

# Welcome to St. Joseph's Primary School Breakfast and After School Clubs

Monday	Arts,Craft, Colouring and Active Play
Tuesday	Reading and Active Play
Wednesday	Board games and Active play
Thursday	Lego and Active Play
Friday	Free Play and Active Play



We would ask that you take time to read the following information. If you are happy with the content and wish to register your child for either or both of these clubs, please complete and return the Agreement to the school office.

Breakfast and After School Club is provided to assist working parents with child care arrangements. We have various options available which should suit most requirements. There will be a fun and varied approach to the Clubs which the children are at the heart of. Activities include social games and activities, including art and board games as well as sport and outdoor play. Entry and exit for both Clubs is via the green gates at the rear of the school off Crawford Road.

### Breakfast Club

The Club will run from 7.45 am to 8.40 am. Breakfast will be served between 7.45 am and 8.20 am. We will provide a variety of self-selection options to include:-

Cereal                      Toast  
 Jam or spreads        Fruit  
 Yoghurt                  Milk of Juice  
 (there may be slight weekly variations)

*Children will be asked to clean up their plates, bowls and cutlery when they have finished eating.*

### After School Club

There will be two session options.

**Session 1** will run from the end of the school day to 4.30 pm.

**Session 2** will run from 4.30 pm to 5.30 pm.

Our aim is to be flexible and meet the various needs of parents by offering a cheaper single session until 4.30 pm, a double session until 5.30 pm or the ability to just book the second session if your child attends a school club until 4.30 pm.

During the 2<sup>nd</sup> session only, a light tea will be served. The food options will include:-

Beans on toast                      Pizza  
 Wraps                                  Hot dogs  
 Crumpets                              Fruit  
 Yoghurt                                Milk or Juice  
 (there may be slight weekly variations)

*Children will be asked to clean up their plates, bowls and cutlery when they have finished eating.*

### Costs

Breakfast Club	After School Club
£3.00	<b>Session 1</b> £3.00 for any part of the session
	<b>Session 2</b> £3.50 for any part of the session and including a light tea
<b>Therefore a child attending sessions 1 and 2 from 3.10 - 5.30 pm will pay a total of £6.50</b>	

### Booking

Parents must complete an Agreement for all children that attend. It is advisable to book in advance to guarantee your place. Places for both Clubs are limited to 30 children.

- If a child is absent from school the cost of the session will be credited.
- If a parent has booked a session but chooses not to send the child to the club, there will be no credit or refund. (This is a necessary policy as by booking a place and not attending you may be blocking a place for another child)

**Late pick-up charge** If a parent is late for the 4.30 pm or 5.30 pm pick-up on more than 2 occasions, the third and subsequent late pick-up will incur a £5 late pick-up charge and the place could be withdrawn for continual lateness. This will be at the discretion of the Academy and Executive Principals. Persistent unacceptable behaviour by a child or arrears on your account may result in your child being removed from either Club.

**Please book and pay for all sessions on ParentPay. If you have any difficulty please contact the office on 01843 861738.**

**St. Joseph's Primary School  
Breakfast and After School Club  
Agreement**

Child's Name.....Year.....

Please tick as applicable...

My child has no medical or dietary needs

My child has the following medical/dietary needs for which you already have supporting information

.....

My child has a medical or dietary need that we have not reported and I require a medical form to complete and will return with the supporting evidence.

**Please note that if we do not receive the required supporting evidence for any reported medical or dietary need your child will not be able to attend Breakfast Club or the 2<sup>nd</sup> session of After School Club until this is in place.**

I agree to book and pay for all sessions in advance through my ParentPay account and note the late collection charge.

I have read and understood this Agreement.

Signed.....

Print Name.....

Date.....

## **Registration**

A register is taken by the staff member in charge of a club at the start of each session.

## **Supervision and Safety**

- Club staff will ensure that all children leave the building safely.
- A "first aider" will always be on school premises for the duration of the club session.
- In case of fire, the children will be led to the school playground in line with school evacuation procedures.

## **Collection of children from After School Club**

Parents/Carers should ensure they collect their children promptly at the end of an after school club from the assigned entrance.

If you have only booked for the first session (i.e. until 4.30 pm) and you do not collect your child by this time, you may be charged an additional £3.50 for the second session. A sensible and fair approach to late pick-up will be taken and will be at the discretion of the Academy and Executive Principals.

If children are collected late from the second session on more than 2 occasions, the third and subsequent late pick-up will incur a £5 late pick-up charge and may result in the child being unable to attend a club.

## **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All staff are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Academy Principal.

All club staff will ensure that every term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building - particularly arrangements for going to the toilet.
- Expectations of behaviour.

All club staff will ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs and agreed arrangements for travelling home.
- A full register of all children attending a club is maintained for each session.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. He/she will inform the Academy Principal of any child who is regularly collected late.
- Any Parent wishing their child to walk home after the Club **MUST** put it in writing to the school. Staff will not release a child without written permission.