

Heathland School Breakfast Club & After School Club



Heathland School Breakfast and After School Club is a registered childcare provider and is open each school day (except the last afternoon of each term). Our Breakfast Club is based in our multi-purpose Studio on the school's Mezzanine floor and is open from 7.45-8.45 am when the children go to class and at the end of the school day from 3.00 pm until 6.00 pm.



Any pupil aged 4 or older can attend. Breakfast Club costs just £3 per session and After School Club just £7.50 per session. You may get help with this from your college, employer or the government. (the latter via tax credits - for those eligible you may get back up to 70% of the cost making the net cost to you 90p for Breakfast Club and £2.25 for After School sessions).

Heathland School Breakfast Club & After School Club

Our Studio has full kitchen facilities and children attending the Clubs are provided with a nutritious breakfast in the morning or a light snack mid way through the afternoon session.



We provide fun and stimulating care in a safe, familiar, relaxed and friendly environment managed by our professional staff helping children develop their full potential through positive, social, emotional, physical and intellectual experiences. Our experienced play workers, who are fully DBS checked and trained to NVQ level 3 or above, supervise the children and lead age appropriate play and other activities such as art, sport, I.C.T. and cookery sessions.

The children also have access to outside play (depending on the weather and time of year), films, and board and console games.

Children are also given the opportunity to relax or read.

Children's individual needs e.g. disabilities and gender are considered and values deriving from different racial, cultural, religious and linguistic backgrounds are recognised and respected.



Heathland School Breakfast Club & After School Club

Our Breakfast and After School Clubs are registered with Ofsted as part of the school's registration and must meet Ofsted's standards in relation to suitability as carers of children, the safety of premises and facilities, insurance and record keeping.

The clubs are also covered by the school's public liability insurance, a copy of which is on display in the school office.

If you are interested in registering your child for Breakfast and/or After School Club please complete our Registration form and hand this in at the school office. All Bookings are to be made online via ParentPay and must be made by 4.00 pm the previous day. Sessions are payable at the point of booking.



*Help with childcare costs

(the following information has been reproduced from the www.direct.gov.uk website at the time of production of this leaflet but we would encourage you to check the website at the time of your enquiry to confirm that it is still accurate)

You may get help with childcare costs from your employer, college or the government.



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Help from your employer

Your employer may pay towards your childcare costs - either in cash or in vouchers, this includes vouchers in return for a reduction in your pay (known as a 'salary sacrifice').

If your employer pays only some of your childcare cost in vouchers, you can make a claim for the rest of the cost.

If your employer offers you childcare vouchers:

If you're offered childcare vouchers by your employer, there is an online calculator on:

<http://ccincalculator.hmrc.gov.uk/CCIN0.aspx>

or via the link on http://www.direct.gov.uk/en/MoneyTaxAndBenefits/TaxCredits/Gettingstarted/whoqualifies/Childrenandtaxcredits/DG_073803

to help you decide whether you're better off taking the vouchers or not.

Help from college

If you're aged 20 or over, you may be able to get financial support once you've been accepted onto your course through your college's Discretionary Support Fund.

Other help

You may get help from the government towards your childcare costs because you are a student or you are starting work or if you work, you could get **extra** tax credits to help with your childcare costs.



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Do you qualify for extra tax credits?

If you work and pay for childcare you may be able to get tax credits to help with up to 70 per cent of your childcare costs.

You can claim as soon as you start paying childcare costs and only for the amounts that are actually paid by you.

Who can qualify?

You're a lone parent

If you're a single parent you must work 16 hours or more a week to claim help with childcare costs.

You're part of a couple

Generally you and your partner must both work 16 hours or more a week to claim help. Only one of you has to work 16 hours or more if one of you is:

- ill or disabled and claiming disability benefits
- in hospital
- in prison - serving a custodial sentence or remanded in custody awaiting trial or sentence

You're on maternity, paternity or adoption leave

You can claim tax credits to help with childcare costs if immediately before you went on leave, you were working 16 hours a week or more and any of the following apply:

- you get maternity allowance
- you're on ordinary maternity or adoption leave
- you're in the first 13 weeks of additional maternity or adoption leave

You can also claim help with childcare costs for the two weeks you are on paternity leave.

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You're off sick from work

You can claim help with childcare costs if, immediately before you went off sick, you were working at least 16 hours a week and both of the following apply:

- you're off sick for 28 weeks or less
- you are getting one of a number of state benefits, for example Employment and Support Allowance, Statutory Sick Pay or National Insurance Credits because you have limited capability for work (that is your illness or disability affects the amount and type of work you can do)

You're still counted as working if one of the following applied before you went off sick - as long as you worked at least 16 hours a week beforehand:

- you were on maternity, paternity or adoption leave
- you were on the first ten days of strike leave
- you were suspended from work

If you don't return to work after 28 weeks you may not qualify any more. Contact the Tax Credit Helpline if this happens.

How much help you can get

You can get help with up to 70 per cent of your childcare costs - subject to a maximum limit in the amount of childcare costs you can claim each week.

If you pay childcare for:

- one child, the maximum childcare cost you can claim is £175 a week
- two or more children, the maximum cost you can claim is £300 a week

This means that the maximum help you can get for your childcare through tax credits is:

- £122.50 a week for one child
- £210 a week for two or more children

But you won't necessarily get the full £122.50 or £210 a week - the actual amount you get will depend on your income. The lower your income, the more tax credits you can get.

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What income limits apply

There is no set income limit for help with childcare costs. But as a **general** guide, if you're a couple with one child, paying £175 a week for childcare, you'll still get some tax credits if your annual income is as high as £41,000.

It's important to know that:

- different income limits apply depending on your circumstances - for example if you have a large family the income limit could be higher
- you need to make a claim to get a definite answer to how much you are entitled to

There are some 'at a glance' entitlement tables on the www.direct.gov.uk website which you can use to get a rough idea of the help you could get in some common situations. These tables show yearly amounts of tax credits based on different income limits.

If your circumstances aren't covered by the tables, or if you want a better idea of how much you could get, there's also an online tax credits calculator you can use.

How to claim

(If you pay for short, but fixed periods of childcare, for example during the summer holidays or to cover an emergency, follow the guidance below under 'Getting help for short periods of childcare - qualifying and claiming' instead)

When to claim

You can make your claim:

- if you've already started to use childcare
- up to seven days before you start using childcare - no earlier

How to claim - if you're new to tax credits

You need to get a claim form from the Tax Credit Helpline.

Fill in the claim form, including details of your average weekly childcare costs and return it to the Tax Credit Office.

How to claim - if you're already getting tax credits

Your circumstances may change and allow you to claim for help with childcare costs. For example you may:

- return to work and start paying for childcare
- change your childcare provider to one that's approved or registered

Call the Tax Credit Helpline if this happens.

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Getting help for short periods of childcare - qualifying and claiming

You can claim help with your childcare costs just for the short time you need the childcare for. This means your extra tax credits are worked out and paid over the period you use the care.

For this to happen, all of the following need to apply:

- you only use childcare once in a while – for example only during the summer holidays or in an emergency
- your childcare is for a fixed period - in other words you know when it will start and end
- you use registered or approved childcare

Otherwise your extra tax credits will be worked out and paid over 52 weeks.

How to claim - if you're new to tax credits

To claim you need to:

- get a claim form from the Tax Credit Helpline
- once you've got your claim form, fill it in - but leave out the details of your childcare

send the claim form back to the Tax Credit Office

Then do one of the following:

- if you're paying for the childcare now - call the Tax Credit Helpline and ask to claim for the short period of childcare, but you'll need to allow time for your form to be received before ringing
- if you're not paying for childcare yet - call the Tax Credit Helpline no earlier than seven days before your childcare starts

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Have the following information to hand before you ring:

- the start and end date of the childcare
- the actual childcare costs you are paying in the short period
- your childcare provider's details - their name, address, phone number, childcare registration or approval number (your childcare provider will be able to give you this information)

How to claim - if you're already getting tax credits

You need to contact the Tax Credit Helpline as soon as your childcare starts or up to seven days beforehand.

Have the following information to hand when you ring:

- the start and end date of the childcare
- the actual childcare costs you are paying in the short period
- your childcare provider's details - their name, address, phone number, childcare registration or approval number (your childcare provider will be able to give you this information)

Contact details for the Tax Credit Helpline, which provides information about Working Tax Credit and Child Tax Credit.

Phone number: 0345 300 3900

The helpline is busiest between 9.30 am and 2.30 pm and after 4.00 pm. If you call outside these times your call may be answered more quickly.

Website: <http://www.direct.gov.uk/taxcredits>

Opening Hours: Monday to Friday 8.00 am - 8.00 pm and Saturday 8.00am - 4.00 pm. Closed Christmas day, Boxing Day and New Year's Day.





Heathland School Breakfast and After School Club Terms & Conditions

Breakfast & After School Club Care

You will need to complete a Registration Form together with a booking form for regular weekly sessions or ad hoc/casual sessions. We are unable to care for your child/children without these documents.

Breakfast and After School Club Prices

Breakfast Club Charges: 7.45 am - 8.45 am - £3.00 per session including breakfast

After School Club: 3.00 pm - 6.00 pm - £7.50 per session. A Light snack will be provided after 4.30 pm.

Late collection charge: £7.50 for each 30 minutes after 6.00 pm, payable on collection of your child/children

Collection – After School Club

It is the responsibility of all parents/carers to collect their child/children promptly at 6.00 pm. If you are unable to pick up your child/children at this time please make alternative arrangements and inform the school immediately giving the name of the responsible adult you have arranged to collect your child/children.

To cover staffing costs a late collection fee of £7.50, in addition to the After School Club Fee, will be payable for each 30 minutes delay; if you fail to make alternative arrangements and your child/children remains in our care after 6.00 pm this will also constitute a breach of the After School Club Terms and Conditions entitling Heathland School to exclude your child/children from subsequent sessions.

Payment of sessions & Penalties

All bookings must be made in advance via ParentPay. Please book as soon as possible to avoid disappointment and no later than 4.00 pm on the previous day. If you need to cancel a place, please do so by 4.00 p.m. on the previous day. If your child is absent because s/he is unwell you will not be charged but if you cancel after 4.00 p.m. on the previous day for any other reason you will be charged.

Please inform the school if your fees are being paid by an educational institution and supply documentation.

Failure to settle all fees and charges may result in Heathland School taking action (including legal action) to recover all outstanding fees and/or charges.

Heathland School reserves the right to withdraw the Breakfast and After School Club provision from a family if the fees and charges are not paid in full when due.

Failure by the school to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

The responsibility for payment of fees and charges lies at all times with the person who made the booking.

Childcare Tax Credit Scheme

Heathland School co operates with the Inland Revenue to verify all claims made under the childcare element of the Working Tax Credit Scheme.

Sickness Policy

Any child who has suffered from sickness, diarrhoea, or high temperature/ fever or conjunctivitis must be kept away from the Breakfast and/or After School Club for 48 hours after the condition has ceased.

Should any of these conditions occur during Breakfast and/or After School Club the school will inform the parent/carer immediately and ask them to collect the child as soon as possible.

Ground for exclusion

In accordance with Heathland School Behaviour Policy

The staff will record poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Club Manager.

Where a parent/carer is in breach of any of the Terms and Conditions

Reservation of rights

Heathland School Governors reserve the right to exclude any child or family from the Breakfast or After School Club or refuse registration.

Heathland Governors reserve the right to close the Breakfast or After School Club due to staff shortage, unavailability of facilities or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.

Legal Waivers

Heathland School shall not be liable for any direct or indirect loss suffered by parents/carers as a result of the Breakfast or After School Club closure.

Heathland School will not administer medication unless accompanied by written consent and instructions.

Heathland School reserves the right to change these Terms & Conditions at any time and will give written notice of such changes to parents/carers.

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