



Beecholme Primary School

Little Acorns Morning Session 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 7:30 - 8:45 am daily during term time only and will not operate on INSET days. The cost of the Morning Session is £5.00 per morning, with a reduced cost of £4.00 for siblings in the same family.

A copy of this policy is given to Parents/Carers of all children attending Little Acorns and will be 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 breakfast.
- To provide activities to engage and assist learning at the start 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 they start 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 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 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 Morning Session.
- If a debt is incurred, places will no longer be provided for your child

Staffing

- Little Acorns will be staffed at the ration 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 Breakfast Morning Sessions

- Parents/Carers are required to bring their child directly to Little Acorns and sign them in. You should enter Little Acorns via the gate that leads into the bottom playground.
- Children will be taken directly to their class at 8:45 am.
- Please inform Miss Keenan via email donna.keenan@beecholme.merton.sch.uk if your child will not be attending a booked session.
- Please inform the School Office if your child will not be at school.
- Whilst parents may drop their children off to Little Acorns at any time, they will need to be at the Morning Session by 8:15 am if they wish to have breakfast.

Breakfast

Children will be offered a breakfast in line with the Government guidelines. This will include the following daily;

- Fruit juice
- Milk
- Cereal
- Toast with a variety of toppings
- Yoghurt
- Fresh fruit

Throughout the week, other options will be available such as crumpets, croissants and fruit compote.

Please inform Little Acorns staff of any special dietary requirements.

Behaviour

- Whilst attending Little Acorns, children are expected to follow the expectations of Beecholme School's 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 school policy
- A separate set of medication needs to be provided solely for the use at Little Acorns.
- It is the Parents/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 Morning Session
Parent/Carer Agreement**

I _____ Parent/Carer of _____ have read a copy of the Beecholme Primary School Little Acorns Morning 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 sign my child/children in at each session and ensure they arrive by 8:15am in order to receive breakfast.

The sessions in this contract are 7:30am – 8:45am.

Parent/Carer Signature: _____

Print Name: _____

Date: _____