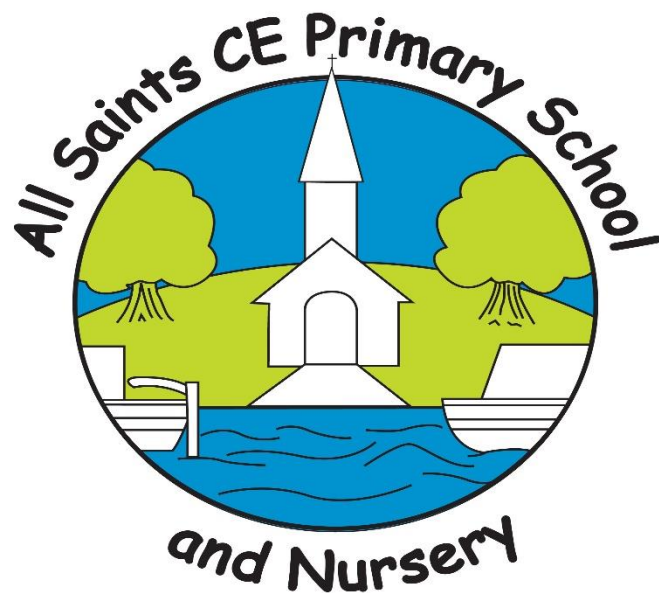


# All Saints CE Primary School & Nursery

## Breakfast & After School Club



## Information for Parents



## Opening Hours

**Breakfast Club** is open every school morning from **7:30am – 8:45am**

**The After School Club** is open every school day.

Monday to Friday from 3:15pm to **5:00pm**

## Fees

**All** fees must be paid in advance on a weekly/monthly basis.

At the present time we are only able to accept cash payments for Breakfast Club. After School Club is on our App: [www.myedschoolapp.com](http://www.myedschoolapp.com) so that you are able to pay online.

### **Breakfast Club**

Sessions are charged at £3.00 per day to include breakfast. A sibling discount is available, with 2 children charged at £5.00 per day, 3 children at £7.00 per day.

### **After School Club**

Sessions are until 5:00pm, and charged at £10 per session Monday to Friday.

Half sessions are until 4:30pm and are charged at £7 per session.

You must pay the Breakfast Club/After School Club/Office staff the fees at the beginning of each week.

Sessions must be booked in advance. Please let us know as soon as possible of any changes to your requirements, such as extra session, or absence.

If your child is absent without notification, then the session will still be charged. If you do not attend for 2 or more weeks, then the place will automatically be offered to another child on the waiting list.

## Priority Policy

- Working Parents
- Siblings

## How the club works

The children will be given the chance to join in a variety of planned activities, and it will be leisure focussed, however we will offer the opportunity for children to read and to look at homework.

## Facilities

- Use of the school hall
- Use of the Library area
- Use of the resource area (Rainbow Room)
- Use of the playground and play equipment
- Use of the children's toilets

## Club Routine

### **Breakfast Club**

- 7:30 am club opens
- 7:30 am to 8:30 am Breakfast is served
- 8:45 am children are taken to their class room

We offer a choice of cereals (including porridge), toast, pastries and fresh fruit. Sugar free squash, milk and water are also available.

### **After School Club**

- 3:15 pm – 3:30 pm welcome the children, take register.
- 3:30 pm – 4:00 pm free choice of activities
- 4:00 pm – 4:30 pm toast/sandwich/drinks or similar items offered
- 4:30 pm – 5:00 pm free choice of activities, including tidy up time.

### **Snacks and Drinks**

A selection of items will be offered, please advise staff of any allergies that your child may have.

### **Activities**

There are a wide range of activities for your child to access at the After School Club. There are a selection of puzzles and board games, table football, and different craft activities. There is also the opportunity for children to play outside (weather permitting) on the playground and play equipment. We have a selection of sports equipment that the children have access to, to help their physical development and coordination.

### **Drop off/Collection Procedures**

#### Breakfast Club

All children must be signed over to Breakfast Club Staff, entrance is the front of school. Children will not be admitted after 8:30am.

#### After School Club

Each child in club must be collected by a parent, or a person authorised by the parent/carer on the registration form. If someone else is to collect the child then the parent **MUST** call in advance to notify the school office. The school office closes at 4pm.

If a child is booked for a session and fails to arrive, checks **WILL** be made with parents/carers to locate the child.

**ALL** children must be collected by 5:00pm. Failure to collect on time will incur a charge of an additional **£15 for every 15 mins that they are left at school. Additional Charges from 6pm will apply at £20 for every 15 minutes late until the child is collected. The late payment charge must be paid within 7 days.**

## **Aims and Objectives of the Breakfast and After School Club**

### **Our Aims**

To provide 'out of school care' in a safe and secure environment for the children.

To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

### **To achieve Our Aims:-**

We will hold sessions before and after school every day the school is open.

We will regularly clean the area and equipment used by the children.

We will ensure that a qualified First Aider is on the premises at all times.

We will implement regular fire drills to make sure that staff and children are aware of the procedures outside of the main school hours.

We will encourage the children to be independent, to experiment, and to be creative, and make the right choices about their behaviour.

### **Member's of Staff**

#### **Breakfast Club**

Playworkers:-

Mrs Powell – Food Hygiene, Safeguarding

Mrs Stanley – TA Level 2, First Aid, Food Hygiene, Safeguarding

Ms Steptoe – TA Level 2, First Aid Food Hygiene, Safeguarding

#### **After School Club**

After School Co-ordinator:

Mrs Lisa White – TA Level 3, Paediatric First Aid, Food Hygiene, Safeguarding.

After School Club Playworkers:

Ms Cunningham – TA Level 2, First Aid , Food Hygiene, Safeguarding

Mrs Hallam – TA Level 2, First Aid, Food Hygiene, Safeguarding

### **Registered Person**

Lisa Harrison – Head Teacher

All Saints CE Primary School

Knebley Crescent

Nuneaton

CV10 7AT

School Ofsted Registration Number: 12653

### **Contacts for the Out of School Club**

Main School Office 02476 382123

Email: [admin3101@welearn365.com](mailto:admin3101@welearn365.com)

### **Policies for the Breakfast/After School Club**

These provisions adhere to the main school policies, which can be found of the schools website at

[www.allsaintscepharmyschoolandnursery.co.uk](http://www.allsaintscepharmyschoolandnursery.co.uk)

The schools Governing Body, Resource Committee, oversee and monitor the Before and After School Provision in school.