on the school website. All parents must complete a registration form for each child attending Little Acorns and sign the parental agreement to adhere to the terms of this policy.

Provision

- To provide children with a healthy light meal, snacks and drinks.
- To provide activities to engage and assist learning at the end of the school day.
- To provide a safe, secure and friendly environment.
- Staff will be responsible for the care of the children, treating them with respect at all times.
- All staff have the required DBS checks

Admissions

- Only children attending Beecholme Primary School may attend Little Acorns.
- All places are subject to availability.
- Each child must be registered before starting at Little Acorns.
- Children's attendance is recorded in a register.

Booking Places

- Places for Little Acorns must be booked via the School Office with fees paid weekly in advance.
- Priority will be given to Parents/ Carers requiring a full time place that covers every day of the School Term.
- If you need to change the days you wish your child/children to attend, please ensure you book the days you require for the following week by Friday afternoon at the latest. Booking forms are available on the School website, from the School Office or via Little Acorns staff.
- All booked sessions must be paid even if your child does not attend.

Payment of fees

- All fees must be paid prior to attending the sessions. Payment for the following week's sessions must be paid by Friday afternoon. If a Parent/Carer is experiencing difficulty with payment of their fees, they should contact the School Office. Our staff will treat all matters confidentially and arrange for discussions in private.
- Fees must be paid weekly in advance via ParentPay under Little Acorns Afternoon Session.
- If a debt is incurred, places will no longer be provided.

Staffing

- Little Acorns is staffed at the ratio of one adult for every ten children.
- There will be at least two members of staff in attendance every session.
- There will be a safeguarding trained member of staff on site at all times.
- A member of staff with First Aid training will always be on site.

Arrival and Departure at Little Acorns Afternoon Session

- Children will be collected from their class by a member of staff at 3:30 pm or 4:30 pm from any After School Clubs.
- Please inform Miss Keenan via email donna.keenan@beecholme.merton.sch.uk if your child will not be attending a booked session.
- Children must be collected directly from the Little Acorn Building by **5.55 pm at the very latest.**
- Children must be signed out by their Parent/Carer.
- Little Acorns staff must be informed of any changes to the adult collecting the child.
- Parents/Carers may collect their child/children at any time directly from the Little Acorns building, but please note the light meal is served at 5:00 pm.

Snacks and Meals

Children will be offered a light meal and healthy snacks in line with Government guidelines. This will include the following snacks daily:

- Sugar free squash
- Milk
- Fresh fruit
- Bread sticks
- Fromage frais

Throughout the week, other options will be available such as corn puffs, biscuits and crudité.

Children will be served a light meal at 5:00 pm. Below is a weekly example. A menu for the week will be displayed in the Little Acorns entrance hall.

Monday	Hummus with pitta bread and cucumber and carrot stick.
Tuesday	Make your own wraps with tuna, cheese, chicken and salad
Wednesday	Cheese or beans on toast
Thursday	Loaded nachos
Friday	Muffin pizza

Children will also be given a dessert of their choice from an available selection. This will include ice cream, jelly, fruit kebabs, yoghurt, low-sugar cake and various fruit options.

Little Acorns staff will encourage the children to eat the light meal option for the day. However, a sandwich alternative will be available if the child does not want the available food.

Behaviour

- Whilst attending Little Acorns, children are expected to follow the expectations of Beecholme's School Behaviour Policy.
- All staff will act as positive role models.
- Any challenging behaviour will be dealt with in a calm and positive manner.
- If inappropriate behaviour persists, staff will consult with parents to develop clear strategies to help the child.
- If a child continues to display inappropriate behaviour, the staff reserve the right to exclude the child from Little Acorns.

First Aid

- All members of staff have up to date Paediatric First Aid training.
- Any accidents will be recorded in line with school policies.
- If a child becomes unwell, parents will be contacted.

Medical Conditions

- It is the Parents/Carers responsibility to inform Little Acorns staff of any medical conditions/allergies that could affect their child.
- Any emergency medication needed should be provided to Little Acorns staff in line with the school policy.
- A separate set of medication needs to be provided solely for the use at Little Acorns.
- It is the Parent/Carers responsibility to inform Little Acorns staff of any changes to medical information.
- Where a healthcare plan is in place and already implemented in school, it will not be necessary for a new plan to be written. The original plan will be shared with Little Acorns staff.



**Beecholme Primary School
Little Acorns Afternoon Session
Parent/Carer Agreement**

I _____ Parent/Carer of _____ have read a copy of the Beecholme Primary School Little Acorns Afternoon Session Policy and agree to abide by the terms therein.

I accept that all sessions need to be booked by Friday afternoon for the following week (not necessary for a full-time place).

I accept that all sessions need to be paid prior to my child attending.

I accept that I need to collect my child/children by 5:55 pm and in order to receive a light meal they need to be in Little Acorns at 5:00 pm.

The sessions in this contract are 3:30 pm - 5:55 pm.

Parent/Carer

Signature: _____

Print

Name: _____

Date: _____