

## **Lea & Garsdon Before and After School Club – September 2020**

We hope you find the information below helpful. We have tried to cover any queries that you may have but if not please contact Mrs Goodey.

The before school club and after school club will be run by Grassroots Sports Academy.

### **About the service**

The before school club will run from 7.45am to 8.45am Monday to Friday during term time (excluding Teacher Development Days and other school closures) in the school hall.

The after school club will run from 3.05pm – 5pm Monday to Friday during term time (excluding Teacher Development Days and other school closures). The first session will be an extra curricula club (Appendix A) with the option to extend care until 5pm.

The maximum number of children we can have in any session is 20. All staff will be DBS checked.

To help us plan, we ask parents to book a term in advance, however if there are spaces in the session we will allow ad hoc bookings prior to the day or on the day. Please speak to Mrs Goodey or Mrs Glanville to arrange this. **Please note that you will need to make payment before the club starts**

Children are welcome to bring a healthy snack to the before school session, water will be readily available.

A healthy snack, such as fruit, rice cakes, will be provided during the after school club, but parents are welcome to send additional snacks for their child. Please remember that we are not able to have nuts or nut based products in school due to allergy concerns for some children.

For those people who are using the club as child care, children will be offered a range of quiet activities including board games and reading alongside the first session club.

Staff will ensure that children are delivered to their classes at the start of the day or collected by a parent/carer at the end of the day.

### **Arrival, Registration and Departure**

It is important that we hold all your child's details and therefore require you to complete an admission form to register your child in the club. All information about your child's details are kept in the school office and only authorised staff will have access to these details.

Children can arrive from 7.45am onwards for the before school club and should be handed over to a member of staff at the HALL DOOR and signed in.

Parent/Carers should go the HALL DOOR by 5pm to collect their child and sign them out. If the person collecting the child is different you must telephone the school to inform them.

### **Late Collections**

We understand that occasionally the person collecting a child may be delayed. The time a child leaves the after school club is always recorded and invoices will be based on these times. The after school club only operates until 5.15pm. A late collection fee of **£5 every 15 minutes late** will be charged to cover staffing costs.

## **Booking and payment**

Payment should be made via ParentMail and must be made prior to your child attending either before or after school clubs, unless an adhoc place has been allocated, and then we ask for payment within 5 days. Places are non refundable. As this is not an Ofsted registered childcare option unfortunately we will not be able to accept Childcare Vouchers. If for any reason your child is unable to attend once booked in please contact us as soon as possible

Booking and payment must be made in advance by 9am Thursday of the preceding week.

### ***Breakfast Club***

£4 per child – drop off from 7.45am – 8.45am

### ***Afterschool Club***

1<sup>st</sup> Hour (3.05-4.15pm) - £3 per child

2<sup>nd</sup> Hour (4.15pm – 5pm) - £4 per child

Late collection charge - £5 for every 15 minutes late – to be invoiced separately

Please note that Sports Club on Mondays and Treasure Chest on Thursdays will be FOC.

On some days there will be the option of an alternative club which will run alongside the Afterschool and will be paid separately. See details below.

## **Non-payment of fees**

We ask that payment is made prior to your child's attendance at the clubs. Failure to settle all fees and /or penalties may result in your child losing their place in the club or taking action to recover all outstanding payments. We reserve the right to charge a late payment fee of £5.00 per booking, per child to cover additional administration costs.

## **Cancellation**

In order for the club to remain self-funding, we regret that we cannot accept short notice cancellations. This also includes cancellation due to illness (see exceptions below). We do understand, however, that parents' working arrangements do change and this can lead to differing childcare needs. As a result of this cancellations will be allowed where a parent has provided a 25 school day notice.

## **Exceptions to booked sessions**

Sessions which have been booked and paid for cannot be refunded with the exception of:

Closure of the school (for example if it is required to close due to unforeseen circumstances, such as school closure due to weather).

An extended period of absence (e.g. illness (medical certificated required) over two or more weeks. This will be reviewed at the discretion of the school.

### **Ad-hoc sessions**

Parents will have the flexibility to book ad-hoc sessions, where places are available. You must telephone the school office on 01666 823534 to check to see if there is space available. If there is space you will need to complete a booking form and pay via ParentMail. Payment will be expected within five days for attendance on an adhoc basis.

### **Accident and Emergency Procedures**

If your child has an accident before and after school club we will endeavour to contact you as soon as possible. Every precaution is taken to ensure the safety of the children. If your child has a minor injury whilst in our care first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child.

### **Terms & Conditions**

Parents wishing to use the before and after school facilities are asked to carefully read the information and terms and conditions. The registration form must be signed and returned to school prior to a booking being made. Terms and Conditions are reviewed annually.

### **Equal Opportunities**

Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

### **Health & Safety**

The club will adhere to the Health and Safety Policy of the school to provide and maintain a safe, healthy and welcoming working environment for everyone using the school premises, whether it is staff, pupils, parents, visitors or contractors.

### **Child Protection**

The club will promote the welfare of all children in line with the schools Child Protection Policy.

### **Complaints**

We will work hard to provide an excellent service for you child. Should you be unhappy about any part of the service please speak to Mr Shewring or Mrs Goodey.

**Activities / Clubs September 2018 – December 2018**

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>3.05 – 4.00</b>	<i>Textiles - £5 a session to be paid to C Aldridge</i>			<i>Speech &amp; drama - £5.50 a session to paid to M Shirnia</i>  <i>Treasure Chest – Miss Withers FOC</i>	
<b>3.05 – 4.15</b>	Sport	Construction Club	Sport	Chess/Games	Arts/Crafts
<b>4.15 - 5.00</b>	Free Play	Free Play	Free Play	Free Play	Free Play